



**Agenda of Special Session  
October 13, 2020  
The Board of Trustees  
Wichita Falls Independent School District**

In Compliance with the Texas Government Code, Chapter 551, Subchapter C, the Board of Trustees of the Wichita Falls Independent School District will meet for a Special Session at 12:00 PM, on October 13, 2020, in the Board Room at the Education Center, 1104 Broad St, Wichita Falls, TX 76301.

The subjects to be discussed, considered, or upon which any formal action may be taken are as listed below.

*Pursuant to the Governor Abbott's Temporary Suspension of Open Meetings Laws issued on March 16, 2020, and consistent with new state and local mandates on public health and social distancing, this Meeting of the Wichita Falls ISD Board of Trustees will be conducted via Google Meet, which will be available online at <http://wichitafallsisdtx.swagit.com/live>. A quorum of the Board of Trustees may not be physically present at one location.*

<b>I. CALL TO ORDER AND OPENING STATEMENT</b>	
<b>II. INVOCATION</b>	
<b>III. PUBLIC COMMENT</b>	
<b>Public comments at special sessions are limited to topics that are listed on the agenda. Speakers may register in-person, 30 minutes before the meeting begins.</b>	
<b>IV. SUPERINTENDENT'S REPORT</b>	
<b>V. FINANCIAL SERVICES</b>	
A. Financial Reports as of August 31, 2020	3
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<b>VI. ADMINISTRATIVE SERVICES</b>	
A. TASB Recommended Local Policy Update 115	30
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A. Amendment of EIAA(REGULATION): Semester Examination Guidelines for Grades 7-12	88
<b>VIII. BOARD MATTERS</b>	
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C. Closed Session:	
1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code Section 551.074)	
2. Discussion of Purchase, Exchange, Lease or Value of Real Property (Pursuant to Texas Government Code Section 551.072)	
<b>IX. HUMAN RESOURCES</b>	
A. Personnel Report	104
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<b>X. ADJOURNMENT</b>	

*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 Meetings Act on Friday, October 9, 2020 at 3:00 pm.

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For the Board of Trustees

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**October 13, 2020**

<b>Agenda Item:</b>	Financial Reports as of August 31, 2020		
<b>Administrator Responsible:</b>	Tim Sherrod, Chief Financial Officer		
<b>Attachments:</b>	Financials		
<input type="checkbox"/> Action Needed	<input checked="" type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approves the attached year-to-date financial reports and investment reports as submitted by Tim Sherrod, Chief Financial Officer, and is recommended by Michael S. Kuhrt, Superintendent of Schools.

**Explanation:**

The following attachments report the revenue and expenditure position through August 31, 2020 for all funds. The budget balance amounts for the prior fiscal year column and for the two-year average column reflect the current budget balances for that period. The current year column is reported as of the approved budget.

The “Year-to-Date Revenues & Expenses Comparison” report details the components of revenue and functional expenditures for the General Fund, Food Service, and Debt Service Fund and provides a comparison to the same month for 2019-2020.

For the General Fund, the Year-to-Date Budget vs. Actual shows the prior year actual, current budget, actual revenue and expenditures to date with the remaining amount left in each category. The prior year actual is provided for comparison to the current budget.

The attached financial reports represent one month of operations, 16.67% of the fiscal year. As of August 31st, of last year, the district had collected 2.52% of projected revenues, as compared to 3.31% for 2020-2021. Expenditures for 2020-2021 were 15.55% of budget, as compared to 14.94% for 2019-2020.

**For the General Fund** revenues were 1.31% last year as compared to 1.72% this year. Expenditures were 14.21% last year as compared to 15.51% this year.

**For the Food Service Fund** revenues were 7.18% last year as compared to 5.29% this year. Expenditures were 15.25% last year as compared to 12.87% this year.

**For the Debt Service Fund** revenues were 0.97% last year as compared to 0.85% this year. Expenditures were 19.39% last year as compared to 18.00% this year.

**Investments:**

Tim Sherrod, Chief Financial Officer, hereby certifies that the following Investment Report represents the investment position of the school district as of the noted date in compliance with the Board approved Investment Policy, the Public Funds Investment Act (Texas Government Code 2256), and, Generally Accepted Accounting Principles (GAAP).

WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
FINANCIAL SUMMARY  
August 31, 2020

	2019-2020				2020-2021		
	FINAL BUDGET	CURRENT BUDGET	ACTUAL YEAR TO DATE	% OF CURRENT BUDGET	CURRENT BUDGET	ACTUAL YEAR TO DATE	% OF CURRENT BUDGET
<b>REVENUE:</b>							
GNL. OPERATING	\$133,911,145	\$133,911,145	\$1,716,146	1.28%	\$128,998,596	\$2,249,860	1.74%
ATHLETICS	\$390,000	\$390,000	(\$8,420)	-2.16%	\$415,000	(\$22,542)	-5.43%
<b>General Fund</b>	<b>\$134,301,145</b>	<b>\$134,301,145</b>	<b>\$1,707,726</b>	<b>1.27%</b>	<b>\$129,413,596</b>	<b>\$2,227,318</b>	<b>1.72%</b>
SP. EDUCATION	\$3,143,614	\$3,143,614	\$526,042	16.73%	\$3,892,698	\$492,692	12.66%
VOCATIONAL	\$162,638	\$162,638	\$14,994	9.22%	\$208,632	\$13,058	6.26%
CONS. APPLIC.	\$4,750,149	\$4,750,149	\$225,841	4.75%	\$6,752,029	\$268,762	3.98%
OTHER SP. REV.	\$720,161	\$720,161	\$871,165	120.97%	\$2,793,920	\$1,773,789	63.49%
<b>Special Revenues</b>	<b>\$8,776,562</b>	<b>\$8,776,562</b>	<b>\$1,638,042</b>	<b>18.66%</b>	<b>\$13,647,279</b>	<b>\$2,548,301</b>	<b>18.67%</b>
FOOD SERVICE	\$8,288,051	\$8,288,051	\$595,097	7.18%	\$8,437,408	\$446,734	5.29%
INT & SINKING	\$8,381,857	\$8,381,857	\$81,329	0.97%	\$8,548,450	\$72,810	0.85%
CONSTRUCTION FUND	\$0	\$0	\$829	0.00%	\$0	\$0	0.00%
INTERNAL SERVICE	\$4,764	\$4,764	\$2,142	44.97%	\$5,762	\$183	3.18%
<b>TOTAL REVENUE</b>	<b>\$159,752,379</b>	<b>\$159,752,379</b>	<b>\$4,025,166</b>	<b>2.52%</b>	<b>\$160,052,495</b>	<b>\$5,295,346</b>	<b>3.31%</b>
<b>EXPENDITURES:</b>							
GNL. OPERATING	\$129,553,706	\$129,553,706	\$18,422,804	14.22%	\$132,632,495	\$20,662,162	15.58%
ATHLETICS	\$1,300,750	\$1,300,750	\$141,280	10.86%	\$1,423,950	\$102,771	7.22%
<b>General Fund</b>	<b>\$130,854,456</b>	<b>\$130,854,456</b>	<b>\$18,564,085</b>	<b>14.19%</b>	<b>\$134,056,445</b>	<b>\$20,764,953</b>	<b>15.49%</b>
SP. EDUCATION	\$3,143,614	\$3,143,614	\$677,170	21.54%	\$3,892,698	\$545,203	14.01%
VOCATIONAL	\$162,638	\$162,638	\$25,710	15.81%	\$208,632	\$24,947	11.96%
CONS. APPLIC.	\$4,750,149	\$4,750,149	\$591,881	12.46%	\$6,752,029	\$662,477	9.81%
OTHER SP. REV.	\$720,161	\$720,161	\$534,330	74.20%	\$2,793,920	\$1,055,575	37.78%
<b>Special Revenues</b>	<b>\$8,776,562</b>	<b>\$8,776,562</b>	<b>\$1,829,091</b>	<b>20.84%</b>	<b>\$13,647,279</b>	<b>\$2,288,202</b>	<b>16.77%</b>
FOOD SERVICE	\$8,036,559	\$8,036,559	\$1,196,415	14.89%	\$8,273,119	\$1,028,585	12.43%
INT & SINKING	\$8,524,500	\$8,524,500	\$1,653,000	19.39%	\$8,548,450	\$1,538,475	18.00%
CONSTRUCTION FUND	\$0	\$0	\$0	0.00%	\$0	\$0	0.00%
INTERNAL SERVICE	\$549,658	\$549,658	\$172,135	31.32%	\$557,546	\$46,874	8.41%
<b>TOTAL EXPEND.</b>	<b>\$156,741,735</b>	<b>\$156,741,735</b>	<b>\$23,414,725</b>	<b>14.94%</b>	<b>\$165,082,839</b>	<b>\$25,667,089</b>	<b>15.55%</b>

WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
 FINANCIAL SUMMARY  
 August 31, 2020

FUND	INVESTMENTS	CHECKING ACCOUNT	8/31/2019 TOTAL CASH	INVESTMENTS	CHECKING ACCOUNT	8/31/2020 TOTAL CASH
GNL. OPERATING	27,642,549	2,199,162	29,841,711	32,239,401	\$ 6,896,603	\$ 39,136,004
ATHLETICS	-	42,736	42,736	-	26,948.86	26,948.86
SPECIAL REVENUES	-	(43,101)	(43,101)	-	(2,663,724.84)	(2,663,724.84)
FOOD SERVICE	853,813	272,319	1,126,132	349,944	340,077.96	690,022.37
INT & SINKING	880,650	13,368	894,018	1,270,836	8,617.99	1,279,453.55
CONSTRUCTION FUND	215,009	53,758	268,766	332	203,757.62	204,089.19
INTERNAL SERVICE	555,079	(1,052,810)	(497,731)	561,065	(1,475,590.06)	(914,524.90)
PAYROLL		477,705	477,705	-	396,807.59	396,807.59
<b>TOTAL</b>	<b>\$ 30,147,099</b>	<b>\$ 1,963,136</b>	<b>\$ 32,110,236</b>	<b>\$ 34,421,578</b>	<b>\$ 3,733,498</b>	<b>\$ 38,155,076</b>

**GENERAL FUND**

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
YEAR TO DATE REVENUES AND EXPENSES COMPARISON  
AUGUST 2019 and AUGUST 2020**

2 month has passed = 16.67%		2019-2020			2020-2021			CURRENT MONTH
	CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %		
<b>Revenues</b>								
5700	Local Revenues	46,163,688	601,564	1.30%	\$ 47,585,779	\$ 1,043,491	2.19%	793,329
5800	State Revenues	80,240,715	1,084,176	1.35%	78,958,613	1,127,686	1.43%	573,616
5900	Federal Revenues	3,987,053	20,287	0.51%	2,539,002	54,672	2.15%	24,981
	<b>Total Revenues</b>	<b>\$ 130,391,456</b>	<b>\$ 1,706,027</b>	<b>1.31%</b>	<b>\$ 129,083,394</b>	<b>\$ 2,225,849</b>	<b>1.72%</b>	<b>\$ 1,391,926</b>
<b>Expenses by Function</b>								
11	Instruction	\$ 79,842,909	\$ 10,729,993	13.44%	\$ 82,492,282	\$ 13,024,381	15.79%	6,942,994
12	Instr. Resources/Media	1,571,564	211,502	13.46%	1,547,313	234,714	15.17%	116,772
13	Curriculum Dev. & Staff Dev	1,332,696	154,036	11.56%	1,663,067	221,204	13.30%	129,343
21	Instructional Leadership	2,910,361	393,337	13.52%	2,710,476	411,123	15.17%	211,532
23	School Leadership	7,639,917	1,140,306	14.93%	7,588,017	1,264,380	16.66%	644,623
31	Guidance, Counseling & Evaluation Svcs	4,311,490	643,026	14.91%	5,179,094	864,749	16.70%	422,286
32	Social Work Services	323,277	42,049	13.01%	325,089	67,243	20.68%	33,635
33	Health Services	1,760,344	251,761	14.30%	1,825,402	282,976	15.50%	143,709
34	Student Transportation	3,113,960	175,715	5.64%	2,622,500	103,447	3.94%	91,116
35	Food Service	-	-	0.00%	-	-	0.00%	-
36	Co-Curricular/Extracurricular	3,728,636	448,767	12.04%	3,880,946	449,008	11.57%	247,971
41	General Administration	4,550,266	752,830	16.54%	4,448,595	730,103	16.41%	368,214
51	Plant Maint. & Operations	11,506,116	1,545,759	13.43%	12,451,359	1,575,078	12.65%	855,329
52	Security & Monitoring	689,247	52,994	7.69%	967,668	59,706	6.17%	52,281
53	Data Processing Services	4,786,557	1,477,034	30.86%	3,146,564	793,366	25.21%	600,148
61	Community Services	5,850	476	8.14%	9,704	1,218	12.55%	1,213
71	Debt Service	1,384,070	106,276	7.68%	1,384,870	96,676	6.98%	73,237
81	Facilities Acquisition & Construction	543,194	438,095	80.65%	928,500	585,583	63.07%	151,975
93	Payments to Fiscal Agent of SSA	100,000	-	0.00%	100,000	-	0.00%	-
95	Payments to JJAEP	12,000	129	1.08%	25,000	-	0.00%	-
99	Intergovernmental Charges	567,000	-	0.00%	585,000	-	0.00%	-
	<b>Total Expenditures</b>	<b>\$ 130,679,456</b>	<b>\$ 18,564,085</b>	<b>14.21%</b>	<b>\$ 133,881,445</b>	<b>\$ 20,764,954</b>	<b>15.51%</b>	<b>\$ 11,086,378</b>
<b>Other Sources and (Uses)</b>								
7900	Non-Operating Resources	463,000	1,702	0.37%	330,202	1,469	0.44%	1,469
8900	Other Uses-Non-operating	(175,000)		0.00%	(175,000)		0.00%	-
	<b>Total Other Sources and Uses</b>	<b>\$ 288,000</b>	<b>\$ 1,702</b>	<b>0.59%</b>	<b>\$ 155,202</b>	<b>\$ 1,469</b>	<b>0.95%</b>	<b>\$ 1,469</b>
	<b>Net Change in Fund Balance</b>	<b>\$ 0</b>	<b>\$ (16,856,356)</b>	<b>0.00%</b>	<b>\$ (4,642,849)</b>	<b>\$ (18,537,636)</b>	<b>399.27%</b>	<b>\$ (9,692,983)</b>

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT**  
**YEAR TO DATE GENERAL FUND REVENUES COMPARISON**  
**August 2019 and August 2020**

