



# Agenda of Special Session February 15, 2022 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 February 15, 2022, 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.

<b>I. CALL TO ORDER AND OPENING STATEMENT</b>	
<b>II. INVOCATION</b>	
<b>III. PUBLIC COMMENT</b>	
<b>IV. SUPERINTENDENT'S REPORT</b>	
<b>V. FINANCIAL SERVICES</b>	
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C. Replacement of Synthetic Turf	25
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A. Mascots for the Two New High Schools	
B. Adoption of the WFISD 2022-2023 School Calendar	27
C. TASB Recommended Local Policy Update 118	42
<b>VII. INSTRUCTIONAL SERVICES</b>	
A. Improved Academic Achievement: Special Education Follow-Up on TAPR	
<b>VIII. BOARD MATTERS</b>	
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B. Discussion Regarding Potential Attendance Zone Modifications	
C. Closed Session Pursuant to Texas Government Code Section 551.072: Discussion of Purchase, Exchange, Lease or Value of Real Property	
D. 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	
2. Deliberations Regarding Abandonment of Contract by Teachers and the Attempt to Resign	
3. Deliberations Regarding Notifications to the State Board for Educator Certification of Teacher Contract Abandonment	
4. Deliberations Regarding Superintendent's Recommendation Concerning the Renewal of One-Year Contract of Employment as Noted on the List Provided by Administration for Certified Administrators and Non-Certified Professionals	
5. Superintendent's Annual Evaluation, Contract, and Compensation	
E. 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 Concerning the Renewal of One-Year Contracts of Employment as Noted on the List Provided by Administration for Certified	

Administrators and Non-Certified Professionals

4. Consideration and Possible Action Regarding Superintendent's Annual Evaluation, Contract, and Compensation

**IX. HUMAN RESOURCES**

A. Personnel Report

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B. Applicant Pool

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**X. ADJOURNMENT**

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The notice for this meeting was posted in compliance with the Texas Open Meetings Act on Friday, February 11, 2022 at 3:00 pm.

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For the Board of Trustees

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**February 15, 2022**

<b>Agenda Item:</b>	Financial Reports as of December 31, 2021		
<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 December 31, 2021 for all funds. 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.

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 six (6) months of operations, 50% of the fiscal year. As of December 31st, of last year, the district had collected 43.49% of projected revenues, as compared to 40.07% for 2021-2022. Expenditures for 2021-2022 were 16.96% of budget, as compared to 46.33% for 2020-2021.

**For the General Fund** revenues were 45.26% last year as compared to 44.51% this year. Expenditures were 49.15% last year as compared to 47.66% this year.

**For the Food Service Fund** revenues were 36.23% last year as compared to 61.24% this year. Expenditures were 40.44% last year as compared to 51.62% this year.

**For the Debt Service Fund** revenues were 49.61% last year as compared to 34.63% this year. Expenditures were 18.03% last year as compared to 7.25% 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  
DECEMBER 31, 2021

	2020-2021			2021-2022		
	CURRENT BUDGET	ACTUAL YEAR TO DATE	% OF CURRENT BUDGET	CURRENT BUDGET	ACTUAL YEAR TO DATE	% OF CURRENT BUDGET
<b>REVENUE:</b>						
GNL. OPERATING	\$128,998,596	\$58,305,603	45.20%	\$127,256,630	\$56,422,542	44.34%
ATHLETICS	\$415,000	\$130,240	31.38%	\$370,000	\$251,741	68.04%
<b>General Fund</b>	<b>\$129,413,596</b>	<b>\$58,435,843</b>	<b>45.15%</b>	<b>\$127,626,630</b>	<b>\$56,674,283</b>	<b>44.41%</b>
SP. EDUCATION	\$3,892,938	\$1,017,705	26.14%	\$4,186,643	\$1,402,074	33.49%
VOCATIONAL	\$208,632	\$52,219	25.03%	\$218,909	\$77,469	35.39%
CONS. APPLIC.	\$6,962,250	\$1,431,709	20.56%	\$7,336,705	\$1,697,937	23.14%
OTHER SP. REV.	\$6,033,446	\$2,867,851	47.53%	\$42,273,055	\$4,028,916	9.53%
<b>Special Revenues</b>	<b>\$17,097,266</b>	<b>\$5,369,484</b>	<b>31.41%</b>	<b>\$54,015,312</b>	<b>\$7,206,396</b>	<b>13.34%</b>
FOOD SERVICE	\$8,437,408	\$3,056,759	36.23%	\$8,047,707	\$4,928,188	61.24%
INT & SINKING	\$8,548,450	\$4,241,003	49.61%	\$21,187,181	\$7,337,538	34.63%
CONSTRUCTION FUND	\$0	\$0	0.00%	\$13,700,602	\$13,842,607	101.04%
INTERNAL SERVICE	\$5,762	\$415	7.20%	\$0	\$85	0.00%
<b>TOTAL REVENUE</b>	<b>\$163,502,482</b>	<b>\$71,103,504</b>	<b>43.49%</b>	<b>\$224,577,433</b>	<b>\$89,989,097</b>	<b>40.07%</b>
<b>EXPENDITURES:</b>						
GNL. OPERATING	\$138,080,294	\$67,931,931	49.20%	\$131,960,229	\$62,831,357	47.61%
ATHLETICS	\$1,423,950	\$548,523	38.52%	\$1,424,000	\$652,667	45.83%
<b>General Fund</b>	<b>\$139,504,244</b>	<b>\$68,480,454</b>	<b>49.09%</b>	<b>\$133,384,229</b>	<b>\$63,484,024</b>	<b>47.59%</b>
SP. EDUCATION	\$3,892,938	\$1,600,517	41.11%	\$4,186,643	\$1,972,384	47.11%
VOCATIONAL	\$208,632	\$77,689	37.24%	\$218,909	\$89,235	40.76%
CONS. APPLIC.	\$6,962,250	\$2,164,605	31.09%	\$7,336,705	\$2,397,505	32.68%
OTHER SP. REV.	\$6,033,446	\$3,236,538	53.64%	\$43,115,542	\$6,283,251	14.57%
<b>Special Revenues</b>	<b>\$17,097,266</b>	<b>\$7,079,349</b>	<b>41.41%</b>	<b>\$54,857,799</b>	<b>\$10,742,376</b>	<b>19.58%</b>
FOOD SERVICE	\$8,273,119	\$3,232,215	39.07%	\$7,842,999	\$3,903,560	49.77%
INT & SINKING	\$8,548,450	\$1,541,475	18.03%	\$19,357,366	\$1,403,850	7.25%
CONSTRUCTION FUND	\$0	\$0	0.00%	\$285,157,136	\$5,217,051	1.83%
INTERNAL SERVICE	\$637,749	\$310,893	48.75%	\$478,368	\$222,103	46.43%
<b>TOTAL EXPEND.</b>	<b>\$174,060,828</b>	<b>\$80,644,385</b>	<b>46.33%</b>	<b>\$501,077,898</b>	<b>\$84,972,964</b>	<b>16.96%</b>

WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
 FINANCIAL SUMMARY  
 DECEMBER 31, 2021

FUND	INVESTMENTS	CHECKING ACCOUNT	12/31/2020 TOTAL CASH	INVESTMENTS	CHECKING ACCOUNT	12/31/2021 TOTAL CASH
GNL. OPERATING	42,043,421	3,111,510	45,154,931	39,606,556	4,172,243	43,778,799
ATHLETICS	-	44,978	44,978	-	37,687	37,687
SPECIAL REVENUES	-	(2,256,411)	(2,256,411)	-	(2,304,697)	(2,304,697)
FOOD SERVICE	634,916	105,467	740,383	2,204,075	161,080	2,365,155
INT & SINKING	5,161,600	5,618	5,167,218	8,999,804	1,368	9,001,172
CONSTRUCTION FUND	332	203,758	204,089	275,972,607	728,052	276,700,659
INTERNAL SERVICE	561,297	(1,206,182)	(644,885)	561,464	(1,534,527)	(973,063)
PAYROLL	-	321,154	321,154	-	115,282	115,282
<b>TOTAL</b>	<b>\$ 48,401,565</b>	<b>\$ 329,891</b>	<b>\$ 48,731,456</b>	<b>327,344,506</b>	<b>1,376,488</b>	<b>328,720,994</b>

**GENERAL FUND**

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
YEAR TO DATE REVENUES AND EXPENSES COMPARISON  
DECEMBER 2020 and DECEMBER 2021**

6 months has passed = 50.00%		2020-2021			2021-2022			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	\$ 47,585,779	\$ 22,354,844	46.98%	\$ 48,246,906	\$ 17,033,819	35.31%	10,480,441
5800	State Revenues	78,958,613	35,931,412	45.51%	75,570,036	35,428,356	46.88%	1,020,531
5900	Federal Revenues	2,539,002	134,323	5.29%	3,479,486	4,195,355	120.57%	2,285,474
	<b>Total Revenues</b>	<b>\$ 129,083,394</b>	<b>\$ 58,420,579</b>	<b>45.26%</b>	<b>\$ 127,296,428</b>	<b>\$ 56,657,530</b>	<b>44.51%</b>	<b>\$ 13,786,446</b>
<b>Expenses by Function</b>								
11	Instruction	\$ 82,559,731	39,994,210	48.44%	\$ 75,913,842	\$ 37,662,611	49.61%	6,463,243
12	Instr. Resources/Media	1,534,466	746,698	48.66%	1,586,028	758,824	47.84%	130,227
13	Curriculum Dev. & Staff Dev	1,637,689	753,152	45.99%	1,465,038	679,897	46.41%	120,780
21	Instructional Leadership	2,715,576	1,239,148	45.63%	2,805,152	1,291,757	46.05%	214,818
23	School Leadership	7,597,078	3,727,095	49.06%	7,924,959	3,889,672	49.08%	661,487
31	Guidance, Counseling & Evaluation Svcs	5,179,076	2,704,729	52.22%	5,634,586	2,723,932	48.34%	469,930
32	Social Work Services	325,089	219,348	67.47%	520,170	241,865	46.50%	42,375
33	Health Services	1,848,214	865,088	46.81%	1,968,374	947,559	48.14%	171,765
34	Student Transportation	2,622,500	962,167	36.69%	2,621,500	1,480,984	56.49%	323,468
35	Food Service	-	-	0.00%	-	-	0.00%	-
36	Co-Curricular/Extracurricular	3,880,576	1,607,384	41.42%	3,897,816	1,818,334	46.65%	371,481
41	General Administration	4,446,751	2,161,285	48.60%	4,704,660	2,197,327	46.71%	381,498
51	Plant Maint. & Operations	12,488,534	5,225,901	41.85%	12,301,680	5,969,555	48.53%	822,872
52	Security & Monitoring	1,003,919	345,670	34.43%	976,531	334,626	34.27%	66,149
53	Data Processing Services	3,289,024	1,845,932	56.12%	3,705,700	2,284,593	61.65%	266,283
61	Community Services	9,704	1,436	14.80%	13,300	10,362	77.91%	8
71	Debt Service	1,384,870	202,434	14.62%	1,325,262	192,634	14.54%	35,441
81	Facilities Acquisition & Construction	6,096,448	5,596,244	91.80%	5,108,412	674,829	13.21%	-
93	Payments to Fiscal Agent of SSA	100,000	-	0.00%	37,130	-	0.00%	-
95	Payments to JJAEP	25,000	473	1.89%	20,000	16,518	82.59%	8,219
99	Intergovernmental Charges	585,000	282,060	48.22%	679,090	308,145	45.38%	168,910
	<b>Total Expenditures</b>	<b>\$ 139,329,244</b>	<b>\$ 68,480,454</b>	<b>49.15%</b>	<b>\$ 133,209,229</b>	<b>\$ 63,484,024</b>	<b>47.66%</b>	<b>\$ 10,718,953</b>
<b>Other Sources and (Uses)</b>								
7900	Non-Operating Resources	\$ 330,202	\$ 15,264	4.62%	330,202	16,753	5.07%	4,150
8900	Other Uses-Non-operating	\$ (175,000)	-	0.00%	(175,000)	-	0.00%	-
	<b>Total Other Sources and Uses</b>	<b>\$ 155,202</b>	<b>\$ 15,264</b>	<b>9.83%</b>	<b>\$ 155,202</b>	<b>\$ 16,753</b>	<b>10.79%</b>	<b>\$ 4,150</b>
	<b>Net Change in Fund Balance</b>	<b>\$ (10,090,648)</b>	<b>\$ (10,044,611)</b>	<b>99.54%</b>	<b>\$ (5,757,599)</b>	<b>\$ (6,809,741)</b>	<b>118.27%</b>	<b>\$ 3,071,643</b>