		2019-2020			2020-2021			Current Month
		BUDGET	ACTUAL	%	BUDGET	ACTUAL	%	
<b>Local Revenues</b>								
5711	Current year tax levy	43,664,990	\$ 30,998	0.07%	45,413,696	\$ -	0.00%	-
5712	Taxes-delinquent	806,118	341,456	42.36%	781,326	331,614	42.44%	143,682
5719	Tax penalties & interest	470,105	63,716	13.55%	491,807	68,989	14.03%	28,462
5735	Summer school tuition	7,450	580	0.00%	7,450	-	0.00%	-
5739	Tuition and Fess Local	25,000	258	1.03%	30,000	-	0.00%	-
5742	Interest income	500,000	103,760	20.75%	175,000	18,994	10.85%	7,695
5743	Facilities rental	107,000	14,667	13.71%	130,000	24,965	19.20%	21,453
5744	Gifts and local grants	27,000	27,000	0.00%	30,000	-	0.00%	-
5745	Insurance Proceeds	-	-	0.00%	-	-	0.00%	-
5749	Miscellaneous revenue	180,933	26,806	14.82%	147,500	618,770	419.51%	614,378
5755	Enterprise Revenue	8,000	743	0.00%	10,000	2,701	27.01%	659
	<b>Local revenues to date before Athletics</b>	<b>45,796,596</b>	<b>609,984</b>	<b>1.33%</b>	<b>47,216,779</b>	<b>1,066,033</b>	<b>2.26%</b>	<b>\$ 816,329</b>
5752	Scoreboard Fund	17,092	-	0.00%	19,000	-	0.00%	-
5752	Athletics Fund ticket sales	350,000	-	0.00%	350,000	(22,542)	-6.44%	(23,000)
	<b>Total local revenues to date</b>	<b>46,163,688</b>	<b>609,984</b>	<b>1.32%</b>	<b>47,585,779</b>	<b>1,043,491</b>	<b>2.19%</b>	<b>\$ 793,329</b>
<b>State Revenues</b>								
5811	Available School Fund	3,200,166	-	0.00%	5,189,564	-	0.00%	-
5812	Foundation entitlements	70,943,475	-	0.00%	67,522,291	-	0.00%	-
5819	Other FSP Programs	-	180,979		-	-	0.00%	-
5826	Pre K Supplement	-	-	0.00%	-	-	0.00%	-
5829	Misc. state programs	-	-	0.00%	-	-	0.00%	-
5831	TRS On-behalf	6,097,074	903,197	14.81%	6,246,758	1,127,686	18.05%	573,616
	<b>Total state revenues to date</b>	<b>80,240,715</b>	<b>1,084,176</b>	<b>1.35%</b>	<b>78,958,613</b>	<b>1,127,686</b>	<b>1.43%</b>	<b>573,616</b>
<b>Federal Revenues</b>								
5941	Impact Aid	155,000	-	0.00%	155,000	-	0.00%	-
5946	ROTC salary reimbursement	165,000	13,558	8.22%	170,000	22,498	13.23%	5,662
5931	SHARS Revenue	3,257,053	2,983	0.09%	1,804,002	25,204	1.40%	15,475
5931	SHARS Revenue-Deferred	-	-	0.00%	-	-	0.00%	-
5919	Other Federal Revenues	300,000	-	0.00%	300,000	-	0.00%	-
5929	After School Snack Program	110,000	3,746	3.41%	110,000	6,970	6.34%	3,844
5927	Indirect costs	-	-	0.00%	-	-	0.00%	-
	<b>Total federal revenues to date</b>	<b>3,987,053</b>	<b>20,287</b>	<b>0.51%</b>	<b>2,539,002</b>	<b>54,672</b>	<b>2.15%</b>	<b>24,981</b>
<b>Non-Operating Resources</b>								
7912	Sale of assets	50,000	1,702	3.40%	50,000	1,469	2.94%	1,469
7915	Transfers from Other Funds	413,000	-	0.00%	280,202	-	0.00%	-
	<b>Total non-operating resources</b>	<b>463,000</b>	<b>1,702</b>	<b>0.37%</b>	<b>330,202</b>	<b>1,469</b>	<b>0.44%</b>	<b>1,469</b>
<b>GRAND TOTAL - GENERAL FUND</b>		<b>\$ 130,854,456</b>	<b>\$ 1,716,149</b>	<b>1.31%</b>	<b>\$ 129,413,596</b>	<b>\$ 2,227,318</b>	<b>1.72%</b>	<b>\$ 1,393,395</b>

**FOOD SERVICE FUND**

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
YEAR TO DATE REVENUES AND EXPENSES COMPARISON  
AUGUST 2019 and AUGUST 2020**

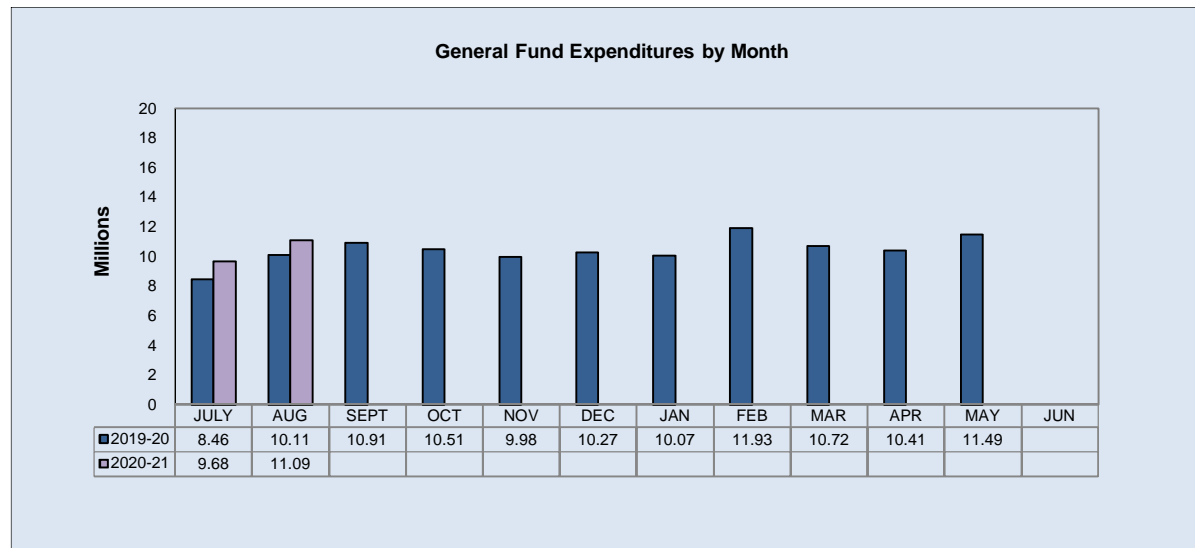
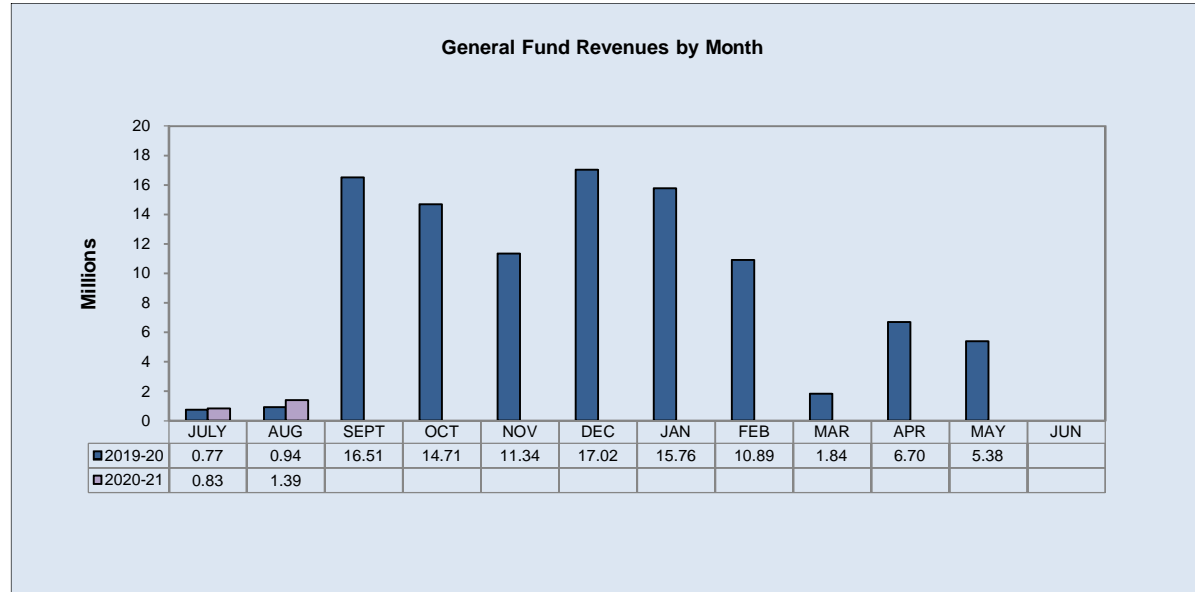
2 months has passed = 16.67%		2019-2020			2020-2021			CURRENT MONTH
		CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	
<b>Revenues</b>								
5700	Local Revenues	1,440,515	\$ 142,396	9.89%	1,515,154	\$ 52,020	3.43%	51,899
5800	State Revenues	152,247	-	0.00%	152,247	-	0.00%	-
5900	Federal Revenues	6,361,642	437,737	6.88%	6,406,110	390,103	6.09%	145,508
5900	After School Supper Program	333,647	14,967	4.49%	273,315	4,611	1.69%	4,611
5900	After School Snack Program	-	-	0.00%	90,582	-	0.00%	-
	<b>Total Revenues</b>	<b>\$ 8,288,051</b>	<b>\$ 595,100</b>	<b>7.18%</b>	<b>\$ 8,437,408</b>	<b>\$ 446,734</b>	<b>5.29%</b>	<b>\$ 202,018</b>
<b>Expenses by Function</b>								
35	Food Service	7,843,559	\$ 1,196,415	15.25%	\$ 7,992,916	\$ 1,028,585	12.87%	703,862
51	Plant Maint. & Operations	-	-	0.00%	-	-	0.00%	-
81	Facilities Acquisition & Construction	-	-	0.00%	-	-	0.00%	-
	<b>Total Expenditures</b>	<b>\$ 7,843,559</b>	<b>\$ 1,196,415</b>	<b>15.25%</b>	<b>\$ 7,992,916</b>	<b>\$ 1,028,585</b>	<b>12.87%</b>	<b>\$ 703,862</b>
<b>Other Sources and (Uses)</b>								
7900	Non-Operating Resources	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	-
8900	Other Uses-Non-operating	(193,000)	-	0.00%	(280,203)	-	0.00%	-
	<b>Total Other Sources and Uses</b>	<b>\$ (193,000)</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ (280,203)</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
	<b>Net Change in Fund Balance</b>	<b>\$ 251,492</b>	<b>\$ (601,315)</b>	<b>239.10%</b>	<b>\$ 164,289</b>	<b>\$ (581,851)</b>	<b>354.16%</b>	<b>\$ (501,844)</b>

**DEBT SERVICE AND  
CAPITAL PROJECTS FUNDS**

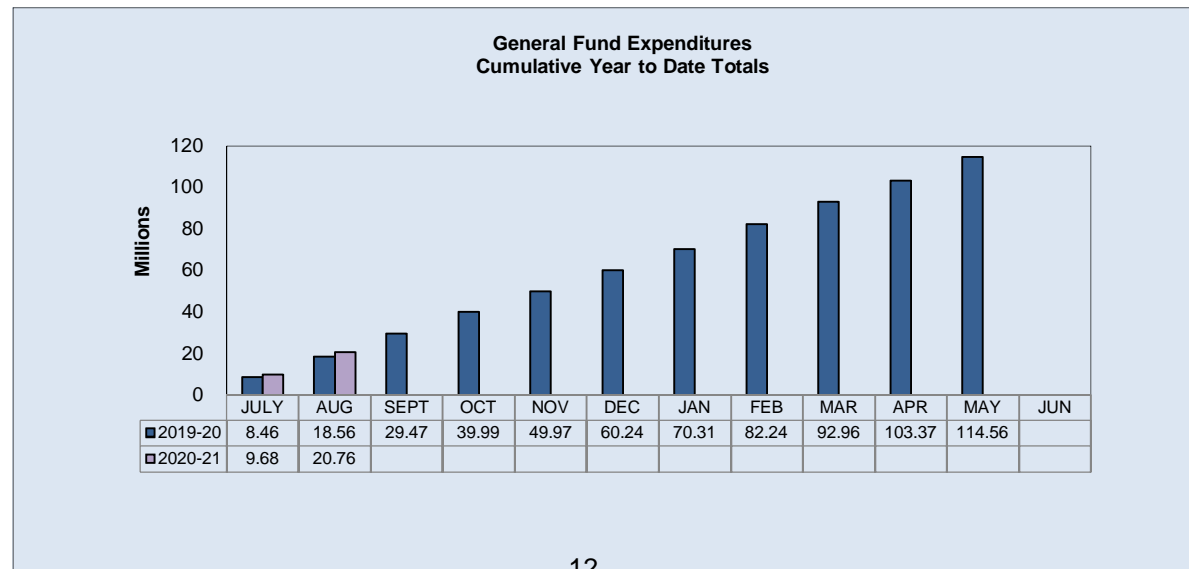
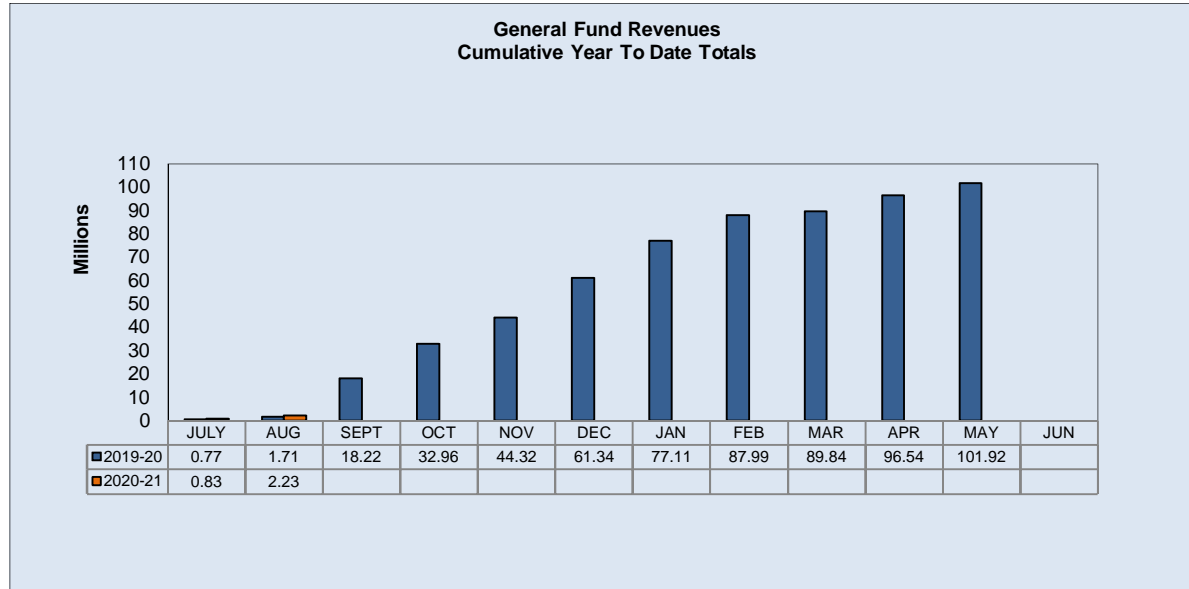
**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
YEAR TO DATE REVENUES AND EXPENSES COMPARISON  
AUGUST 2019 and AUGUST 2020**

DEBT SERVICE FUND 2 months has passed = 16.67%		2019-2020			2020-2021			CURRENT MONTH
		CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	
<b>Revenues</b>								
5700	Local Revenues	7,592,770	\$ 81,329	1.07%	8,271,850	\$ 72,810	0.88%	31,435
5800	State Revenues	789,087	-	0.00%	276,600	-	0.00%	-
5900	Federal Revenues	-	-	0.00%	-	-	0.00%	-
<b>Total Revenues</b>		<b>\$ 8,381,857</b>	<b>\$ 81,329</b>	<b>0.97%</b>	<b>\$ 8,548,450</b>	<b>\$ 72,810</b>	<b>0.85%</b>	<b>\$ 31,435</b>
<b>Expenses by Function</b>								
71	Debt Service	\$ 8,524,500	\$ 1,653,000	19.39%	\$ 8,548,450	\$ 1,538,475	18.00%	-
<b>Total Expenditures</b>		<b>\$ 8,524,500</b>	<b>\$ 1,653,000</b>	<b>19.39%</b>	<b>\$ 8,548,450</b>	<b>\$ 1,538,475</b>	<b>18.00%</b>	<b>\$ -</b>
<b>Other Sources and (Uses)</b>								
7900	Non-Operating Resources	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	-
<b>Total Other Sources and (Uses)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>		<b>\$ (142,643)</b>	<b>\$ (1,571,671)</b>	<b>1101.82%</b>	<b>\$ -</b>	<b>\$ (1,465,665)</b>	<b>0.00%</b>	<b>\$ 31,435</b>
<b>CAPITAL PROJECTS FUND</b> 2 months has passed = 16.67%		2019-2020			2020-2021			CURRENT MONTH
		CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	
<b>Revenues</b>								
5700	Local Revenues	-	\$ 829	0.00%	-	\$ -	0.00%	-
5800	State Revenues	-	-	0.00%	-	-	0.00%	-
5900	Federal Revenues	-	-	0.00%	-	-	0.00%	-
<b>Total Revenues</b>		<b>\$ -</b>	<b>\$ 829</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
<b>Expenses by Function</b>								
11	Instruction	-	-	0.00%	-	-	0.00%	-
51	Plant M&O	-	-	0.00%	-	-	0.00%	-
53	Data Processing Services	-	-	0.00%	-	-	0.00%	-
81	Facilities Acquisition & Construction	-	-	0.00%	-	-	0.00%	-
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
<b>Other Sources and (Uses)</b>								
7900	Non-Operating Resources	-	-	0.00%	-	-	0.00%	\$ -
8900	Other Uses-Non-operating	-	-	0.00%	-	-	0.00%	-
<b>Total Other Sources and (Uses)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>		<b>\$ -</b>	<b>\$ 829</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>