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
YEAR TO DATE GENERAL FUND REVENUES COMPARISON  
DECEMBER 2020 and DECEMBER 2021**

		2020-2021			2021-2022			Current Month
		BUDGET	ACTUAL	%	BUDGET	ACTUAL	%	
<b>Local Revenues</b>								
5711	Current year tax levy	45,413,696	\$ 20,511,995	45.17%	46,259,864	\$ 15,596,483	33.71%	10,364,751
5712	Taxes-delinquent	781,326	627,820	80.35%	773,144	560,541	72.50%	48,010
5719	Tax penalties & interest	491,807	178,397	36.27%	478,098	168,656	35.28%	25,704
5735	Summer school tuition	7,450	-	0.00%	-	-	0.00%	-
5739	Tuition and Fess Local	30,000	946	3.15%	30,000	30,874	102.91%	-
5742	Interest income	175,000	45,703	26.12%	80,000	28,040	35.05%	5,022
5743	Facilities rental	130,000	56,010	43.08%	105,800	285,507	269.86%	7,801
5744	Gifts and local grants	30,000	34,000	113.33%	-	-	0.00%	-
5745	Insurance Proceeds	-	-	0.00%	-	-	0.00%	-
5749	Miscellaneous revenue	147,500	759,675	515.03%	144,000	101,484	70.48%	10,320
5755	Enterprise Revenue	10,000	4,223	42.23%	7,000	9,131	130.44%	1,415
	<b>Local revenues to date before Athletics</b>	<b>47,216,779</b>	<b>22,218,769</b>	<b>47.06%</b>	<b>47,877,906</b>	<b>16,780,716</b>	<b>35.05%</b>	<b>\$ 10,463,023</b>
5752	Scoreboard Fund	19,000	7,460	0.00%	19,000	17,602	92.64%	-
5752	Athletics Fund ticket sales	350,000	128,615	36.75%	350,000	235,501	67.29%	17,418
	<b>Total local revenues to date</b>	<b>47,585,779</b>	<b>22,354,844</b>	<b>46.98%</b>	<b>48,246,906</b>	<b>17,033,819</b>	<b>35.31%</b>	<b>\$ 10,480,441</b>
<b>State Revenues</b>								
5811	Available School Fund	5,189,564	1,821,523	35.10%	2,577,227	1,109,929	43.07%	466,195
5812	Foundation entitlements	67,522,291	30,730,512	45.51%	67,016,593	30,889,236	46.09%	-
5819	Other FSP Programs	-	-	0.00%	-	128,804	0.00%	-
5829	Misc. state programs	-	-	0.00%	-	-	0.00%	-
5831	TRS On-behalf	6,246,758	3,379,377	54.10%	5,976,216	3,300,387	55.23%	554,336
	<b>Total state revenues to date</b>	<b>78,958,613</b>	<b>35,931,412</b>	<b>45.51%</b>	<b>75,570,036</b>	<b>35,428,356</b>	<b>46.88%</b>	<b>1,020,531</b>
<b>Federal Revenues</b>								
5941	Impact Aid	155,000	-	0.00%	140,000	80,931	57.81%	80,931
5946	ROTC salary reimbursement	170,000	89,097	52.41%	184,500	75,995	41.19%	14,464
5931	SHARS Revenue	1,804,002	25,204	1.40%	2,664,679	192,665	7.23%	35,221
5931	SHARS Revenue-Deferred	-	-	0.00%	-	-	0.00%	-
5919	Other Federal Revenues	300,000	-	0.00%	272,707	-	0.00%	-
5929	Miscellaneous Federal Revenue	110,000	20,022	18.20%	217,600	3,845,764	1767.35%	2,154,858
5927	Indirect costs	-	-	0.00%	-	-	0.00%	-
	<b>Total federal revenues to date</b>	<b>2,539,002</b>	<b>134,323</b>	<b>5.29%</b>	<b>3,479,486</b>	<b>4,195,355</b>	<b>120.57%</b>	<b>2,285,474</b>
<b>Non-Operating Resources</b>								
7912	Sale of assets	50,000	15,264	30.53%	50,000	16,753	33.51%	4,150
7915	Transfers from Other Funds	280,202	-	0.00%	280,202	-	0.00%	-
	<b>Total non-operating resources</b>	<b>330,202</b>	<b>15,264</b>	<b>4.62%</b>	<b>330,202</b>	<b>16,753</b>	<b>5.07%</b>	<b>4,150</b>
<b>GRAND TOTAL - GENERAL FUND</b>		<b>\$ 129,413,596</b>	<b>\$ 58,435,843</b>	<b>45.15%</b>	<b>\$ 127,626,630</b>	<b>\$ 56,674,283</b>	<b>44.41%</b>	<b>\$ 13,790,596</b>

**FOOD SERVICE FUND**

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
YEAR TO DATE REVENUES AND EXPENSES COMPARISON  
DECEMBER 2020 and DECEMBER 2021**

6 months has passed = 50.00%		2020-2021			2021-2022			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	1,515,154	\$ 302,051	19.94%	1,327,273	\$ 309,699	23.33%	36,416
5800	State Revenues	152,247	-	0.00%	36,000	-	0.00%	-
5900	Federal Revenues	6,406,110	2,645,661	41.30%	6,356,953	4,497,610	70.75%	719,287
5900	After School Supper Program	273,315	108,974	39.87%	272,175	120,818	44.39%	19,165
5900	After School Snack Program	90,582	-	0.00%	55,306	-	0.00%	-
	<b>Total Revenues</b>	<b>\$ 8,437,408</b>	<b>\$ 3,056,686</b>	<b>36.23%</b>	<b>\$ 8,047,707</b>	<b>\$ 4,928,127</b>	<b>61.24%</b>	<b>\$ 774,868</b>
<b>Expenses by Function</b>								
35	Food Service	\$ 7,992,916	\$ 3,232,215	40.44%	\$ 7,562,796	\$ 3,903,560	51.62%	422,321
51	Plant Maint. & Operations	-	-	0.00%	-	-	0.00%	-
81	Facilities Acquisition & Construction	-	-	0.00%	-	-	0.00%	-
	<b>Total Expenditures</b>	<b>\$ 7,992,916</b>	<b>\$ 3,232,215</b>	<b>40.44%</b>	<b>\$ 7,562,796</b>	<b>\$ 3,903,560</b>	<b>51.62%</b>	<b>\$ 422,321</b>
<b>Other Sources and (Uses)</b>								
7900	Non-Operating Resources	\$ -	\$ 73	0.00%	\$ -	\$ 61	0.00%	30
8900	Other Uses-Non-operating	(280,203)	-	0.00%	(280,203)	-	0.00%	-
	<b>Total Other Sources and Uses</b>	<b>\$ (280,203)</b>	<b>\$ 73</b>	<b>0.03%</b>	<b>\$ (280,203)</b>	<b>\$ 61</b>	<b>0.02%</b>	<b>\$ 30</b>
	<b>Net Change in Fund Balance</b>	<b>\$ 164,289</b>	<b>\$ (175,456)</b>	<b>106.80%</b>	<b>\$ 204,708</b>	<b>\$ 1,024,628</b>	<b>500.53%</b>	<b>\$ 352,577</b>

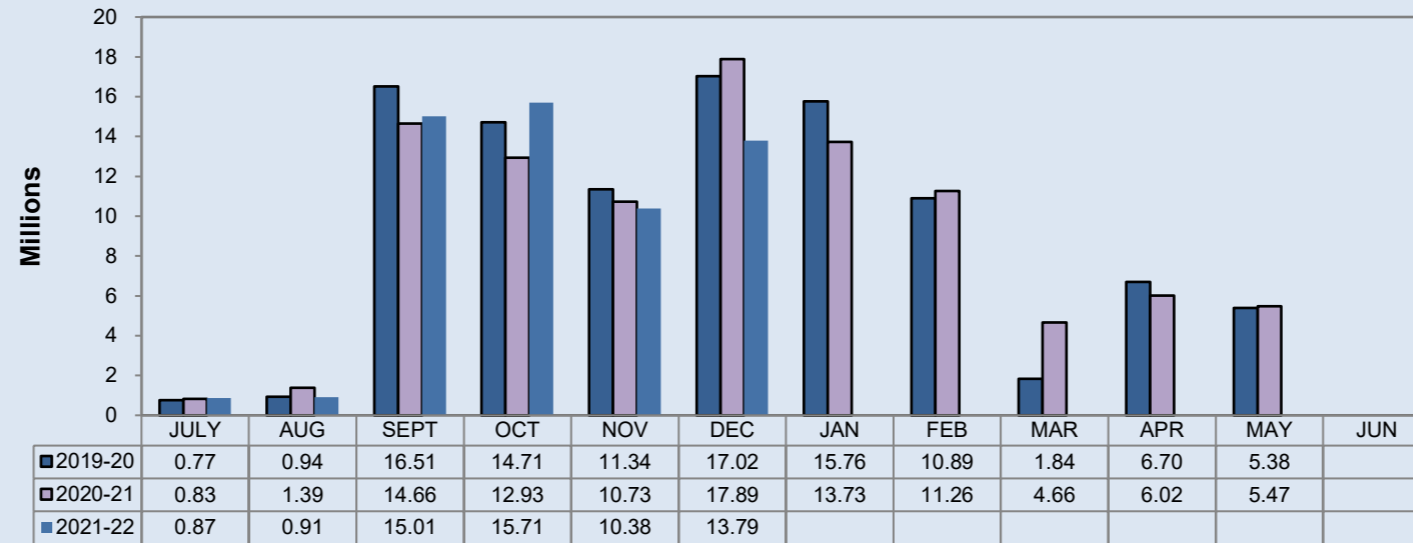
**DEBT SERVICE AND  
CAPITAL PROJECTS FUNDS**

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
YEAR TO DATE REVENUES AND EXPENSES COMPARISON  
DECEMBER 2020 and DECEMBER 2021**