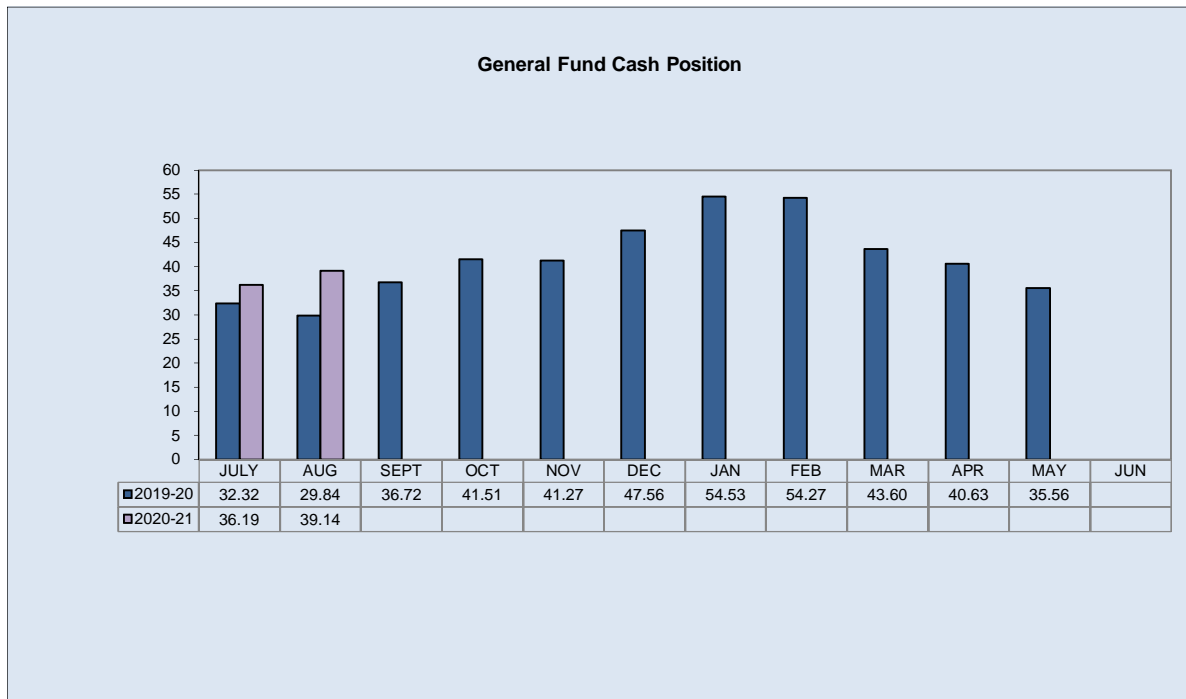
**Board Graphs  
August 31, 2020**



**Board Graphs  
August 31, 2020**



**Board Graphs  
August 31, 2020**



**WICHITA FALLS ISD**  
**Investments Report**  
**August 2020**

									MARKET VALUE		
				PURCHASE	YIELD		PURCHASE	CURRENT	@	CURRENT	YEAR TO
RATE	CUSIP #	DESC		DATE	RATE	PAR VALUE	COST	BOOK VALUE	August 31, 2020	MONTH	DATE
<b>GENERAL OPERATING FUND</b>											
		American National MMKT			0.5000%	\$3,305,537.95	\$3,305,537.95	\$3,305,537.95	\$3,305,537.95	\$1,403.13	\$2,805.66
		TexasTERM Balance			0.1600%	\$1,161,315.62	\$1,161,315.62	\$1,161,315.62	\$1,161,315.62	\$155.26	\$366.79
		TEXPOOL BALANCE			0.1768%	\$15,525,382.31	\$15,525,382.31	\$15,525,382.31	\$15,525,382.31	\$1,804.79	\$3,709.48
		TEXPOOL Prime BALANCE			0.3404%	\$2,940,992.97	\$2,940,992.97	\$2,940,992.97	\$2,940,992.97	\$850.06	\$1,893.39
		TEXPOOL TMN BALANCE			0.1768%	\$0.00	\$0.00	\$0.00	\$0.00	\$30.56	\$294.70
		First National Bank -ICS			0.2800%	\$3,147,790.39	\$3,147,790.39	\$3,147,790.39	\$3,147,790.39	\$766.44	\$1,705.08
		American National CDARS			0.5500%	\$3,143,197.05	\$3,143,197.05	\$3,143,197.05	\$3,143,197.05	\$1,709.69	\$6,197.89
		American National Bank -ICS			0.3602%	\$3,015,185.08	\$3,015,185.08	\$3,015,185.08	\$3,015,185.08	\$974.39	\$2,020.93
		INTRA-MONTH CD ACTIVITY		PURCHASES							
				MATURITIES							
		PREVIOUS MONTH'S MATURITIES									\$0.00
		TOTAL GENERAL FUND				\$32,239,401.37	\$32,239,401.37	\$32,239,401.37	\$32,239,401.37	\$7,694.32	\$18,993.92
<b>FOOD SERVICE FUND</b>											
		TEXPOOL BALANCE			0.1768%	\$341,005.66	\$341,005.66	\$341,005.66	\$341,005.66	\$54.50	\$102.65
		TEXPOOL Prime BALANCE			0.3404%	\$8,938.75	\$8,938.75	\$8,938.75	\$8,938.75	\$2.55	\$5.74
		INTRA-MONTH CD ACTIVITY		PURCHASES							\$0.00
				MATURITIES							
		PREVIOUS MONTH'S MATURITIES									\$0.00
		TOTAL FOOD SERVICE FUND				\$349,944.41	\$349,944.41	\$349,944.41	\$349,944.41	\$57.05	\$108.39
<b>INTEREST AND SINKING FUND</b>											
		TEXPOOL BALANCE			0.1768%	\$1,269,496.46	\$1,269,496.46	\$1,269,496.46	\$1,269,496.46	\$189.21	\$650.94
		TEXPOOL Prime BALANCE			0.3404%	\$1,339.10	\$1,339.10	\$1,339.10	\$1,339.10	\$0.31	\$0.74
		INTRA-MONTH CD ACTIVITY		PURCHASES							\$0.00
				MATURITIES							
		PREVIOUS MONTH'S MATURITIES									\$0.00
		TOTAL INTEREST AND SINKING FUND				\$1,270,835.56	\$1,270,835.56	\$1,270,835.56	\$1,270,835.56	\$189.52	\$651.68
<b>BOND CONSTRUCTION FUND</b>											
		American National MMKT			0.1000%	\$257.07	\$257.07	\$257.07	\$257.07	\$0.02	\$0.04
		TEXPOOL BALANCE			0.1768%	\$10.57	\$10.57	\$10.57	\$10.57	\$0.00	\$0.00
		TEXPOOL Prime BALANCE			0.3404%	\$63.93	\$63.93	\$63.93	\$63.93	\$0.00	\$0.00
		INTRA-MONTH CD ACTIVITY		PURCHASES							
				MATURITIES							
		PREVIOUS MONTH'S MATURITIES									\$0.00
		TOTAL BOND CONSTRUCTION FUND				\$331.57	\$331.57	\$331.57	\$331.57	\$0.02	\$0.04
<b>WORKER'S COMPENSATION FUND</b>											
		TEXPOOL BALANCE			0.1768%	\$561,065.16	\$561,065.16	\$561,065.16	\$561,065.16	\$84.22	\$183.40
		PREVIOUS MONTH'S MATURITIES									
		TOTAL WORKER'S COMPENSATION FUND				\$561,065.16	\$561,065.16	\$561,065.16	\$561,065.16	\$84.22	\$183.40
		<b>TOTAL WFISD INVESTMENTS &amp; INTEREST EARNINGS</b>				<b>\$34,421,578.07</b>	<b>\$34,421,578.07</b>	<b>\$34,421,578.07</b>	<b>\$34,421,578.07</b>	<b>\$8,025.13</b>	<b>\$19,937.43</b>
		<b>TEXPOOL HIGHEST BALANCE 08/25/2020:</b>									
				GENERAL OPERATING FUND		\$18,878,768.09					
				FOOD SERVICE		\$349,887.36					
				INTEREST & SINKING FUND		\$1,282,200.12					
				BOND CONSTRUCTION		\$74.50					
				WORKER'S COMPENSATION		\$560,980.94					
				MAINTENANCE TAX NOTE		\$0.00					
		<b>TOTAL</b>				<b>\$21,071,911.01</b>					

**Wichita Falls ISD**  
Property Tax Collections Report  
August 31, 2020

This statement is compiled from the tax collections monthly statement for the month of August 2020 submitted to us by the Wichita County Tax Assessor-Collector, Tommy Smyth.

This statement shows total collections for the month. The breakdown is as follows:

**Maintenance & Operations**

<u>Original Levy</u>	<u>Adjustments</u>	<u>Adjusted Levy</u>	Current	YTD	Budget
			Month	Collected	
			Collections		
<b>\$ 44,813,574</b>	<b>\$ (156,226.80)</b>	<b>\$ 1,077,927.67</b>			
			current		
<b>\$ 1,782,268</b>	<b>\$ (200,904.72)</b>	<b>\$ 959,631.27</b>			
			prior years		
<hr/>					
5711 Current Year			\$ -	43,579,419.14	\$ 44,325,266
5712 Prior Years			105,637.73	621,731.61	670,000
5719 Penalty, Interest, & Misc Fees Collected			26,236.07	440,340.21	440,000
Refunds			(12,255.63)	(287,256.53)	
Adjustments			(14,107.12)	(360,052.32)	
			<hr/>		
Totals			<b>\$ 105,511.05</b>	<b>43,994,182.11</b>	<b>\$ 45,435,266.00</b>
			<hr/>		
Uncollected Levy				<u>2,037,560.42</u>	

**Interest & Sinking**

<u>Original Levy</u>	<u>Adjustments</u>	<u>Adjusted Levy</u>	Current	YTD	Budget
			Month	Collected	
			Collections		
<b>\$ 8,314,552</b>	<b>\$ (28,985.77)</b>	<b>\$ 198,662.08</b>			
			current		
<b>\$ 280,255</b>	<b>\$ (37,817.05)</b>	<b>\$ 131,484.03</b>			
			prior years		
<hr/>					
5711 Current Year			\$ -	8,086,903.75	\$ 7,581,915
5712 Prior Years			19,308.11	110,953.47	110,000
5719 Penalty, Interest, & Misc Fees Collected			4,441.43	66,696.28	60,000
Refunds			(2,254.21)	(49,386.78)	
Adjustments			(2,617.38)	(66,802.83)	
			<hr/>		
Totals			<b>\$ 18,877.95</b>	<b>8,148,363.89</b>	<b>\$ 7,751,915.00</b>
			<hr/>		
Uncollected Levy				<u>330,146.09</u>	

**YEAR-TO-DATE SUMMARY PART C**

Tax Year = 2019 AND Year End Date = 08/31/2020 AND Month Range from 08/01/2020 to 08/31/2020 and Tax Units = {multiple} AND Date Type = 1

002 - WICHITA FALLS I.S.D.

**CURRENT YEAR INFORMATION**

Start Financial Year 10/01/2019

Start Value 6,726,764,037	Start Exemption 1,960,086,814	Start Taxable 4,766,677,223	Rate 1.150000	Calc Start Levy 54,816,788.06	Actual Start Levy 53,128,125.21	Start Frozen Loss 1,688,662.50	Start + Frozen 54,816,787.71
Adjusted Value 6,720,310,862	Adjusted Exemption 1,977,361,364	Adj Taxable 4,742,949,498	Rate 1.150000	Calc Adj Levy 54,543,919.23	Actual Current Levy 52,878,314.70	Adj Frozen Loss 1,665,347.44	Act Levy + Act Frozen 54,543,662.14
Start Value 6,726,764,037	Net Value Adj (6,453,175)	Start Value + Net Value Adj 6,720,310,862			Actual Current Value 6,720,310,862	Other Loss 0.00	
Start Exemption 1,960,086,814	Net Exmp Adj 17,274,550	Start Exemp + Net Exmp Adj 1,977,361,364			Actual Current Exemption 1,977,361,364		

YEAR	NET START BALANCE	NET MTD ADJ	NET YTD ADJ	NET MTD PAID	NET YTD PAID	CALC BALANCE AS OF 08/31/2020	REFUNDS DUE	COL %
1974	1.16	0.00	0.00	0.00	1.16	0.00	0.00	100.00
1975	63.00	0.00	0.00	0.00	9.97	53.03	0.00	15.82
1976	9.70	0.00	0.00	0.00	0.00	9.70	0.00	0.00
1977	46.70	0.00	0.00	0.00	0.00	46.70	0.00	0.00
1978	46.70	0.00	0.00	0.00	0.00	46.70	0.00	0.00
1979	155.82	0.00	0.00	0.00	0.00	155.82	0.00	0.00
1980	70.48	0.00	0.00	0.00	0.00	70.48	0.00	0.00
1981	223.19	0.00	0.00	0.00	0.00	223.19	0.00	0.00
1982	236.98	0.00	0.00	0.00	0.00	236.98	0.00	0.00
1983	441.32	0.00	0.00	2.66	15.61	425.71	0.00	3.53
1984	454.16	0.00	0.00	2.51	2.51	451.65	0.00	0.55
1985	1,421.55	0.00	0.00	0.00	5.17	1,416.38	0.00	0.36
1986	1,501.91	0.00	0.00	0.00	38.60	1,463.31	0.00	2.57
1987	1,395.65	0.00	0.00	0.00	106.59	1,289.06	0.00	7.63
1988	1,093.61	0.00	0.00	0.00	0.00	1,093.61	0.00	0.00
1989	1,684.70	0.00	0.00	4.95	42.23	1,642.47	0.00	2.50
1990	1,872.35	0.00	0.00	0.00	0.00	1,872.35	0.00	0.00
1991	733.86	0.00	0.00	0.00	0.00	733.86	0.00	0.00
1992	689.15	0.00	0.00	5.12	5.12	684.03	0.00	0.74
1993	3,525.91	0.00	0.00	0.00	0.00	3,525.91	0.00	0.00
1994	4,261.33	0.00	0.00	0.00	65.03	4,196.30	0.00	1.52
1995	5,032.87	0.00	0.00	42.59	222.75	4,810.12	0.00	4.42
1996	3,398.11	0.00	0.00	0.42	0.42	3,397.69	(0.08)	0.01
1997	4,236.23	0.00	0.00	0.00	0.00	4,236.23	0.00	0.00
1998	5,527.87	0.00	0.00	16	0.00	5,527.87	0.00	0.00
1999	7,704.95	0.00	(864.15)	11.24	105.09	6,735.71	0.00	1.53
2000	9,011.35	0.00	(114.16)	11.58	11.58	8,885.61	(204.00)	0.13

**YEAR-TO-DATE SUMMARY PART C**

Tax Year = 2019 AND Year End Date = 08/31/2020 AND Month Range from 08/01/2020 to 08/31/2020 and Tax Units = {multiple} AND Date Type = 1