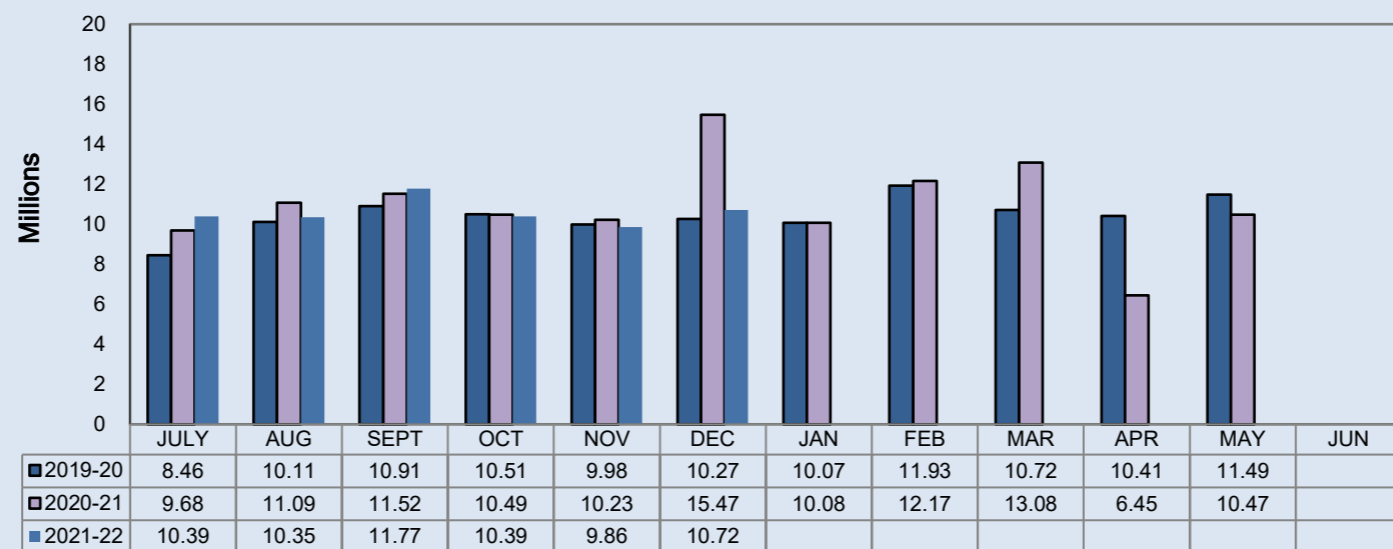
DEBT SERVICE FUND 6 months has passed = 50.00%		2020-2021			2021-2022			CURRENT MONTH
		CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	
<b>Revenues</b>								
5700	Local Revenues	8,271,850	\$ 3,963,573	47.92%	21,169,093	\$ 7,180,361	33.92%	4,698,087
5800	State Revenues	276,600	277,430	100.30%	18,088	157,177	868.96%	-
5900	Federal Revenues		-	0.00%	-	-	0.00%	-
	<b>Total Revenues</b>	<b>\$ 8,548,450</b>	<b>\$ 4,241,003</b>	<b>49.61%</b>	<b>\$ 21,187,181</b>	<b>\$ 7,337,538</b>	<b>34.63%</b>	<b>\$ 4,698,087</b>
<b>Expenses by Function</b>								
71	Debt Service	\$ 8,548,450	\$ 1,541,475	18.03%	\$ 19,357,366	\$ 1,403,850	7.25%	-
	<b>Total Expenditures</b>	<b>\$ 8,548,450</b>	<b>\$ 1,541,475</b>	<b>18.03%</b>	<b>\$ 19,357,366</b>	<b>\$ 1,403,850</b>	<b>7.25%</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>\$ -</b>	<b>\$ 2,699,528</b>	<b>0.00%</b>	<b>\$ 1,829,815</b>	<b>\$ 5,933,688</b>	<b>324.28%</b>	<b>\$ 4,698,087</b>
<b>CAPITAL PROJECTS FUND</b> 6 months has passed = 50.00%								
		CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	CURRENT MONTH
<b>Revenues</b>								
5700	Local Revenues	-	\$ -	0.00%	-	\$ 142,005	0.00%	11,595
5800	State Revenues	-	-	0.00%	-	-	0.00%	-
5900	Federal Revenues	-	-	0.00%	-	-	0.00%	-
	<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ 142,005</b>	<b>0.00%</b>	<b>\$ 11,595</b>
<b>Expenses by Function</b>								
11	Instruction	-	-	0.00%	-	-	0.00%	-
51	Plant M&O	-	-	0.00%	-	-	0.00%	-
71	Debt Services	-	-	0.00%	115,602	113,710	98.36%	-
81	Facilities Acquisition & Construction	-	-	0.00%	285,041,534	5,103,341	1.79%	330,069
	<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 285,157,136</b>	<b>\$ 5,217,051</b>	<b>1.83%</b>	<b>\$ 330,069</b>
<b>Other Sources and (Uses)</b>								
7900	Non-Operating Resources	-	-	0.00%	13,700,602	13,700,602	100.00%	\$ -
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>\$ 13,700,602</b>	<b>\$ 13,700,602</b>	<b>100.00%</b>	<b>\$ -</b>
	<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ (271,456,534)</b>	<b>\$ 8,625,556</b>	<b>3.18%</b>	<b>\$ (318,474)</b>