YEAR	NET START BALANCE	NET MTD ADJ	NET YTD ADJ	NET MTD PAID	NET YTD PAID	CALC BALANCE AS OF 08/31/2020	REFUNDS DUE	COL %
2001	7,141.42	0.00	0.00	9.64	25.10	7,116.32	0.00	0.35
2002	8,580.57	0.00	(179.04)	0.00	0.00	8,401.53	(0.01)	0.00
2003	12,964.43	0.00	(179.04)	63.90	368.92	12,416.47	(0.01)	2.88
2004	20,691.17	0.00	(764.07)	0.00	73.40	19,853.70	0.00	0.36
2005	27,331.28	(11.73)	(924.35)	0.00	178.32	26,228.61	0.00	0.67
2006	26,462.27	(10.45)	(1,638.01)	56.40	843.30	23,980.96	0.00	3.39
2007	27,954.60	(5.95)	(3,994.26)	56.34	1,055.64	22,904.70	0.00	4.40
2008	30,819.42	(6.00)	(3,133.29)	221.61	1,478.82	26,207.31	0.00	5.34
2009	62,323.18	(6.00)	(21,878.22)	189.44	2,023.85	38,421.11	0.00	5.00
2010	53,697.59	(6.00)	(993.92)	90.18	1,816.05	50,887.62	0.00	3.44
2011	51,094.24	(6.03)	(967.90)	347.91	2,455.43	47,670.91	0.00	4.89
2012	66,063.85	(6.05)	(1,017.46)	273.88	2,481.54	62,564.85	0.00	3.81
2013	90,736.91	(6.03)	(1,585.02)	287.77	8,226.22	80,925.67	0.00	9.22
2014	104,395.22	(5.67)	(321.56)	752.68	9,906.68	94,166.98	0.00	9.51
2015	117,237.42	(6.15)	(609.73)	1,094.77	14,746.78	101,880.91	0.00	12.64
2016	181,751.46	(6.15)	(884.74)	2,852.03	31,382.03	149,484.69	0.00	17.35
2017	323,899.85	(12.30)	(22,151.04)	4,640.02	76,133.35	225,615.46	0.00	25.23
2018	797,459.03	(2,721.76)	(114,844.68)	14,143.93	240,431.16	442,183.19	0.00	35.22
2019	53,128,125.21	(13,908.23)	(249,810.51)	99,784.27	52,004,749.55	873,565.15	0.00	98.34
<b>TOTAL</b>	<b>55,193,569.73</b>	<b>(16,724.50)</b>	<b>(426,855.15)</b>	<b>124,945.84</b>	<b>52,399,007.97</b>	<b>2,367,706.61</b>	<b>(204.10)</b>	

WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
PROJECTED REVENUE YEAR TO DATE COMPARISON  
August 31, 2020

		2019-2020		2020-2021		2020-2021	
		ACTUAL	BUDGET	PROJECTED	DIFFERENCE	YEAR TO DATE	PERCENT
						ACTUAL	COLLECTED
<b>Local Revenues</b>							
5711	Current year tax levy	43,610,417	\$ 45,413,696	\$ 45,413,696	\$ -	\$ -	0%
5712	Taxes-delinquent	795,223	781,326	781,326	-	331,614	42%
5719	Tax penalties & interest	480,328	491,807	491,807	-	68,989	14%
5735	Summer School Tuition	580	7,450	7,450	-	-	0%
5739	Tuition & Fees	37,242	30,000	30,000	-	-	0%
5742	Interest income	535,720	175,000	175,000	-	18,994	11%
5743	Facilities rental	149,161	130,000	130,000	-	24,965	19%
5744	Gifts and local grants	32,681	30,000	30,000	-	-	0%
5745	Insurance Proceeds	986	-	-	-	-	0%
5749	Miscellaneous revenues	151,889	147,500	147,500	-	618,770	420%
5755	Enterprising Revenue	14,130	10,000	10,000	-	2,701	27%
<b>Local revenues to date before Athletics</b>		<b>45,808,357</b>	<b>47,216,779</b>	<b>47,216,779</b>	<b>-</b>	<b>1,066,033</b>	<b>2%</b>
5752	Scoreboard Fund	-	19,000	19,000	-	-	0%
5752	Athletics Fund ticket sales	293,124	350,000	350,000	-	(22,542)	-6%
<b>Total local revenues to date</b>		<b>46,101,481</b>	<b>47,585,779</b>	<b>47,585,779</b>	<b>-</b>	<b>1,043,491</b>	<b>2%</b>
<b>State Revenues</b>							
5811	Available School Fund	4,135,544	5,189,564	5,189,564	-	-	0%
5812	Foundation entitlements	69,767,407	67,522,291	67,522,291	67,522,291	A	0%
5819	Other Foundation School Programs	180,979	-	-	-	-	0%
5820	Other State Program Revenue	-	-	-	-	-	0%
5826	PreK Supplement	-	-	-	-	-	0%
5829	High School Allotment	170,642	-	-	-	-	0%
5829	Misc. state programs	-	-	-	-	-	0%
5831	TRS On-behalf	6,598,590	6,246,758	6,246,758	-	1,127,686	18%
<b>Total state revenues to date</b>		<b>80,853,162</b>	<b>78,958,613</b>	<b>78,958,613</b>	<b>67,522,291</b>	<b>1,127,686</b>	<b>1%</b>
<b>Federal Revenues</b>							
5941	Impact Aid	202,582	300,000	300,000	-	-	0%
5946	ROTC salary reimbursement	282,764	110,000	110,000	-	22,498	20%
5931	SHARS Revenue	3,286,730	1,804,002	1,804,002	-	25,204	1%
5919	E-rate funding	110,474	155,000	155,000	-	-	0%
5929	After School Snack Program	179,374	170,000	170,000	-	6,970	4%
<b>Total federal revenues to date</b>		<b>4,061,924</b>	<b>2,539,002</b>	<b>2,539,002</b>	<b>-</b>	<b>54,672</b>	<b>2%</b>
<b>Non-Operating Resources</b>							
7912	Sale of assets	32,875	50,000	50,000	-	1,469	3%
7914	Loan Proceeds	-	-	-	-	-	0%
7915	Transfer from Other Funds	413,000	280,202	280,202	-	-	0%
<b>Total non-operating resources</b>		<b>445,875</b>	<b>330,202</b>	<b>330,202</b>	<b>-</b>	<b>1,469</b>	<b>0%</b>
<b>GRAND TOTAL - GENERAL FUND</b>		<b>\$ 131,462,442</b>	<b>\$ 129,413,596</b>	<b>\$ 129,413,596</b>	<b>\$ 67,522,291</b>	<b>\$ 2,227,318</b>	<b>2%</b>
A	Projected FSP Payment/Due from State				\$ 67,522,291		
Based on following assumptions:		<b>Attendance Projections</b>	<b>Budgeted</b>	<b>1st 6 Weeks Attendance</b>	<b>TEA Hold Harmless 2020-21 1st 3 6 Weeks</b>	<b>WFISD Actual Attendance Difference</b>	<b>TEA Hold Harmless Difference</b>
	Refined ADA-(ADA FTE Report- 1st 6 weeks)	13,534.080	12,924.386	12,380.000	12,886.133	(544.386)	(38.253)
	Regular ADA-(ADA FTE Report- 1st 6 weeks)	12,324.310	11,772.595	11,996.351	11,757.870	223.756	(14.725)
	Special Education FTEs	388.036	400.280	383.649	392.133	(16.631)	(8.147)
	Career & Tech FTEs	821.734	751.511	-	736.130	(751.511)	(15.381)
	Weighted ADA (Summary of Finance April 30, 2020)	18,140.179	17,661.538	17,661.538		-	-
	Compensatory Enrollment	8,992.000	8,992.000	8,888.000		(104.000)	(104.000)

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**October 13, 2020**

**Agenda Item:** September, 2020 Budget Amendments

**Administrator Responsible:** Tim Sherrod, Chief Financial Officer

**Attachments:** Attachment

Action Needed     Future Action     Information     Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approves the attached budget amendments to the 2020-2021 budgets, as detailed on the attached Budget Amendment report. These amendments are submitted by Tim Sherrod, Chief Financial Officer, and as recommended by Michael S. Kuhrt, Superintendent of Schools.

**Explanation:**

Budgeted funds that are transferred between functions, as well as increases/decreases to the district's legally adopted budgets, require Board approval in the form of a budget amendment.

**Fiscal Note:**

General Operating revenues reflect no change and expenditures reflect a change of \$107,611 and a total budgeted deficiency of expenditures over revenues of \$4,750,460.

There are no proposed amendments to the Food Service or Debt Service budgets.

The detail of the proposed amendments and cross-function transfers is reflected on the attached Budget Amendment report.

# Memorandum

**To:** Mr. Michael Kuhrt, Superintendent  
**From:** Tim Sherrod, Chief Financial Officer  
**Date:** October 13, 2020  
**Subject:** September 2020 Budget Amendments/Revisions

**General Operating Fund (199)** Please approve the following inter-functional budget transfers:

Campus/Dept.	Amount	From Function	To Function
002 – Rider High School Teacher Mentoring Funds	\$3,750	11	21
004 – Wichita Falls High School Beg of Year Budget Adjustments	\$7,500	11	23
Beg of Year Budget Adjustments	\$300	13	23
111 – Franklin Elementary Library Supplies	\$390	11	12
114 – Haynes Elementary TOPS Training	\$250	23	13
123 – Sheppard Elementary Admin Office Supplies	\$500	11	23
129 – Southern Hills Elementary Student PPE	\$300	13	11
Student PPE	\$1,112	23	11
750 – Indirect Cost Corp of Engineer Fees East High School Property	\$1,870	41	81
810 – Instructional Network Mgmt Technology License Renewals	\$173,263	51	53
860 – Div of Curriculum & Instruction Region 9 Reading Academy Fees	\$12,000	12	13
863 – Div of School Administration 2 Days for 2 Subs at Fowler	\$360	23	11
925 – Elementary Education Instructional Supplies	\$2,000	13	11
928 – Social & Emotional Learning Gallup Student Poll	\$1,080	31	11
950 – Limited English Proficiency ELA & Math Resources	\$24,000	13	11

**General Operating Fund (181/199):** Please approve the following budget revisions to appropriate additional revenue and expenditures:

<u>Campus/Dept.</u>	<u>Account</u>	<u>Amount</u>
LTE Internet Access Services	199 E 53 6299 00 810 0 99 000	\$12,320
Landmark Title-Earnest Money		
West Property	199 E 81 6619 01 999 0 99 000	\$10,000
WFHS Gas Leak-Architect Fees	199 E 51 6219 00 820 0 99 000	\$ 8,000
WFHS Gas Leak-Contracted Services	199 E 51 6246 00 820 0 99 000	\$45,000
Kirby Chiller	199 E 51 6629 00 048 0 99 000	<u>\$32,291</u>
Total Budget Revisions for September		\$107,611

Attached spreadsheet(s) reflect the impact to the budget.

**Wichita Falls Independent School District  
General Operating Fund Budget  
Sep-20**

	Original Operating Fund 199 Sep	Proposed Transfers & Revisions Increase/ (Decrease)	Amended Operating Fund 199 Sep
<b>Revenues:</b>			
5700 - Local Revenues	\$ 47,585,779	\$ -	\$ 47,585,779
5800 - State Program Revenues	78,958,613	-	78,958,613
5900 - Federal Program Revenues	2,539,002	-	2,539,002
Total Revenues	<u>\$ 129,083,394</u>	<u>\$ -</u>	<u>\$ 129,083,394</u>
<b>Expenditures</b>			
11 - Instruction	\$ 82,492,282	16,712	\$ 82,508,994
12 - Instructional Resources and Media Services	1,547,313	(11,610)	1,535,703
13 - Curriculum and Instructional Staff Development	1,663,067	(14,350)	1,648,717
21 - Instructional Leadership	2,710,476	3,750	2,714,226
23 - School Leadership	7,588,017	6,578	7,594,595
31 - Guidance, Counseling and Evaluation Services	5,179,094	(1,080)	5,178,014
32 - Social Work Services	325,089	-	325,089
33 - Health Services	1,825,402	-	1,825,402
34 - Student Transportation	2,622,500	-	2,622,500
36 - Cocurricular/Extracurricular Activities	3,880,946	-	3,880,946
41 - General Administration	4,448,595	(1,870)	4,446,725
51 - Plant Maintenance and Operations	12,451,359	(87,972)	12,363,387
52 - Security and Monitoring Services	967,668	-	967,668
53 - Data Processing Services	3,146,564	185,583	3,332,147
61 - Community Services	9,704	-	9,704
71 - Debt Service	1,384,870	-	1,384,870
81 - Facilities Acquisition and Construction	928,500	11,870	940,370
93 - Payments to Fiscal Agent	100,000	-	100,000
95 - Payments to JJAEP	25,000	-	25,000
99 - Other Intergovernmental Charges	585,000	-	585,000
Total Expenditures	<u>\$ 133,881,447</u>	<u>\$ 107,611</u>	<u>\$ 133,989,058</u>
<b>Other Financing Sources (Uses)</b>			
Sale of Real & Personal Property	\$ 50,000	\$ -	\$ 50,000
Transfer in from Food Service Fund	280,202	-	280,202
Transfer to Capital Projects for Stadium Maintenance	(75,000)	-	(75,000)
Transfer to Capital Projects for Athletics	(50,000)	-	(50,000)
Transfer to Capital Projects for Fine Arts	(50,000)	-	(50,000)
	-	-	-
Excess (Deficiency) of Revenues Over Expenditures	<u>\$ (4,642,849)</u>	<u>\$ (107,611)</u>	<u>\$ (4,750,460)</u>

**Wichita Falls Independent School District  
Food Service Budget  
Sep-20**

	Original Child Nutrition Funds 240 & 242 Sep	Increase/ (Decrease)	Amended Child Nutrition Funds 240 & 242 Sep
<b>Revenues:</b>			
Local Revenues	\$ 1,515,154	\$ -	\$ 1,515,154
State Program Revenues	152,247	-	152,247
Federal Program Revenues	6,770,007	-	6,770,007
Total Revenues	\$ 8,437,408	\$ -	\$ 8,437,408
<b>Expenditures</b>			
Instruction			
Instructional Resources and Media Services			
Curriculum and Instructional Staff Development			
Instructional Leadership			
School Leadership			
Guidance, Counseling and Evaluation Services			
Health Services			
Student Transportation			
Food Services	\$ 7,992,916	\$ -	\$ 7,992,916
Cocurricular/Extracurricular Activities			
General Administration			
Plant Maintenance and Operations			
Security and Monitoring Services			
Data Processing Services			
Community Services			
Facilities Acquisition and Construction			
Payments to Fiscal Agent			
Other Intergovernmental Charges			
Total Expenditures	\$ 7,992,916	\$ -	\$ 7,992,916
<b>Other Financing Sources (Uses)</b>			
Operating Transfers In			
Operating Transfers Out to General Operating Fund	\$ (280,203)	\$ -	\$ (280,203)
Excess (Deficiency) of Revenues Over Expenditures	\$ 164,289	\$ -	\$ 164,289

**Wichita Falls Independent School District  
Debt Service Budget  
Sep 20**

	Original Debt Service Fund 599 Sep	Increase/ (Decrease)	Amended Debt Service Fund 599 Sep
<b>Revenues:</b>			
Local Revenues	\$ 8,271,850	\$ -	\$ 8,271,850
State Program Revenues	276,600	-	276,600
Federal Program Revenues	-		
Total Revenues	\$ 8,548,450	\$ -	\$ 8,548,450
 <b>Expenditures</b>			
Instruction			
Instructional Resources and Media Services			
Curriculum and Instructional Staff Development			
Instructional Leadership			
School Leadership			
Guidance, Counseling and Evaluation Services			
Health Services			
Student Transportation			
Food Services			
Cocurricular/Extracurricular Activities			
General Administration			
Plant Maintenance and Operations			
Security and Monitoring Services			
Data Processing Services			
Community Services			
Debt Service	\$ 8,548,450	-	\$ 8,548,450
Facilities Acquisition and Construction			
Payments to Fiscal Agent			
Total Expenditures	\$ 8,548,450	\$ -	\$ 8,548,450
 <b>Other Financing Sources (Uses)</b>			
Sale of Bonds			
 Excess (Deficiency) of Revenues Over Expenditures	\$ -	\$ -	\$ -

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**October 13, 2020**

<b>Agenda Item:</b>	Public School Transportation Interlocal Agreement		
<b>Administrator Responsible:</b>	Tim Sherrod, Chief Financial Officer		
<b>Attachments:</b>	Attachment		
<input type="checkbox"/> Action Needed	<input checked="" type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approves the attached Public School Transportation Interlocal Agreement between Wichita Falls ISD and Burkburnett ISD as submitted by Tim Sherrod, Chief Financial Officer, and is recommended by Michael S. Kuhrt, Superintendent of Schools.

**Explanation:**

The attached Public School Transportation Interlocal Agreement will allow both Burkburnett ISD and Wichita Falls ISD transportation departments to enter each other's district boundaries for the purpose of providing public school transportation services to students who reside in one district but are enrolled in the other district.

This agreement will begin on November 1, 2020 and continue until the end of the 2020-2021 school year, with options to review one-year terms through the end of the 2022-2023 school year.

**Fiscal Note:**

Section 34.007(a) of the Texas Education Code provides that a school district board of trustees may establish and operate an economical public school transportation system outside the district, if the school district enters into an Interlocal contract as provided by Chapter 791, Government Code

INTERLOCAL AGREEMENT BETWEEN  
BURKBURNETT INDEPENDENT SCHOOL DISTRICT AND  
WICHITA FALLS INDEPENDENT SCHOOL DISTRICT

The Parties to this agreement (“Interlocal Agreement”) are the Burkburnett Independent School District (“BISD”) and the Wichita Falls Independent School District (“WFISD”) (collectively referred to as the “Parties”). The Parties enter into this Agreement under the general provisions of the Interlocal Cooperation Act, Texas Government Code Chapter 791. This Agreement is made pursuant to the Texas Education Code, §34.007(a)(2) for the purpose of efficient and effective use of resources to operate a public school transportation system,

WHEREAS, the Parties are political subdivisions of the State of Texas, and their respective addresses are as follows:

Burkburnett ISD: Superintendent of Schools  
Burkburnett Independent School District  
100 N. Avenue D  
Burkburnett, TX 76354

Wichita Falls ISD: Superintendent of Schools  
Wichita Falls Independent School District  
1104 Broad Street  
Wichita Falls, TX 76301

WHEREAS, the Parties have identified certain common, legitimate public purposes in entering into this agreement;

WHEREAS, both Parties provide transportation to their respective students who reside in and are enrolled in their respective districts;

WHEREAS, the Parties acknowledge that there currently are, or may be in the future, some students who are enrolled in Burkburnett ISD who reside in Wichita Falls ISD on Sheppard Air Force Base.

WHEREAS, Section 34.007(a) of the Texas Education Code provides that a school district board of trustees may establish and operate an economical public school transportation system outside the district, if the school district enters into an Interlocal contract as provided by Chapter 791, Government Code;

WHEREAS, the governing bodies of the Parties have each met in legally convened open meetings and authorized their respective representatives to enter into this Agreement;

NOW, THEREFORE:

The Parties, acting by and through their designated and authorized representatives, for their mutual benefit, hereby agree as follows:

## 1. TERM

- 1.1 The term of this Interlocal Agreement will begin on November 1, 2020, and will continue until the end of the 2020-2021 school year, with options to renew, one-year terms through the end of the 2022-2023 school year.
- 1.2 This Interlocal Agreement may be renewed by both parties for additional school years by written agreement.

## 2. TRANSPORTATION SYSTEM

- 2.1 Wichita Falls ISD Agrees that Burkburnett ISD may operate an economical public school transportation system outside of Burkburnett ISD's district boundaries, and within Wichita Falls ISD's district Boundaries for the purpose of providing public school transportation services to students who reside in Wichita Falls ISD, but who are enrolled in Burkburnett ISD.
- 2.2 The Parties specifically agree that nothing in this Interlocal Agreement shall be considered a requirement or obligation in any way for either district to provide or be responsible for transportation services for any students who are not enrolled in their respective districts.
- 2.3 Burkburnett ISD agrees that it is entirely responsible for any and all costs associated with or in any way related to its own transportation system outside of its district. Nothing in this Interlocal Agreement shall require or otherwise obligate payment of any kind from either party to the other.
- 2.4 Both Parties agree that each party is entirely responsible to and shall comply with any and all applicable state and federal laws, rules and regulations regarding the transportation of students by public schools.
- 2.5 Any bus routs for students benefitting from or utilizing the transportation system authorized under this Interlocal Agreement shall be the responsibility of the District where the student is enrolled and where such District is providing transportation under this Interlocal Agreement; however, the Parties agree to use best efforts not to interfere with any established or newly designated routes of the District in which the out-of-district transportation system is operating.

## 3. NOTICE

- 3.1 Any notice required by or permitted under this Interlocal Agreement must be in writing. Any notice required by this Interlocal Agreement will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this contract. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when actually received. Any address for notice may be changed by written notice delivered as provided herein.

#### 4. GENERAL TERMS AND CONDITIONS

- 4.1 This Interlocal Agreement shall be binding upon, and inure to the benefit of, the Parties to this Interlocal Agreement and their respective legal representatives, successors, and assigns when permitted by this Interlocal Agreement.
- 4.2 In case any one or more of the provisions contained in this Interlocal Agreement shall for any reason be held by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of the Interlocal Agreement. This Interlocal Agreement constitutes the sole and only agreement of the Parties to the Interlocal Agreement and supersedes any prior understandings or written or oral agreements between the Parties respecting the subject matter of this Interlocal Agreement.
- 4.3 No amendment or modification of the terms of this Interlocal Agreement shall be binding unless it is in writing, dated subsequent to the date of this Interlocal Agreement approved, and duly executed by the Parties to this Interlocal Agreement.
- 4.4 Nothing contained herein shall be deemed or construed by the Parties hereto, or by any third part, as creating the relationship of principal and agent, partners, joint venturers or any other similar such relationship between the Parties hereto.
- 4.5 No Party hereto waives or relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of the execution of this Interlocal Agreement and the performance of the covenants contained herein.
- 4.6 This Interlocal Agreement inures to the benefit of and obligates only the Parties executing it. No term or provision of this Interlocal Agreement shall benefit or obligate any person or entity not a party to it. The Parties hereto shall cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release or other consideration under this Interlocal Agreement.

The undersigned Parties execute this Interlocal Agreement on the \_\_\_ day of \_\_\_\_, 2020.

BURKBURNETT INDEPENDENT SCHOOL DISTRICT

\_\_\_\_\_  
By: Derek Citty, Interim Superintendent

\_\_\_\_\_  
Date

WICHITA FALLS INDEPENDENT SCHOOL DISTRICT

\_\_\_\_\_  
By: Michael S. Kuhrt, Superintendent

\_\_\_\_\_  
Date

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**October 13, 2020**

<b>Agenda Item:</b>	TASB Recommended Local Policy Update 115		
<b>Administrator Responsible:</b>	Debby Patterson, Executive Director of School Administration		
<b>Attachments:</b>	Policy Update 115, affecting local policies and revised LOCAL policies as a result of Update 115 (see attached list).		
<input type="checkbox"/> Action Needed	<input checked="" type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees add, revise or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 115 as submitted by Debby Patterson, Executive Director of School Administration, and as recommended by Michael S. Kuhrt, Superintendent of Schools.

**Explanation:**

Update 115 encompasses changes based on legislation from the Regular Session of 86<sup>th</sup> Texas Legislative that impose change effective with the 2020-2021 school year. Recommended changes to local policies address the following topics:

- adopting and amending local policies
- compensation and benefits
- employee and Student freedom from discrimination, harassment, and retaliation
- professional development
- equal educational opportunity
- admission
- counseling and mental health
- child abuse and neglect
- student and parents complaints/grievances and public complaints

**Fiscal Note:**

None

(LOCAL) Policy Action List

WICHITA FALLS ISD(243905) - Update / LDU 115

**LOCAL REVISIONS IN UPDATE 115**

BDF(LOCAL): BOARD INTERNAL ORGANIZATION - CITIZEN ADVISORY COMMITTEES

BF(LOCAL): BOARD POLICIES

DED(LOCAL): COMPENSATION AND BENEFITS - VACATIONS AND HOLIDAYS (with addition

DIA(LOCAL): EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT,  
AND RETALIATION

DMD(LOCAL): PROFESSIONAL DEVELOPMENT - PROFESSIONAL MEETINGS AND  
VISITATIONS

EI(LOCAL): ACADEMIC ACHIEVEMENT

FB(LOCAL): EQUAL EDUCATIONAL OPPORTUNITY

FD(LOCAL): ADMISSIONS

FEB(LOCAL): ATTENDANCE - ATTENDANCE ACCOUNTING

FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT

FFH(LOCAL): STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT,  
AND RETALIATION

FMF(LOCAL): STUDENT ACTIVITIES - CONTESTS AND COMPETITION

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

GF(LOCAL): PUBLIC COMPLAINTS

**LOCAL REVISIONS AS A RESULT OF UPDATE 115**

DBAA(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CRIMINAL HISTORY AND CREDIT REPORTS

DMA(LOCAL): PROFESSIONAL DEVELOPMENT  
REQUIRED STAFF DEVELOPMENT

**LOCAL POLICY FOR BOARD ADOPTION**

**UPDATE 115**

**SEPTEMBER 2020**

(LOCAL) Policy Action List

WICHITA FALLS ISD(243905) - Update / LDU 115

**LOCAL REVISIONS IN UPDATE 115**

BDF(LOCAL): BOARD INTERNAL ORGANIZATION - CITIZEN ADVISORY COMMITTEES

BF(LOCAL): BOARD POLICIES

DED(LOCAL): COMPENSATION AND BENEFITS - VACATIONS AND HOLIDAYS (with addition

DIA(LOCAL): EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT,  
AND RETALIATION

DMD(LOCAL): PROFESSIONAL DEVELOPMENT - PROFESSIONAL MEETINGS AND  
VISITATIONS

EI(LOCAL): ACADEMIC ACHIEVEMENT

FB(LOCAL): EQUAL EDUCATIONAL OPPORTUNITY

FD(LOCAL): ADMISSIONS

FEB(LOCAL): ATTENDANCE - ATTENDANCE ACCOUNTING

FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT

FFH(LOCAL): STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT,  
AND RETALIATION

FMF(LOCAL): STUDENT ACTIVITIES - CONTESTS AND COMPETITION

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

GF(LOCAL): PUBLIC COMPLAINTS

**LOCAL REVISIONS AS A RESULT OF UPDATE 115**

DBAA(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CRIMINAL HISTORY AND CREDIT REPORTS

DMA(LOCAL): PROFESSIONAL DEVELOPMENT  
REQUIRED STAFF DEVELOPMENT



## (LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; omitted in Word)

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

~~BOARD INTERNAL ORGANIZATION  
CITIZEN ADVISORY COMMITTEES~~

~~BDF  
(LOCAL)~~

~~**Board Committees**~~

~~Committees of citizens may be appointed whenever the Board determines that such groups may assist to develop Board policies and plans for putting such policies into effect.~~

~~**Administrative  
Committees**~~

~~The Superintendent shall approve all appointments to, and have direct control over, all use of citizen advisory committees for the school staff when such committees are appointed.~~

~~The Superintendent shall inform the Board of the establishment of any such committee and shall describe its proposed functions, size, term of service, membership composition, and relationship to members of the professional staff.~~

~~The Board shall be kept informed regarding the findings and recommendations of such committees.~~

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

**Organization**

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

[Legally referenced policies are not adopted by the Board.](#)

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

**Terms**

The terms “Trustee” and “Board member” are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

**Harmony with Law**

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

**Policy Development**

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board’s consideration by the Superintendent.

**Official Policy Manual**

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the central administration office, and the Superintendent ~~or designee~~ shall be responsible for its accuracy and integrity and shall maintain a historical record of the District’s policy manual.

**Adoption and Amendment**

Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB Localized  
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.

**Vacation Days**~~Leave~~

Eligible employees in positions normally requiring 239 or more days of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

~~This policy shall apply only to permanent, full-time, regular employees whose work normally requires a minimum of 239 days of duty. Ten days of annual vacation shall be earned by employees with less than 20 continuous years of service to the District. Fifteen days of annual vacation shall be earned by employees with at least 20 years of continuous service to the District. The year for personnel designated by the Texas Education Agency (TEA) shall be July 1 to June 30. The year for all other personnel shall be September 1 to August 31.~~

~~Earned vacation time shall become available to an employee on June 1. Vacation days shall be considered as earned on June 1 and may be taken during the 13-month period ending July 31 of the next year. Insofar as possible, employees should use this leave time during that period when their absence will least interfere with the operation of the District. All vacation leave must be scheduled in advance with the immediate supervisor. All vacation leave shall require the approval of the immediate supervisor.~~

~~Employees hired after the beginning of their respective work year shall be eligible for vacation leave during the month of August on a prorata basis.~~

~~Vacation leave shall not be cumulative; however, the Superintendent or designee may extend the vacation period from 13 months to 18 months if circumstances warrant the extension. The request for such an extension must be made by the employee's immediate supervisor in writing to the Superintendent. Within ten days from the receipt of the request, a written response shall be sent to the supervisor by the Superintendent or designee.~~

**Holidays**

Eligible employees in positions normally requiring 260 days of service annually shall receive paid holidays in accordance with the employee's duty schedule and administrative regulations.

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

[See DEAB for overtime pay provisions.] ~~Employees whose work normally requires a minimum of 239 days of duty shall observe holidays as determined annually by the executive director of school administration and the director of personnel.~~

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**Note:** This policy addresses discrimination, harassment, and retaliation ~~against~~~~involving~~ District employees. ~~For Title IX and other provisions regarding~~ ~~For~~ discrimination, harassment, and retaliation ~~against~~~~involving~~ students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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**Definitions** Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

**Statement of Nondiscrimination** The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy ~~and is prohibited~~.

**Discrimination** Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

~~In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.~~

**Prohibited Conduct** In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

~~Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]~~

**Prohibited Harassment** Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

Examples Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or

practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; **cyberharassment**; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other **negative** stereotypes; or other **kinds** types of aggressive conduct such as theft or damage to property.

**Sex-Based Harassment**

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

**Sexual Harassment**

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, **contact**, or communication, **including electronic communication** ~~or contact~~.

~~Retaliation~~

~~The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, **serves as a witness, or otherwise participates in an investigation.**~~

~~Examples~~

~~Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. **Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.**~~

~~Prohibited Conduct~~

~~In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.~~

**Reporting Procedures**

**Any** An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced

prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

**Definition of District Officials**

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

ADA / Section 504 Coordinator

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other ~~nondiscrimination~~ ~~antidiscrimination~~ laws.

**Alternative Reporting Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed ~~the conduct~~. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

**Timely Reporting**

To ensure the District's prompt investigation, reports ~~Reports~~ of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. ~~A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.~~

**Notice of Report**

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Any District employee who receives a report of prohibited conduct based on sex, including sexual harassment, shall immediately notify the Title IX coordinator.

**Investigation of Reports Other Than Title IX ~~the Report~~**

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that,

if proved, would meet the definition of sexual harassment under Title IX, see the procedures below at Response to Sexual Harassment—Title IX.

The District may request, but shall not ~~require~~~~insist upon~~, a written report. If a report is made orally, the District official shall reduce the report to written form.

#### Initial Assessment

Upon receipt or notice of a report, the District official shall determine whether the allegations, if ~~proved~~~~proven~~, would constitute prohibited conduct as defined by this policy. If so, the District ~~official~~ shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

#### Interim Action

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

#### District Investigation

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the ~~campus~~ principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

#### Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

#### District Action

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

#### Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

**Response to Sexual Harassment—Title IX**

General Response

For purposes of the District's response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and administrative procedures.

Title IX Formal Complaint Process

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the

District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of  
Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

**Retaliation**

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or otherwise participates or refuses to participate in an investigation.

**Examples**

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

**Records Retention**

The District shall retain copies of allegations ~~Copies of reports alleging prohibited conduct~~, investigation reports, and related records regarding any prohibited conduct in accordance with ~~shall be maintained by~~ the District's records control schedules, but ~~District~~ for no less than the minimum amount ~~a period~~ of time required by law. ~~at least three years.~~ [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and Procedures**

Information regarding this ~~This~~ policy and any accompanying procedures shall be distributed annually to District employees. Copies of the policy and procedures shall be ~~posted on the District's website, to the extent practicable, and~~ readily available at each campus and the ~~District's~~ District administrative offices.

PROFESSIONAL DEVELOPMENT  
PROFESSIONAL MEETINGS AND VISITATIONS

DMD  
(LOCAL)

**Meetings,  
Conferences, and  
Workshops**

Professional personnel may attend and participate in meetings, conferences, and workshops that will contribute to their professional growth and development. [See also DMA]

When attendance at such events is recommended or required by the administration, the Board, TEA, or UIL, personnel may attend with the Superintendent's approval. No salary deduction or loss of leave shall occur when attendance is recommended or required.

The Superintendent may grant additional absences to employees for attendance at meetings, conferences, and workshops that are of special interest to the employee.

**Release Time**

~~Requests for release time with pay to attend employee organization meetings, other than any such meetings approved for required staff development purposes, shall be considered on a case-by-case basis. The responsibility for justifying the school-related purpose to be accomplished by attendance shall rest with the employee. Approval shall be given only if the employee is on the program, has some official function, or can obtain specific information related to his or her job description that will assist the District in improving the instructional program.~~

**Consulting**

Professional staff members who have external consulting opportunities shall submit such requests to the Superintendent or designee at least two weeks in advance. External consultations shall not interfere with the professional responsibilities of the employee. The primary consideration in approving or denying requests shall be the continuation of high-quality programs and activities for District students. When an employee is compensated for his or her consultation services, he or she shall be required to take leave or be placed on leave without pay.