**Board Graphs  
December 31, 2021**

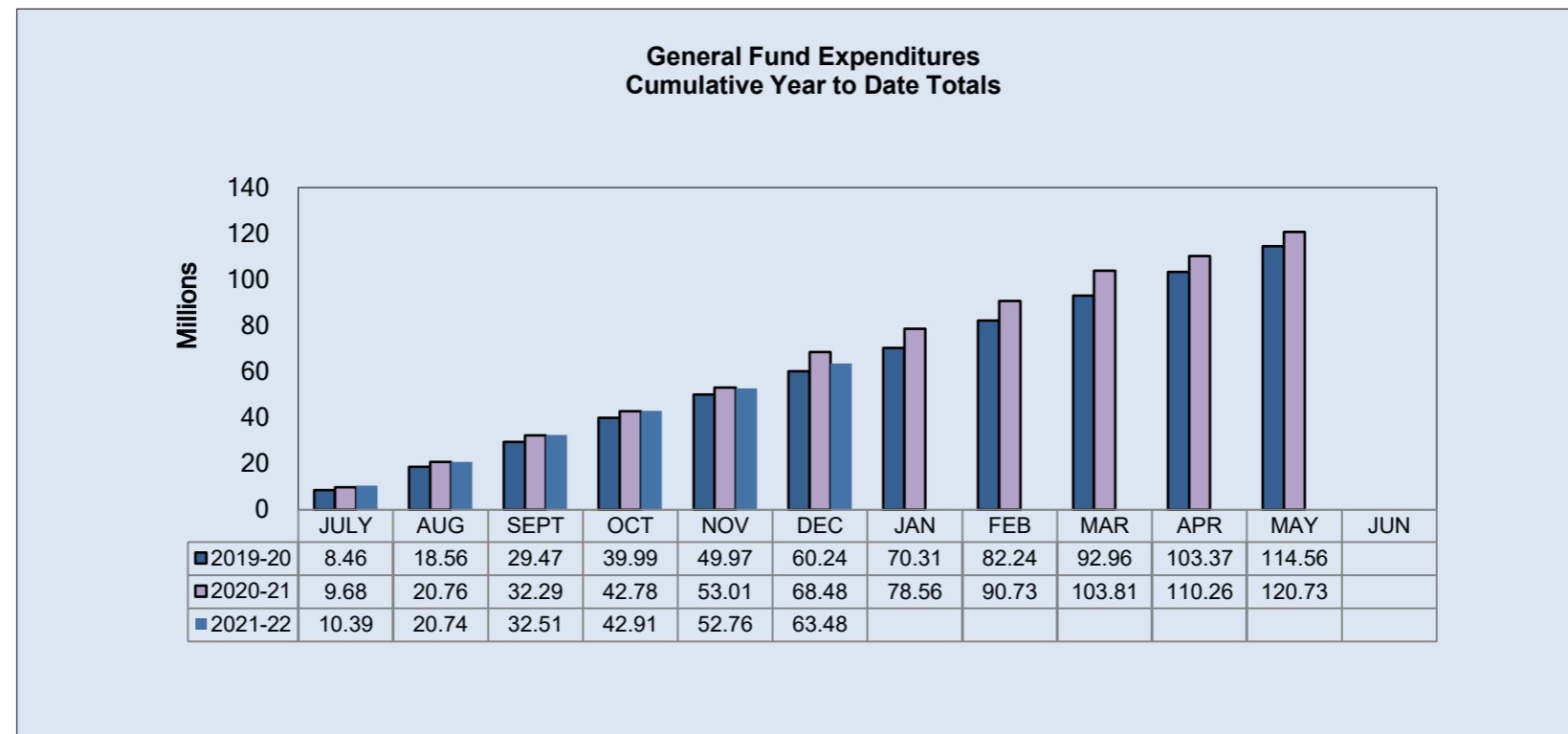
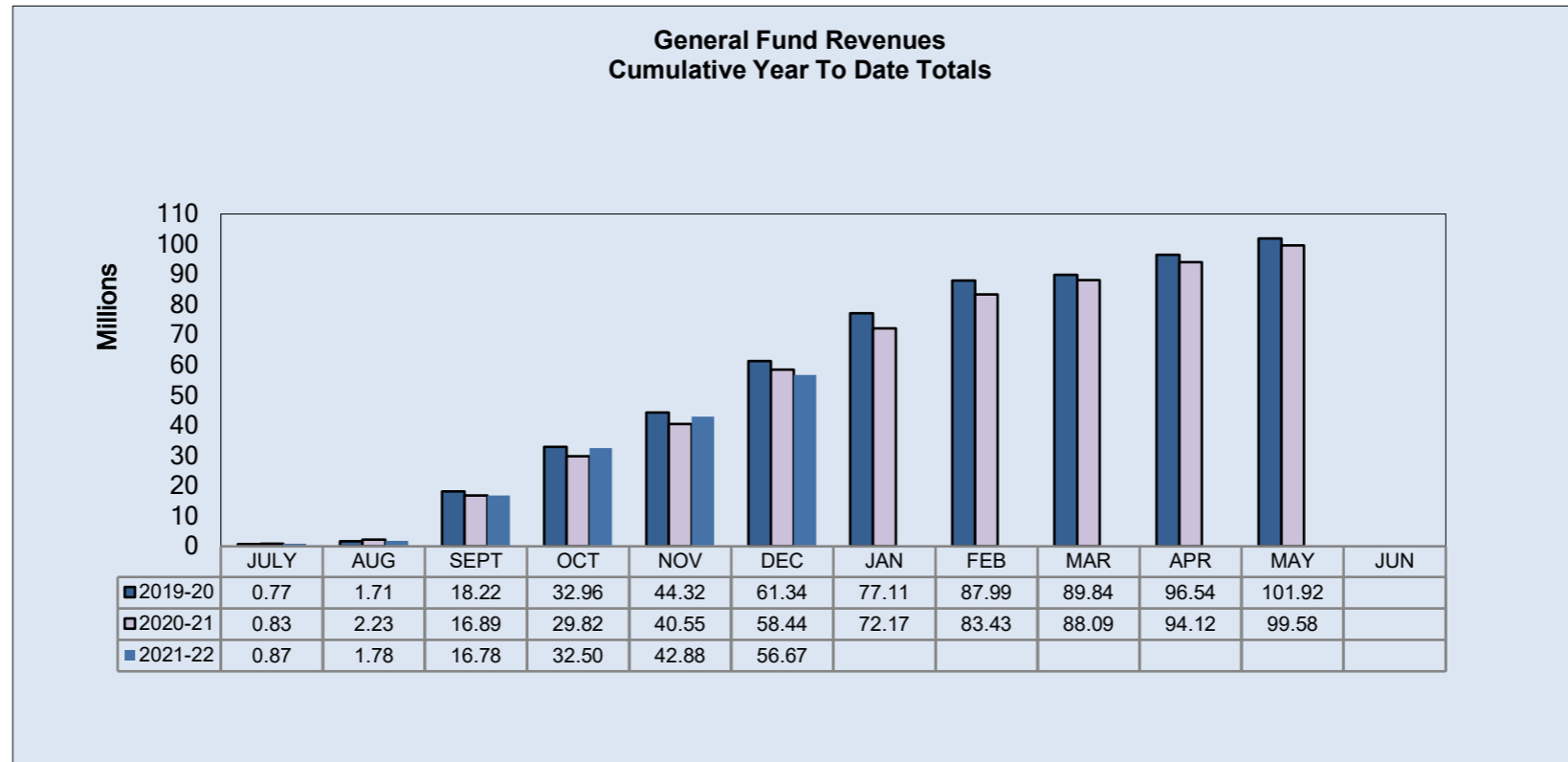
**General Fund Revenues by Month**



**General Fund Expenditures by Month**

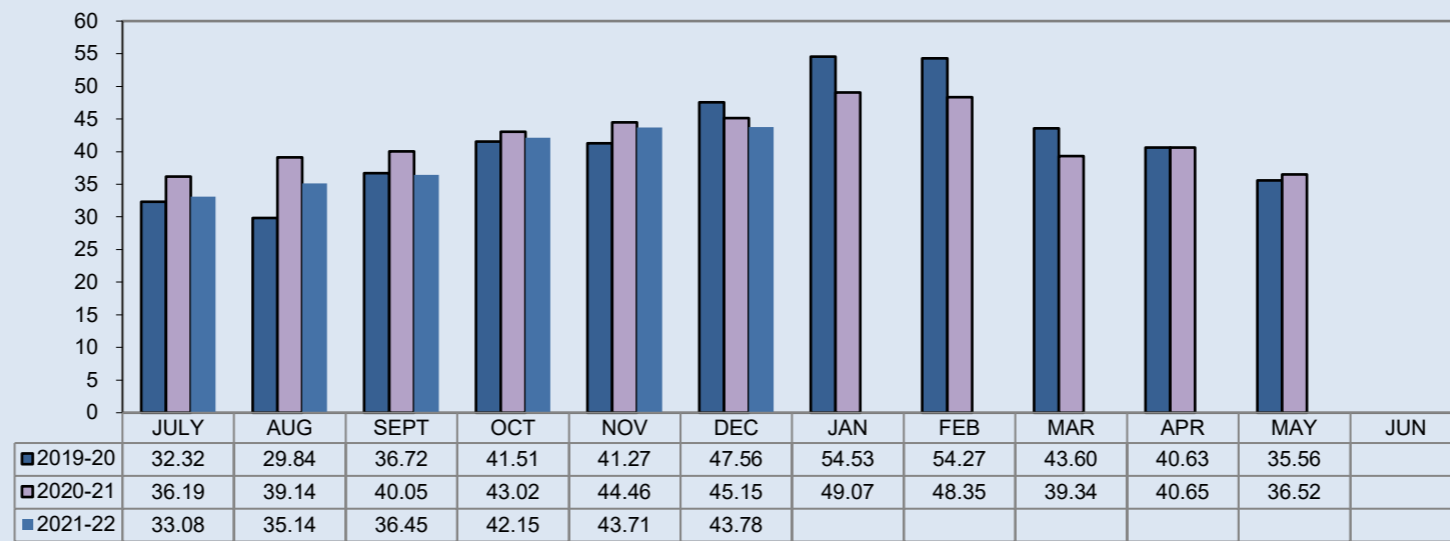


**Board Graphs**  
December 31, 2021



**Board Graphs  
December 31, 2021**

**General Fund Cash Position**



**WICHITA FALLS ISD**  
**Investments Report**  
**December 31, 2021**

INVESTMENTS	YIELD RATE	PAR VALUE	PURCHASE COST	CURRENT BOOK VALUE	MARKET VALUE @ 12/31/2021	INTEREST CURRENT MONTH	INTEREST YEAR TO DATE
<b>GENERAL OPERATING FUND</b>							
American National MMKT	0.5000%	\$3,327,659.07	\$3,327,659.07	\$3,327,659.07	\$3,327,659.07	\$1,412.52	\$8,375.22
TexasTERM Balance	0.0200%	\$1,162,137.97	\$1,162,137.97	\$1,162,137.97	\$1,162,137.97	\$16.38	\$106.86
TEXPOOL BALANCE	0.0376%	\$22,822,706.04	\$22,822,706.04	\$22,822,706.04	\$22,822,706.04	\$607.83	\$2,253.51
TEXPOOL Prime BALANCE	0.0904%	\$2,945,269.92	\$2,945,269.92	\$2,945,269.92	\$2,945,269.92	\$225.99	\$1,010.51
TEXPOOL TMN BALANCE	0.0376%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
First National Bank -ICS	0.0487%	\$3,151,591.51	\$3,151,591.51	\$3,151,591.51	\$3,151,591.51	\$130.26	\$696.52
American National CDARS MMKT	0.5000%	\$152,616.92	\$152,616.92	\$152,616.92	\$152,616.92	\$62.69	\$382.03
American National Bank -ICS	0.5000%	\$6,044,574.80	\$6,044,574.80	\$6,044,574.80	\$6,044,574.80	\$2,566.11	\$15,215.57
INTRA-MONTH CD ACTIVITY							
PREVIOUS MONTH'S MATURITIES							\$0.00
<b>TOTAL GENERAL FUND</b>		<b>\$39,606,556.23</b>	<b>\$39,606,556.23</b>	<b>\$39,606,556.23</b>	<b>\$39,606,556.23</b>	<b>\$5,021.78</b>	<b>\$28,040.22</b>
<b>FOOD SERVICE FUND</b>							
TEXPOOL BALANCE	0.0376%	\$2,195,122.96	\$2,195,122.96	\$2,195,122.96	\$2,195,122.96	\$62.60	\$235.39
TEXPOOL Prime BALANCE	0.0904%	\$8,951.61	\$8,951.61	\$8,951.61	\$8,951.61	\$0.62	\$3.11
INTRA-MONTH CD ACTIVITY							
PREVIOUS MONTH'S MATURITIES							\$0.00
<b>TOTAL FOOD SERVICE FUND</b>		<b>\$2,204,074.57</b>	<b>\$2,204,074.57</b>	<b>\$2,204,074.57</b>	<b>\$2,204,074.57</b>	<b>\$63.22</b>	<b>\$238.50</b>
<b>INTEREST AND SINKING FUND</b>							
TEXPOOL BALANCE	0.0376%	\$8,998,463.87	\$8,998,463.87	\$8,998,463.87	\$8,998,463.87	\$205.20	\$500.14
TEXPOOL Prime BALANCE	0.0904%	\$1,340.21	\$1,340.21	\$1,340.21	\$1,340.21	\$0.00	\$0.00
INTRA-MONTH CD ACTIVITY							\$0.00
PREVIOUS MONTH'S MATURITIES							\$0.00
<b>TOTAL INTEREST AND SINKING FUND</b>		<b>\$8,999,804.08</b>	<b>\$8,999,804.08</b>	<b>\$8,999,804.08</b>	<b>\$8,999,804.08</b>	<b>\$205.20</b>	<b>\$500.14</b>
<b>BOND CONSTRUCTION FUND</b>							
American National MMKT	0.1000%	\$257.39	\$257.39	\$257.39	\$257.39	\$0.02	\$0.12
TEXPOOL BALANCE	0.0376%	\$121,228,558.08	\$121,228,558.08	\$121,228,558.08	\$121,228,558.08	\$3,917.16	\$19,961.51
TEXPOOL Prime BALANCE	0.0904%	\$100,050,472.28	\$100,050,472.28	\$100,050,472.28	\$100,050,472.28	\$7,677.42	\$34,327.14
BOND SAFEKEEPING (Municipal Bonds Investments)		\$54,693,319.35	\$54,693,319.35	\$54,693,319.35	\$54,693,319.35	\$0.00	\$87,715.75
INTRA-MONTH CD ACTIVITY							
PREVIOUS MONTH'S MATURITIES							\$0.00
<b>TOTAL BOND CONSTRUCTION FUND</b>		<b>\$275,972,607.10</b>	<b>\$275,972,607.10</b>	<b>\$275,972,607.10</b>	<b>\$275,972,607.10</b>	<b>\$11,594.60</b>	<b>\$142,004.52</b>
<b>WORKER'S COMPENSATION FUND</b>							
TEXPOOL BALANCE	0.0376%	\$561,464.28	\$561,464.28	\$561,464.28	\$561,464.28	\$17.93	\$84.81
PREVIOUS MONTH'S MATURITIES							
<b>TOTAL WORKER'S COMPENSATION FUND</b>		<b>\$561,464.28</b>	<b>\$561,464.28</b>	<b>\$561,464.28</b>	<b>\$561,464.28</b>	<b>\$17.93</b>	<b>\$84.81</b>
<b>TOTAL WFISD INVESTMENTS &amp; INTEREST EARNINGS</b>		<b>\$327,344,506.26</b>	<b>\$327,344,506.26</b>	<b>\$327,344,506.26</b>	<b>\$327,344,506.26</b>	<b>\$16,902.73</b>	<b>\$170,868.19</b>
<b>TEXPOOL HIGHEST BALANCE 12/31/2021:</b>							
GENERAL OPERATING FUND		\$25,767,975.96					
FOOD SERVICE		\$2,204,074.57					
INTEREST & SINKING FUND		\$8,999,804.08					
BOND CONSTRUCTION		\$221,279,030.36					
WORKER'S COMPENSATION		\$561,464.28					
MAINTENANCE TAX NOTE		\$0.00					
<b>TOTAL</b>		<b>\$258,812,349.25</b>					