ACADEMIC ACHIEVEMENT

EI  
(LOCAL)

**Certificate of  
Coursework  
Completion**

The District shall not issue a certificate of coursework completion to a student who fails to meet all state and local requirements for graduation. [See EIF, FMH]

**Partial Credit**

When a student earns a passing grade in only ~~half~~<sup>one semester</sup> of a ~~two semester~~ course and the combined grade for ~~both halves~~<sup>the two semesters</sup> is lower than 70, the District shall award the student credit for the ~~half~~<sup>semester</sup> with the passing grade. ~~The student shall be required to retake only the semester in which he or she earned the failing grade.~~

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**Note:** The following provisions address equal educational opportunity for all students in accordance with law. For provisions addressing discrimination, harassment, and retaliation involving District students, see FFH.

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**Title IX Coordinator** The District ~~designates and authorizes the~~ ~~has designated a~~ Title IX coordinator for students to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended. [See FB(EXHIBIT)]

**ADA / Section 504 Coordinator** The District ~~designates and authorizes the~~ ~~has designated an~~ ADA/Section 504 coordinator for students to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as amended. [See FB(EXHIBIT)]

**Superintendent** The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

**Equal Educational Opportunity**  
General Education The District shall provide necessary services and supports to provide students equal access to educational opportunities. [See EHBC]- Certain instructional or other accommodations, including on state-mandated assessments, may be made when necessary, when allowable, and when these accommodations do not modify the rigor or content expectations of a subject, course, or assessment. [See EKB]

Additional Services and Supports If the District has reason to believe that a student has a disability that may require additional services and supports in order for the student to receive an appropriate education as this term is defined by law, Section 504 and/or the Individuals with Disabilities Education Act (IDEA) shall govern the evaluation, services, and supports provided by the District. [See also EHBA series]

[For information regarding dyslexia and related disorders, see EHB.]

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**Note:** The following provisions address the District's compliance efforts and system of procedural safeguards as required by federal regulations for a student with a disability as defined by Section 504. A report of discrimination or harassment based on a student's disability shall be made in accordance with FFH.

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**Section 504**

Committees

The District shall form Section 504 committees as necessary. The Section 504 coordinator and members of each Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services and supports to a student who has a disability that results in a substantial limitation of a major life activity.

Each Section 504 committee shall be composed of a group of persons knowledgeable about the student, the meaning of the evaluation data, placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

Referrals

If a teacher, school counselor, administrator, or other District employee has reason to believe that a student may have a disability as defined by Section 504, the District shall evaluate the student. A student may also be referred for evaluation by the student's parent.

Notice and Consent

The District shall seek written parental consent prior to conducting a formal evaluation. Ordinary observations in the classroom or other school setting shall not require prior parental consent.

Evaluation and Placement

The results of an evaluation shall be considered before any action is taken to place a student with a disability or make a significant change in placement in an instructional program. The Superintendent shall ensure that the District's procedures for tests and other evaluation materials comply with the minimum requirements of law. In interpreting evaluation data and when making decisions related to necessary services and supports, each Section 504 committee shall carefully consider and document information from a variety of sources in accordance with law.

Review and Reevaluation Procedure

To address the periodic reevaluation requirement of law, the District shall adhere to the reevaluation timelines in the IDEA regulations.

A parent, teacher, or other District employee may request a review of a student's services and supports at any time, but a formal reevaluation shall generally occur no more frequently than once a year.

Examining Records

A parent shall make any request to review his or her child's education records to the campus principal or other identified custodian of records. [See FL]

Right to Impartial Hearing

A parent shall be given written notice of the due process right to an impartial hearing if the parent has a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with a disability. The impartial hearing

EQUAL EDUCATIONAL OPPORTUNITY

FB  
(LOCAL)

shall be conducted by a person who is knowledgeable about Section 504 issues and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney. The District and the parent shall be entitled to legal representation at the impartial hearing.

Records Retention

Records specific to identification, evaluation, and placement as these pertain to Section 504 shall be retained by the District in accordance with law and the District's local records ~~control~~ retention schedules. [See CPC]

**Persons Age 21 and Over**

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

**Registration Forms**

The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.

Proof of Residency  
*Initial Enrollment*

At the time of initial registration, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency as defined by law. Preferred documentation shall include, but not be limited to: a current household utility statement indicating name and address, a recently paid rent receipt indicating name and address, or a current homeowner or renter's insurance policy indicating name and address. ~~a current household utility statement indicating name and address, a recently paid rent receipt indicating name and address, or a current homeowner or renter's insurance policy indicating name and address.~~

In accordance with law, the District may make reasonable inquiries to determine whether the student is a resident of the District, including when a document submitted for purposes of proving residency is not in the name of the adult who is enrolling the student. Based on an individual's circumstance, the District may grant exceptions to the requirement to produce a document listed above. When required by law, the District shall waive the requirement to prove residency in the District boundaries.

~~A minor student living within the District, but separate and apart from his or her parents, shall not be denied admission for failure to produce the above-listed documents.~~

*Continued Enrollment*

After a student's initial enrollment, the District shall verify residency through the annual registration forms and may investigate stated residency as necessary.

**Minor Living Apart**

Person Standing in Parental Relation

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

Misconduct

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

Exceptions

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a

power of attorney or authorization agreement and to the exclusion for misconduct.

Extracurricular  
Activities

The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

**Underage Student Enrollment**

The District may enroll an underage student if the student meets eligibility requirements as described in FD(LEGAL).

**Foreign Exchange Students**

The District shall admit foreign exchange students to its secondary schools when placed by a nationally recognized foreign exchange program so long as the host family resides within the District. For purposes of this policy, "nationally recognized" shall be defined as any organization that appears on the advisory list published by the Council on Standards for International Educational Travel (CSIET).

**Students Not Enrolled**

A student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities, except as required by law. [See EEL and FM] ~~in the following circumstances:~~

- ~~1. The individualized plan of a student receiving special education services requires participation in extracurricular activities or academic programs provided by the District [see EHBAC]; or~~
- ~~2. An eligible student participates in a campus Title I program [see EHBD].~~

**Nonresident Student in Grandparent's After-School Care**

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

**"Accredited" Defined**

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

**Grade-Level Placement**

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the

grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

**Nonaccredited Schools**

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

**Transfer of Credit**

**Accredited Texas Public Schools**

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

**Other Accredited or Nonaccredited Schools**

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

**Transition Assistance**

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to determine transfer of credit for subjects and courses taken prior to enrollment.

[See EI]

**Withdrawal**

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

**Attendance  
Accounting System**

The Superintendent shall be responsible for **designating the official attendance-taking time during the campus's instructional day and** maintaining a student attendance accounting system in accordance with statutory and TEA requirements. [See also FD for admissions and residency requirements.]

Alternative  
Attendance-  
Taking  
Recording  
Time

~~The~~ **When appropriate, the** Superintendent **is authorized to shall** establish written procedures permitting a campus to **record absences in** ~~specify~~ an alternative **hour from the District's official time for taking attendance-taking time other than the second or fifth instructional hour. Exceptions may be authorized for an entire campus** or for a designated group of students at a campus. The alternative ~~time for recording~~ **attendance-taking time** shall be determined in accordance with TEA's *Student Attendance Accounting Handbook* **and administrative regulations.**

**Parental Consent to  
Leave Campus**

The Superintendent shall establish procedures regarding parental consent for a student to leave campus, including procedures for documenting a student's absence. The procedures shall be communicated in the employee and student handbooks.

**Program to Address  
Child Sexual Abuse,  
Trafficking, and  
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

**Training**

The District shall provide training to employees as required by law. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child  
Abuse and Neglect**

Any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

~~Any~~ ~~by any~~ person is required to ~~shall~~ make a report if the person has cause to believe that an adult was a victim of abuse or neglect ~~im-~~  
~~mediately~~ as a child and the person determines in good faith that

disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person. ~~required by law.~~

~~Reports shall be made in accordance with FFG(EXHIBIT).~~

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

### Restrictions on Reporting

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

### Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)<sup>i</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

### Confidentiality

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential

and disclosed only in accordance with the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report Suspected Child Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities Regarding Investigations**

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

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<sup>i</sup> Texas Abuse Hotline Website: <http://www.txabusehotline.org>

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**Note:** This policy addresses discrimination, harassment, and retaliation ~~against~~~~involving~~ District students. For provisions regarding discrimination, harassment, and retaliation ~~against~~~~involving~~ District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

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**Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or ~~on~~ any other basis prohibited by law, that adversely affects the student.

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

**Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or any other basis prohibited by law, ~~when the conduct~~ ~~that~~ is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Prohibited harassment includes dating violence as defined by ~~law~~ ~~and~~ this policy.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or

practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; [cyberharassment](#); physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### Sex-Based Harassment

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

#### Sexual Harassment By an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or [other](#) inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

#### By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, [contact](#), or communications, [including electronic communication](#) ~~or contact~~.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

**Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; [cyberharassment](#); physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

~~Retaliation~~

~~The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.~~

~~Examples~~

~~Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.~~

~~False Claim~~

~~A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.~~

~~Prohibited Conduct~~

~~In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.~~

**Reporting  
Procedures**

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

STUDENT WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH  
(LOCAL)

Employee Report	Any District employee who suspects or receives <b>direct or indirect</b> notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.
<i>Definition of District Officials</i>	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
<i>Title IX Coordinator</i>	Reports of discrimination based on sex, including sexual harassment, <del>or</del> gender-based harassment, <b>or dating violence</b> , may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]
<i>ADA / Section 504 Coordinator</i>	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]
<i>Superintendent</i>	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
<b>Alternative Reporting Procedures</b>	<p><b>An individual</b><del>A student</del> shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<b>Timely Reporting</b>	<p><b>To ensure the District's prompt investigation, reports</b> <del>Reports</del> of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. <del>A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.</del></p>
<b>Notice to Parents</b>	<p>The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.</p> <p>[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]</p>
<b>Investigation of Reports Other Than Title IX</b> <del>the Report</del>	<p><b>The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX.</b> [See FFH(LEGAL)] <b>For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment,</b></p>

and dating violence, see the procedures below at [Response to Sexual Harassment—Title IX](#).

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

**Initial Assessment** Upon receipt or notice of a report, the District official shall determine whether the allegations, if ~~proved~~ ~~proven~~, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.

If the District official determines that the allegations, if ~~proved~~ ~~proven~~, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

**Interim Action** If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

**District Investigation** The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**Criminal Investigation** If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

**Concluding the Investigation** Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investiga-

tor shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

*Notification of Outcome*

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

**District Action**

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

*Corrective Action*

Examples of corrective action may include a training program for those involved in the ~~report~~ ~~complaint~~, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

Bullying

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

**Confidentiality**

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**Response to Sexual Harassment–Title IX**

General Response

For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant’s wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District’s response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct.

Title IX Formal Complaint Process

To distinguish the process described below from the District’s general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District’s “Title IX formal complaint process.”

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District’s website. In compliance with Title IX regulations, the District’s Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;

4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of  
Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Retaliation

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student who refuses to participate in any manner in an investigation under Title IX.

Examples

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

**Records Retention**

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records ~~control~~retention schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and Procedures**

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

STUDENT ACTIVITIES  
CONTESTS AND COMPETITION

FMF  
(LOCAL)

**UIL Activities**

~~State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.~~

~~No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]~~

**Athletic Program**

~~A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.~~

~~Supervision of the program shall be the responsibility of the Superintendent, but certain responsibilities may be delegated to other staff members. In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.~~

~~Interscholastic competitive athletics shall not be part of the elementary grades' program. To the extent practicable, a program of intra-school sports activities for elementary students shall be maintained as part of the physical education program.~~

**Non-UIL Activities**

~~Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]~~

**Overnight Trips**

~~Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]~~

## 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, ~~or religion~~ 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 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 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 EF.
11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

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.

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.

**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

STUDENT RIGHTS AND RESPONSIBILITIES  
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	<p>deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked 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.</p>
Scheduling Conferences	<p>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.</p>
Response	<p>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.</p>
Days	<p>"Days" shall mean District business days, <a href="#">unless otherwise noted</a>. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>
Representative	<p>"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.</p> <p>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.</p>
Consolidating Complaints	<p>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.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>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</p>

STUDENT RIGHTS AND RESPONSIBILITIES  
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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 refiling 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 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

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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.

**Complaints**

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

Other Complaint Processes

Complaints by members of the public 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 GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be filed in accordance with EF.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with CKE.

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)]

**Guiding Principles**

Informal Process

The Board encourages the public to discuss concerns with an appropriate 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

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual 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 individual for bringing a concern or complaint.

**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 post-marked 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 the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual'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 an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the District at any level of this process. If the individual 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. An individual 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.

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 individual, at any point during the complaint process. The individual 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 individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual 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 refiling is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the individual 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.

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 individual 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 individual 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 individual did not receive the relief requested at Level One or if the time for a response has expired, he or she 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 individual 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 individual 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 individual 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 individual 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 individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she 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 individual 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 individual 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 individual 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 individual 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 individual or his or her 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.

## **LOCALS as a result of Update 115**

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CRIMINAL HISTORY AND CREDIT REPORTS

DBAA  
(LOCAL)

**Disqualifying  
Offenses**

The District shall obtain criminal history record information on final candidates for employment. All District positions have the potential for contact with students. The District shall disqualify from employment a person whose criminal history indicates that the person poses a threat to students or employees. Consistent with business necessity, the District shall also disqualify from employment a person whose criminal history is otherwise inconsistent with the job duties of the position for which the person is being considered.

**Individualized  
Assessment**

The District shall perform an individualized assessment of criminal history record information when determining a person's eligibility for employment in a specific position. The District shall take into account a variety of factors, including the following:

1. The nature of the offense;
2. The age of the person when the crime was committed;
3. The date of the offense and how much time has elapsed;
4. The adjudication of the offense (e.g., whether the person was found guilty by a trier of fact, pled guilty, entered a no contest plea, or received deferred adjudication);
5. The nature and responsibilities of the job sought;
6. The accuracy of the person's disclosure of his or her criminal history during the selection process;
7. The effect of the conduct on the overall educational environment; and
8. [Information contained on the Pre-Employment Affidavit](#)
9. Any further information provided by the person concerning his or her criminal history record.

Arrests

The fact of an arrest alone does not establish that criminal conduct has occurred, and the District shall not disqualify a person based solely on an arrest. The District may make an employment decision based on the conduct underlying the arrest if the conduct makes the person unfit for the position in question.

~~**SBEC Notification**~~

~~If a candidate for a position has a reported criminal history, and the candidate is certified by the State Board for Educator Certification (SBEC), the District shall report the criminal history to SBEC.~~

**Credit History**

The District shall obtain credit history information on a candidate for employment only when the credit history is related to the position for which the person is being considered. The District shall comply with the Fair Credit Reporting Act before obtaining a job-related credit history. [See DBAA(LEGAL)]

PROFESSIONAL DEVELOPMENT  
REQUIRED STAFF DEVELOPMENT

DMA  
(LOCAL)

**Staff Development  
Equivalency Time**

With the Superintendent's or principal's prior approval, professional ~~and paraprofessional~~ personnel may attend conventions, conferences, workshops, and seminars on weekends, holidays, summer vacation, or other noninstructional time and be credited with staff development hours.

Employees who wish to be excused from a scheduled staff development activity shall submit a request to the principal or supervisor.

**New Teacher  
Orientation**

New teacher orientation is mandatory for all teachers new to the District. The orientation shall be conducted during the days designated for such purposes immediately preceding the staff development required of all certified staff at the beginning of the year or on dates designated during the instructional year.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CRIMINAL HISTORY AND CREDIT REPORTS

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(LOCAL)

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5. The nature and responsibilities of the job sought;
6. The accuracy of the person's disclosure of his or her criminal history during the selection process;
7. The effect of the conduct on the overall educational environment; and
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REQUIRED STAFF DEVELOPMENT

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(LOCAL)

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**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**October 13, 2020**

<b>Agenda Item:</b>	Request for amendment of EIAA (Regulation) Semester Examination Guidelines for Grades 7-12
<b>Administrator Responsible:</b>	Debbie Dipprey, Director of Secondary Curriculum and District Coordinator for School Improvement
<b>Attachments:</b>	Proposed Amendment to EIAA (Regulation)
<input type="checkbox"/> Action Needed <input checked="" type="checkbox"/> Future Action <input type="checkbox"/> Presentation <input type="checkbox"/> Report	

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approve the proposed amendments to EIAA (Regulation) Semester Examination Guidelines for Grades 7-12 as submitted by Debbie Dipprey, Director of Secondary Curriculum and as recommended by Michael S. Kuhrt, Superintendent of Schools.

**Explanation:**

Since the inception of EIAA (Regulation), many changes have occurred within the WFISD. The discontinuation of the practice of semester exam exemption coupled with the many new course offerings associated with the Career Education Center prompted a group of campus and district administrators to review the current guidelines regarding semester examinations for grades 7-12. The proposed amendment to EIAA represents the outcomes of that review. The proposed changes to Regulation EIAA would provide teachers of non-core content courses the flexibility to provide students with a culminating semester project rather than a tradition comprehensive semester examination. Additionally, the proposed changes to EIAA provide clarity for all stakeholders as to the expectations and guidelines governing the implementation of culminating semester projects.

**Fiscal Note:**

None

**Semester  
Examination  
Guidelines for  
Grades 7–12**

~~Semester examinations will be given in all high school credit classes, except for physical education and noncredit courses.~~ A comprehensive semester examination will be developed and administered in high school core content classes to include English, math, science, social studies and LOTE. No semester examination will be required for courses earning Physical Education credit or non-credit classes. Students taking high school classes for credit at the junior high or middle school level will also be required to take semester examinations. Students enrolled in high school courses in grades 7–12 will be expected to take semester examinations as scheduled. ~~unless they meet the exemption qualifications as referenced below.~~ During times scheduled for semester exams parties, free play, food, drinks, and busy work will be prohibited. Continuous instruction will occur throughout the calendared exam period.

Each district teacher will be responsible for making a comprehensive semester examination for each core content subject taught. Any semester examination given after the originally scheduled examination will be a different version. A copy of each examination given by a teacher will be kept on file by the teacher.

Secondary school semester examinations will be scheduled during a designated week either at or near the end of each semester. The District curriculum office will determine the dates and schedules for semester examinations. Students may not test before the scheduled date of the examination.

The semester examination paper must be graded and kept on file for one semester so that students might have the opportunity to review their papers.

If a student has an excused absence during the time scheduled for a semester examination, the student will be responsible for rescheduling the examination within two weeks of the missed date. The principal or designee will administer the makeup examination. The principal will be responsible for determining the validity of the reason why the student is to take a makeup examination. The makeup examination will be a different test than that given during the scheduled week for finals. A student who does not take the makeup examination during the two-week period allowed will receive a zero on the semester examination.

With permission of the campus principal, teachers of non-core content classes may choose to assign a culminating project or a comprehensive semester exam. Culminating projects must be rubric based. The rubric must be provided to parents and students at the time the project is assigned. Teachers choosing to provide a culminating project must establish clear timelines and submission

deadlines to be included in the rubric. Additionally, the rubric must address alterations in expectations and timelines due to absence. All culminating projects must be completed within two weeks of the established due date. Teachers who choose to assign a culminating project will be required to receive and grade projects received after the original due date due to student absence. Copies of the rubric will be on file on campus for one semester. When possible copies of the completed project will be on file on the campus for one semester.

For all high school credit courses, each semester grade will be computed by making each six-week grade equal to three-tenths of the semester grade and the semester examination grade **or culminating project** equal to one-tenth of the semester grade. Credit will be earned if the computed course grade is 70 or above.

**Guidelines for Exam Exemptions**

~~Students who enter high school during or after August of 2017 will not be eligible for semester exam exemptions. A student who enters high school during or before August of 2016 can be exempt from the semester exam in a specific high school course if the following conditions are met:~~

- ~~• The student has no outstanding fines or fees owed to the school.~~
- ~~• The student has not been placed in a disciplinary alternative education program (DAEP) during the semester.~~
- ~~• The student's grade and attendance in the course meet one of the criteria listed below.~~

<del>Semester Average</del>		<del>Attendance</del>
<del>70–74</del>	<del>AND</del>	<del>0-absences</del>
<del>75–79</del>	<del>AND</del>	<del>1 or fewer absences</del>
<del>80–89</del>	<del>AND</del>	<del>2 or fewer absences</del>
<del>90–100</del>	<del>AND</del>	<del>3 or fewer absences</del>

~~For purposes of semester examination exemption only, absences will mean those absences that are not excused by Education Code Section 25.087. [See FEC, EIAA(EXHIBIT), and FEA(REGULATION)]~~

~~A student may meet qualifications for exemption in one class but may not meet the requirements for exemption in another class.~~

~~Students who qualify for an exemption may choose to take the semester examination during the semester examination week to improve their grade.~~

~~Students who qualify for an exemption must still meet attendance requirements on exam days. To accomplish this goal each semester, the director of secondary curriculum, in conjunction with high school administrators, will be responsible for developing a schedule for semester exams.~~

~~Regardless of these exemption criteria, a student will be required to take all semester exams if, during the semester, the student meets any of the four criteria below:~~

- ~~1. The student accumulates 20 or more tardies.~~
- ~~2. The student is placed in ISS two or more times.~~
- ~~3. The student accumulates six or more class cuts.~~
- ~~4. The student was suspended from school.~~

~~On each day of the semester examinations, the high school students who have transportation may leave the building when they have completed all examination periods that they have scheduled for that day. If they must wait for bus transportation, they will be required to go to a supervised study hall. No one will be allowed in the halls, the student center, or empty classrooms.~~

~~Semester examination exemptions will be subject to review annually by District personnel and the Board.~~

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**October 13, 2020**

<b>Agenda Item:</b>	Minutes		
<b>Administrator Responsible:</b>	Michael S. Kuhrt, Superintendent of Schools		
<b>Attachments:</b>	Minutes of Special Session, September 11, 2020 Minutes of Special Session, September 15, 2020 Minutes of Regular Meeting, September 21, 2020		
<input type="checkbox"/> Action Needed	<input checked="" type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approves the proposed minutes of a special session, September 11, 2020, minutes of a special session, September 15, 2020 and a regular meeting, September 21, 2020 as recommended by Michael S. Kuhrt, Superintendent of Schools.

**Explanation:**

Following are copies of the minutes of a special session, September 11, 2020, minutes of special session, September 15, 2020 and minutes of a regular meeting, September 21, 2020. These minutes will become official upon approval by the Board.

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES  
WFISD ADMINISTRATION BUILDING – BOARD ROOM  
SPECIAL SESSION MEETING SEPTEMBER 11, 2020**

***CALL TO ORDER AND OPENING STATEMENT:***

The Board of Trustees of the Wichita Falls Independent School District met in a special session meeting on the above date. The meeting was called to order at 12:00 p.m. by Ms. K. Elizabeth Yeager, board president.

As President of the Board of Trustees of the Wichita Falls Independent School District, I, K. Elizabeth Yeager, hereby call to order the Special Session of the Board of Trustees. Pursuant to Governor Abbott’s Temporary Suspension of Open Meetings Laws issued on March 16, 2020, and consistent with new state and local mandates on public health and social distancing amidst the outbreak of COVID-19, this Special Session of the Wichita Falls ISD Board of Trustees is being conducted via Google Meet, which is available to the public via a link posted on the Board’s website. A quorum of the Board of Trustees may not be physically present at one location.

Board members present: Ms. K. Elizabeth Yeager, Mr. Dale Harvey, Mr. Tom Bursey, Ms. Katherine McGregor, Mr. Robert Payton and Mr. Mike Rucker. Ms. K. Elizabeth Yeager, board president, noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law. Mr. Mark Lukert was absent.

Staff members present: Mr. Michael S. Kuhrt, Superintendent of Schools, Mr. Tim Sherrod, Chief Financial Officer, Ms. Debby Patterson, Executive Director of School Administration, Ms. Cyndy Kohl, Director of Human Resources, Ms. Ashley Thomas, Communications Officer and Ms. Ann Work Goodrich, Communications Specialist.

Also present were Ms. Trish Choate, reporter from Times Record News and Ms. Sarah Hines, reporter from KAUZ Channel 6 and Mr. P.J. Green, reporter from KFDX Channel 3.

***INVOCATION:***

Mr. Mike Rucker gave the invocation.

***PUBLIC COMMENT:***

Public comments at special sessions are limited to topics that are listed on the agenda. Speakers may register in-person, 30 minutes before the meeting begins.

Ms. Jeanette Perry, community member, states that a new high school on the Southwest and Southeast of Wichita Falls, TX is not acceptable for the district. Ms. Perry will not vote to approve the bond in November 2020.

Mr. Harold Losey, a community member, isn’t in favor of a high school on the Southeast or Southwest side of Wichita Falls, TX.

Ms. Valerie Rhodes, community member, wants a new high school on the Northside of Wichita Falls, TX.

***BOARD MATTERS:***

**2020 BOND ACTIVITY:**

Mr. Michael S. Kuhrt, Superintendent of Schools, reported to the Wichita Falls Independent School District Board of Trustees an update on Bond Activity.

**RECESS:**

Ms. K. Elizabeth Yeager, board president, adjourned the special session meeting to go into closed session at 12:10 p.m.

**CLOSED SESSION:**

1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (*Pursuant to Texas Government Code Section 551.074*)
2. Deliberations Regarding Abandonment of Contract by Teachers and the Attempt to Resign (*Pursuant to Texas Government Code Section 551.074*)
3. Deliberations Regarding Notifications to the State Board for Educator Certification of Teacher Contract Abandonment (*Pursuant to Texas Government Code Section 551.074*)
4. Discussion of Purchase, Exchange, Lease or Value of Real Property (*Pursuant to Texas Government Code Section 551.072*)

**OPEN SESSION:**

1. Consideration and Possible Action Regarding Abandonment of Contract by Teachers and the Attempt to Resign
2. Consideration and Possible Action Regarding Notifications to the State Board for Educator Certification of Teacher Contract Abandonment
3. Consideration and Possible Action Regarding the Purchase of Real Property and any Improvements Consisting of 104 Acres, More or Less, Located at 6422 Seymour Highway in the City of Wichita Falls, County Of Wichita, State of Texas, and Authorize the Superintendent to Negotiate and Execute the Real Estate Sales Contract

**RECONVENED:**

Ms. K. Elizabeth Yeager, board president, reconvened the closed session to go into the special session meeting at 1:07 p.m.

**OPEN SESSION:**

**BOARD MOTION FOR ABANDONMENT OF CONTRACTS:**

Mr. Dale Harvey, seconded by Mr. Tom Bursey, moved that the Wichita Falls Independent School District Board of Trustees issue a finding in accordance with Texas Education Code Section 21.201(c) (2) and 19 Texas Administrative Code 249.14 (g), that good cause did not exist for Laura Bristo, a term contract teacher to abandon her employment contract, abandon her position, and attempt to resign from Wichita Falls ISD.

Carried unanimously by a vote of 6 – 0

**BOARD MOTION FOR STATE BOARD FOR EDUCATOR CERTIFICATION NOTIFICATIONS:**

Mr. Dale Harvey, seconded by Mr. Robert Payton, moved that the Wichita Falls Independent School District Board of Trustees authorize the Board President to send a letter to the State Board for Educator Certification seeking sanctions for Laura Bristo, a term contract teacher for abandonment of their employment contracts.

Carried unanimously by a vote of 6 – 0

**CONSIDERATION AND POSSIBLE ACTION REGARDING PURCHASE OF REAL PROPERTY:**

Mr. Robert Payton, seconded by Mr. Mike Rucker, moved that the Wichita Falls Independent School District Board of Trustees approve possible action regarding the purchase of Real Property and any improvements consisting of 104 acres, more or less, located at 6422 Seymour Highway in the City of Wichita Falls, County of Wichita, State of Texas, and authorize the Superintendent to negotiate and execute the Real Estate Sales Contract.

Carried by a vote of 5-1

**ADJOURNED:**

No further action and meeting was adjourned at 1:14 p.m.

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES  
WFISD ADMINISTRATION BUILDING – BOARD ROOM  
SPECIAL SESSION MEETING SEPTEMBER 15, 2020**

***CALL TO ORDER AND OPENING STATEMENT:***

The Board of Trustees of the Wichita Falls Independent School District met in a special session meeting on the above date. The meeting was called to order at 12:00 p.m. by Ms. K. Elizabeth Yeager, board president.

As President of the Board of Trustees of the Wichita Falls Independent School District, I, K. Elizabeth Yeager, hereby call to order of the Special Session of the Board of Trustees. Pursuant to Governor Abbott's Temporary Suspension of Open Meetings Laws issued on March 16, 2020, and consistent with new state and local mandates on public health and social distancing amidst the outbreak of COVID-19, this Special Session of the Wichita Falls ISD Board of Trustees is being conducted via Google Meet, which is available to the public via a link posted on the Board's website. A quorum of the Board of Trustees may not be physically present at one location.

Board members present: Ms. K. Elizabeth Yeager, Mr. Dale Harvey, Mr. Tom Bursey, Mr. Mark Lukert, Ms. Katherine McGregor, Mr. Robert Payton and Mr. Mike Rucker. Ms. K. Elizabeth Yeager, board president, noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Mr. Michael S. Kuhrt, Superintendent of Schools, Mr. Tim Sherrod, Chief Financial Officer, Dr. Peter Griffiths, Associate Superintendent, Ms. Debby Patterson, Executive Director of School Administration, Ms. Cyndy Kohl, Director of Human Resources, Ms. Ashley Thomas, Communications Officer and Ms. Ann Work Goodrich, Communications Specialist, Mr. Shad McGaha, Director of Technology, Ms. Denise Brown, Director of Finance, Ms. Lauren Zotz, Director of Purchasing and Mr. Brady Woolsey, Executive Director of Operations.

Also present were Ms. Trish Choate, reporter for Times Record News and Ms. Sarah Hines, reporter for KAUZ Channel 6.

***INVOCATION:***

Mr. Mike Rucker gave the invocation.

***PUBLIC COMMENT:***

Public comments at special sessions are limited to topics that are listed on the agenda. Speakers may register in-person, 30 minutes before the meeting begins.

Ms. Valerie Rhoades, community member, states that she will vote no on the bond because it is not the right time, place or choice for all of Wichita Falls.

Ms. Traci Roberts, a community member, isn't in favor of a high school on the Southwest side of Wichita Falls, TX.

Ms. Jeanette Perry, community member, will vote no on the bond because of the location of new schools.

***SUPERINTENDENT'S REPORT:***

Mr. Michael S. Kuhrt, Superintendent of Schools, gave a report to the Wichita Falls Independent School District Board of Trustees report on enrollment and COVID 19.

**FINANCIAL SERVICES:**

**FINANCIAL REPORTS AS OF JULY 31, 2020:**

Mr. Tim Sherrod, Chief Financial Officer, recommended that the Wichita Falls Independent School District Board of Trustees approve the attached year-to-date financial reports and investment reports.

This item will be placed on the consent agenda for the Board of Trustees regular meeting on September 21, 2020.

**AUGUST 2020 BUDGET AMENDMENTS:**

Mr. Dale Harvey, seconded by Mr. Mike Rucker, moved that the Wichita Falls Independent School District Board of Trustees approve the attached budget amendments to the 2020-2021 budgets.

Carried unanimously by a vote of 7- 0

**RFP #21-12 PEST CONTROL:**

Mr. Tim Sherrod, Chief Financial Officer, recommended that the Wichita Falls Independent School District Board of Trustees award RFP #21-12 Pest Control to Art’s Home Pest Control for one (1) year beginning September 1, 2020 through August 31, 2021, with the option to renew for two (2) additional one (1) year periods.

Bids pertaining to RFP #21-12 Pest Control by fifteen (15) vendors with two (2) vendors submitting responses. The bid was advertised twice in the Times Record News, posted on Public Purchase website and access was given on the WFISD website. The proposals were reviewed by a committee consisting of Chris Fain – Director of Maintenance, Joan Jimenez – Purchasing Supervisor, Jennifer Lee – Purchasing Specialist II and Lauren Zotz – Director of Purchasing. The Committee recommends awarding the RFP #21-12 Pest Control to Art’s Home Pest Control at an annual cost of \$26,917.20.

<b>COMPANY</b>	<b>CITY</b>	<b>BID AMOUNT</b>
Texoma Pest Management	Wichita Falls, TX	\$19,200.00
Arts Home Pest Exterminators	Wichita Falls, TX	\$26,917.20

This item will be placed on the consent agenda for the Board of Trustees regular meeting on September 21, 2020.

**RFP #21-15 LTE INTERNET ACCESS:**

Mr. Tim Sherrod, Chief Financial Officer, recommended that the Wichita Falls Independent School District Board of Trustees award RFP #21-15 LTE Internet Access to Red River Technologies.

The bid was advertised twice in the Times Record News, posted on Public Purchase website and access was given on the WFISD website. Proposals pertaining to RFP #21-15 were accessed by ninety-five (95) vendors and two (2) vendors responded. Proposals were reviewed and evaluated by a committee consisting of Shad McGaha – Chief Technology Officer, Jason Shawn – Network Manager, Jennifer Lee – Purchasing Specialist II and Lauren Zotz – Director of Purchasing. The committee recommends awarding the proposal to Red River Technology at an estimated initial cost of \$1,078,143.00 and a reoccurring annual cost estimated at \$100,000.00.

<b>COMPANY</b>	<b>CITY</b>	<b>BID AMOUNT</b>
Red River Technology	Claremont, NH Austin, Texas Branch	\$1,078,143.00
AT&T	Dallas, TX	No response

This item will be placed on the action agenda with an amended RFP #21-15 for the Board of Trustees regular meeting on September 21, 2020.

**PURCHASING COOPERATIVE AGREEMENTS:**

Mr. Tim Sherrod, Chief Financial Officer, recommended that the Wichita Falls Independent School District Board of Trustees approve updating the Interlocal Agreements for five (5) purchasing cooperatives.

The purpose of purchasing cooperatives is to assist eligible local governmental and educational entities in securing quality services and products at the best value and in the best interest of the taxpayers through a competitive procurement process. The purchasing cooperative establishes a formal process that provides all prospective vendors an opportunity to offer competitive prices and the best value for necessary goods and services to participating entities. The listed purchasing cooperatives are currently utilized by the District and requires updated agreements.

<b>Cooperative Name</b>	<b>Sponsoring Agency</b>	<b>Membership Cost</b>
TIPS	Region 8	\$0
Allied States	Region 19	\$0
PACE	Region 20	\$0
Sourcewell	State of Minnesota	\$0
BuyBoard	TASB	\$0 TASB membership included

This item will be placed on the consent agenda for the Board of Trustees regular meeting on September 21, 2020.

**WATERFORD INSTITUTE READING ACADEMY:**

Mr. Mark Lukert, seconded by Mr. Mike Rucker, moved that the Wichita Falls Independent School District Board of Trustees approve the renewal of Waterford Institute Reading Academy in the amount of \$156,750.00.

Carried unanimously by a vote of 7- 0

**GALLUP STUDENT POLL:**

Mr. Tim Sherrod, Chief Financial Officer, recommended that the Wichita Falls Independent School Board of Trustees approve a (3) three-year contract with Gallup, Inc.

The Gallup Student Poll will be utilized for the entire district, grades 5-12 (approximately 7,100 students). Our district purchased this student poll last year (for one year use). By signing a (3) three-year contract the district saves \$780 a year and a total of \$2,349 over a (3) three-year period.

This item will be placed on the consent agenda for the Board of Trustees regular meeting on September 21, 2020.

**INSTRUCTIONAL SERVICES:**

**CLASS-SIZE EXCEPTION WAIVER:**

Mr. Dale Harvey, seconded by Mr. Mike Rucker, moved that the Wichita Falls Independent School District Board of Trustees approve the class-size waivers for Lamar Elementary and Zundy Elementary.

Carried unanimously by a vote of 7- 0

**RESOLUTION REGARDING EXTRACURRICULAR STATUS OF 4-H ORGANIZATION:**

Dr. Peter Griffiths, Associate Superintendent, recommended that the Wichita Falls Independent School District Board of Trustees approve the proposed resolution that sanctions the Wichita County Texas 4-H Organization as an extracurricular activity as well as the Adjunct Faculty Agreement.

This resolution recognizes the Wichita County 4-H organization as board approved for recognition and eligible for extracurricular status consideration under 19 Texas Administrative Code, Chapter 76.1, pertaining to extracurricular

activities. Participation by 4-H members under provisions of this resolution is subject to all rules and regulations set forth under the 19 Texas Administrative Code as interpreted by the WFISD Board of Trustees and designated officials of WFISD whose rulings shall be final.

Wichita County requests the agents listed on the Adjunct Faculty Agreement to be considered awarded adjunct staff member status for the period of time indicated in the agreement to allow for students to be considered “in attendance” when participating in off campus activities with an adjunct staff.

This item will be placed on the consent agenda for the Board of Trustees regular meeting on September 21, 2020.

***BOARD MATTERS:***

**MINUTES:**

Minutes of a remote special session, August 4, 2020, minutes of special session August 11, 2020 and a regular meeting August 17, 2020.

This item will be placed on the consent agenda for the Board of Trustees regular meeting on September 21, 2020

**2020 BOND ACTIVITY:**

Mr. Tom Lueck, Chief Operations Officer with Huckabee, gave a presentation on Bond Activity to the Wichita Falls Independent School District Board of Trustees.

***HUMAN RESOURCES:***

**PERSONNEL REPORT:**

Mrs. Cyndy Kohl, Director of Human Resources reported to the Wichita Falls Independent School District Board of Trustees a review of employee resignations/retirements that have been submitted since the last board meeting. The resignations/retirements have been accepted by Mr. Michael S. Kuhrt, Superintendent of Schools, in accordance with the requirements of Policy DFE (LOCAL).

**LETTERS OF RETIREMENT SINCE THE SUBMISSION OF THE LAST BOARD AGENDA:**

**Clerical/Auxiliary/Support**

Cooke, Carla – Aide, Hirschi (5/22/2020)  
Darland, Ginger – Aide, Jefferson (5/22/2020)  
Gusman, Laura – Child Nutrition, WFHS (5/22/2020)

**LETTERS OF RESIGNATION SINCE THE SUBMISSION OF THE LAST BOARD AGENDA:**

**Professionals**

Bloodworth, Greg – Teacher, CEC (5/23/2020)  
Bristo, Laura – Teacher, Barwise (5/23/2020)  
Campbell, Toni – Teacher, Fowler (9/4/2020)  
Chaplin, Anita – Teacher, Farris (5/23/2020)  
Coopage, Walter – Teacher, Rider (5/23/2020)  
Duncan, Melinda – Teacher, Fowler (5/23/2020)  
Gilbert, Julie – Teacher, Milam (5/23/2020)  
Hardaway, Allyson – SLPA, Ed Center (5/23/2020)  
Moore, Jaylan – Teacher, Booker T. Washington (5/23/2020)  
Amy Propp – Teacher, Milam (5/23/2020)

**Clerical/Auxiliary/Support**

Barron, Oscar – Building Tech, Maintenance (8/14/2020)  
Brown, Cynthia – Aide, Northwest HS (5/22/2020)  
Crabtree, Jennifer – Aide, Southern Hills (8/21/2020)  
Crowley, Jan – Aide, JJAEP (5/22/2020)  
Durham, Robert – Discipline Clerk, Hirschi (5/22/2020)  
Dunn, Charity – Secretary, Northwest HS (8/7/2020)  
Garcia, Adela – Truancy Case Worker, WFHS (5/22/2020)  
Govea, Jennifer – Purchasing Specialist, Ed Center (8/20/2020)  
Green, Evessa – Aide, Booker T. Washington (5/22/2020)  
Loyde, Karen – Aide, Northwest HS (8/27/2020)  
Mangual, Wanda – Aide, Franklin (5/22/2020)  
Marchand, Gina – LVN, Fain (8/31/2020)  
Merasco, Vicki – Aide, Southern Hills (5/22/2020)  
Ramires, Vicki – Aide, JJAEP (5/22/2020)  
Thomas, Kimberly D. – Aide, Southern Hills (5/22/2020)  
Tillery, Ashley – Aide, Farris (5/22/2020)  
Villalobos, Joe – Aide, Rider (8/19/2020)  
Wylie, Elizabeth – Clerk, Hirschi (5/22/2020)

**TEACHER APPLICANT POOL:**

Mr. Tom Bursey, seconded by Mr. Mark Lukert, moved that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool (Exhibit A).

Carried unanimously by a vote of 7 – 0

**ADJOURNED:**

No further action and meeting was adjourned at 1:52 p.m.

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES  
WFISD ADMINISTRATION BUILDING – BOARD ROOM  
REGULAR BOARD MEETING SEPTEMBER 21, 2020**

***CALL TO ORDER AND OPENING STATEMENT:***

The Board of Trustees of the Wichita Falls Independent School District met in a regular board meeting on the above date. The meeting was called to order at 6:00 p.m. by Ms. K. Elizabeth Yeager, board president.

As President of the Board of Trustees of the Wichita Falls Independent School District, I, K. Elizabeth Yeager, hereby call to order the Regular Meeting of the Board of Trustees. Pursuant to Governor Abbott’s Temporary Suspension of Open Meetings Laws issued on March 16, 2020, and consistent with new state and local mandates on public health and social distancing amidst the outbreak of COVID-19, this Regular Meeting of the Wichita Falls ISD Board of Trustees is being conducted via Google Meet, which is available to the public via a link posted on the Board’s website. A quorum of the Board of Trustees may not be physically present at one location.

Board members present: Ms. K. Elizabeth Yeager, Mr. Dale Harvey (remote), Mr. Tom Bursey, Mr. Mark Lukert, Ms. Katherine McGregor, Mr. Robert Payton and Mr. Mike Rucker. Ms. K. Elizabeth Yeager, board president, noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Mr. Michael S. Kuhrt, Superintendent of Schools, Dr. Peter Griffiths, Associate Superintendent, Mr. Tim Sherrod, Chief Financial Officer, Ms. Debby Patterson, Executive Director of School Administration, Ms. Cyndy Kohl, Director of Human Resources, Ms. Ashley Thomas, Communications Officer, Ms. Ann Work Goodrich, Communications Specialist, Mr. Shad McGaha, Executive Director of Technology, Mr. Scot Hafley, Director of Athletics and Ms. Lauren Zotz, Director of Purchasing.

Also present were Ms. Trish Choate, reporter for Times Record News and Ms. Emily Bjorklund, reporter for KAUZ Channel 6.

***PLEDGE OF ALLEGIANCE:***

Ms. K. Elizabeth Yeager led the Pledge of Allegiance.

***INVOCATION:***

Mr. Mike Rucker gave the invocation.

***PUBLIC COMMENT:***

Ms. Jeanette Perry, community member, will not vote for a bond if a new high school neglects the North part of town.

***SUPERINTENDENT’S REPORT:***

The Wichita Falls Independent School District Board of Trustees heard an updated report from Michael S. Kuhrt, Superintendent of Schools on 2020-2021 school year, Bond Activity and Covid19.

**CONSENT AGENDA:**

Mr. Tom Bursey, seconded by Mr. Mike Rucker, moved that the Wichita Falls Independent School District Board of Trustees approve the consent agenda consisting of the following items: financial reports as of July 31, 2020, RFP #21-12 Pest Control, Purchasing Cooperative Agreements, Gallup Student Poll and minutes.

Carried unanimously by a vote of 7 – 0  
Mr. Dale Harvey voted remotely

**FINANCIAL SERVICES:**

**RFP #21-15 LTE INTERNET ACCESS:**

Mr. Mike Rucker, seconded by Mr. Tom Bursey, moved that the Wichita Falls Independent School District Board of Trustees approve RFP #21-15 LTE Internet Access for \$ 12,320.00.

Carried unanimously by a vote of 7 – 0  
Mr. Dale Harvey voted remotely

**INSTRUCTIONAL SERVICES:**

**RESOLUTION REGARDING EXTRACURRICULAR STATUS OF 4-H ORGANIZATIONS:**

Mr. Mark Lukert, seconded by Mr. Mike Rucker, moved that the Wichita Falls Independent School District Board of Trustees approve the resolution that sanctions the Archer County and Wichita County Texas 4-H Organizations as extracurricular activity and as the Adjunct Faculty.

Carried unanimously by a vote of 7 – 0  
Mr. Dale Harvey voted remotely

**HUMAN RESOURCES:**

**TEACHER APPLICANT POOL:**

Mr. Tom Bursey, seconded by Mr. Robert Payton, moved that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool (Exhibit A).

Carried unanimously by a vote of 7– 0  
Mr. Dale Harvey voted remotely

**BOARD MATTERS:**

**RECESS:**

Ms. K. Elizabeth Yeager, board president, adjourned the regular meeting to go into closed session at 6:31 p.m.

**CLOSED SESSION:**

Closed Session Pursuant to Texas Government Code 551.074:

1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees

***ADJOURNMENT:***

No further action was taken and Ms. K. Elizabeth Yeager, board president, adjourned the meeting at 7:00 p.m.

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**October 13, 2020**

<b>Agenda Item:</b>	Monthly Personnel Report		
<b>Administrator Responsible:</b>	Cyndy Kohl, Director of Human Resources		
<b>Attachments:</b>	No Attachment		
<input type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input checked="" type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees reviews the employee resignations/retirements that have been submitted since the last Board meeting. The resignations/retirements have been accepted by Michael S. Kuhrt, Superintendent of Schools, in accordance with the requirements of Policy DFE (Local).

**Letters of Retirement:**

**Professionals**

Leggett, Penny – Teacher, Zundy (1/01/21)

**Clerical/Auxiliary/Support**

Ruddy, Cody – Welder, Maintenance (12/31/20)  
Shadwick, Debra – Food Service Worker, Child Nutrition (8/31/20)  
Wuthrich, Marilyn – Clerk, Maintenance (12/18/20)

**Letters of Resignation:**

Pierce, MacKenzie – Teacher, Fowler (12/18/20)  
Redillo, Carla – Teacher, Sheppard (10/16/20)  
Yost, Cathy – Teacher, Franklin (5/23/20)

**Professionals**

Heilman, Jamie – SLP, SPED (10/05/20)

**Clerical/Auxiliary/Support**

Alexander, Mark – Aide, Brook Village (10/09/20)  
Angerman, Miranda – Clerk, WFHS (8/27/20)  
Calloway, Dudley – Aide, McNeil (9/14/20)  
Lieurance, Katie – Aide, Farris (10/12/20)  
McNabb, Adysen – Aide, Farris (9/11/20)  
Schleich, Sarah – LVN, Barwise (9/04/20)

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**October 13, 2020**

<b>Agenda Item:</b>	Applicant Pool		
<b>Administrator Responsible:</b>	Cyndy Kohl, Director of Human Resources		
<b>Attachments:</b>	Applicant Pool		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approve the proposed applicant pool as submitted by Cyndy Kohl, Director of Human Resources, and as recommended by Michael S. Kuhrt, Superintendent of Schools.

**APPLICANTS TO BE APPROVED BY THE BOARD OF EDUCATION  
October 13, 2020**

**CERTIFIED APPLICANT POOL**

<b>Name</b>	<b>Certification</b>	<b>University</b>	<b>Yrs of Exp</b>	<b>Position/Assignment</b>	<b>Previous District</b>
Alvarado-Mendoza, Leslie	Core Subjects EC-6 Bilingual Spanish Supplemental EC-6	Midwestern State University	0	Teacher Southern Hills Replacing Berta Nihof	NA
Frank, Amy	Health EC-12 SPED EC-12 Generalist EC-4 Principal EC-12	Midwestern State University (Bachelors) Tarleton State University (Masters)	7	Teacher Sheppard Replacing Carla Redillo	Burleson ISD

**CONTRACT CHANGE**

<b>Name</b>	<b>Current Contract</b>	<b>Current Position</b>	<b>New Contract</b>	<b>New Position</b>
Davis, Tami	Certified Administrator Term 11 Month	Dean of Instruction Kirby	Certified Teacher Term 10 Month	Teacher Hirschi

*Asterisk indicates Contract Addendum Required. See key below.*

*\* Enrolled in an Alternative Certification Program*

*\*\* One-year out-of state Certification*

*\*\*\*Emergency Permit*

*\*\*\*\* Non-Renewal Permit*

*DOI = District of Innovation*