**Wichita Falls ISD**  
Property Tax Collections Report  
December 31, 2021

This statement is compiled from the tax collections monthly statement for the month of December 2021 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 Month Collections	YTD Collected	Budget
\$ 46,688,032	\$ (168,500.04)	\$ 29,580,178	current			
\$ 1,763,513	\$ (34,675.81)	\$ 1,561,320	prior years			
Current Year				\$ 11,134,952.10	16,939,353.97	\$ 46,259,864
Prior Years				42,443.19	167,517.04	773,144
Penalty, Interest, & Misc Fees Collected				25,572.76	78,999.63	478,098
Refunds				(13,285.51)	(36,847.60)	
Adjustments				(30,488.37)	(203,175.85)	
<b>Totals</b>				<b>\$ 11,159,194.17</b>	<b>16,945,847.19</b>	<b>47,511,106</b>
Uncollected Levy					<b>\$ 31,141,498</b>	

**Interest & Sinking**

<u>Original Levy</u>	<u>Adjustments</u>	<u>Adjusted Levy</u>				
\$ 21,106,705	\$ (76,174.54)	\$ 13,372,593	current			
\$ 284,924	\$ (15,676.04)	\$ 238,938	prior years			
Current Year				\$ 5,033,884.57	7,657,937.50	\$ 20,774,198
Prior Years				7,746.25	30,310.29	131,003
Penalty, Interest, & Misc Fees Collected				3,098.97	11,102.54	63,892
Refunds				(3,314.45)	(7,982.93)	
Adjustments				(13,783.01)	(91,850.58)	
<b>Totals</b>				<b>\$ 5,027,632.33</b>	<b>7,599,516.82</b>	<b>20,969,093</b>
<b>Uncollected Levy</b>		<b>44,753,029</b>			<b>\$ 13,611,531</b>	

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

Tax Year = 2021 AND Year End Date = 12/31/2021 AND Month Range from 12/01/2021 to 12/31/2021 and Tax Units = {multiple} AND Date Type = 1

**002 - WICHITA FALLS I.S.D.**

<b>CURRENT YEAR INFORMATION</b>		Start Financial Year 09/28/2021					
Start Value	Start Exemption	Start Taxable	Rate	Calc Start Levy	Actual Start Levy	Start Frozen Loss	Start + Frozen
7,440,109,333	2,155,070,860	5,285,038,473	1.365100	72,146,060.19	67,794,737.16	4,351,324.21	72,146,061.37
Adjusted Value	Adjusted Exemption	Adj Taxable	Rate	Calc Adj Levy	Actual Current Levy	Adj Frozen Loss	Act Levy + Act Frozen
7,438,261,945	2,167,705,048	5,270,556,897	1.365100	71,948,372.20	67,550,062.58	4,398,310.65	71,948,373.23
Start Value	Net Value Adj	Start Value + Net Value Adj		Actual Current Value	Other Loss		
7,440,109,333	(1,847,388)	7,438,261,945		7,438,261,945	0.00		
Start Exemption	Net Exmp Adj	Start Exemp + Net Exmp Adj		Actual Current Exemption			
2,155,070,860	12,634,188	2,167,705,048		2,167,705,048			

YEAR	NET START BALANCE	NET MTD ADJ	NET YTD ADJ	NET MTD PAID	NET YTD PAID	CALC BALANCE AS OF 12/31/2021	REFUNDS DUE	COL %
1975	53.03	0.00	0.00	0.00	0.00	53.03	0.00	0.00
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	425.65	0.00	0.00	0.00	0.00	425.65	0.00	0.00
1984	415.54	0.00	0.00	0.00	0.00	415.54	0.00	0.00
1985	603.32	0.00	0.00	0.00	0.00	603.32	0.00	0.00
1986	645.03	0.00	0.00	0.00	36.26	608.77	0.00	5.62
1987	607.43	0.00	0.00	0.00	37.98	569.45	0.00	6.25
1988	539.16	0.00	0.00	0.00	44.59	494.57	0.00	8.27
1989	960.07	0.00	(119.98)	0.00	0.00	840.09	0.00	0.00
1990	1,254.10	0.00	146.46	9.37	278.80	1,121.76	0.00	19.90
1991	654.45	0.00	56.95	0.00	149.98	561.42	0.00	21.08
1992	649.58	0.00	84.92	0.00	148.75	585.75	0.00	20.25
1993	2,643.78	0.00	(224.17)	0.00	43.27	2,376.34	0.00	1.78
1994	3,370.65	0.00	194.57	17.35	480.29	3,084.93	0.00	13.47
1995	3,986.40	0.00	(219.99)	0.00	0.00	3,766.41	0.00	0.00
1996	2,623.33	0.00	0.00	0.00	25.73	2,597.60	(0.08)	0.98
1997	3,417.65	0.00	(82.57)	0.00	0.14	3,334.94	0.00	0.00
1998	4,718.86	0.00	(123.04)	0.00	0.00	4,595.82	0.00	0.00
1999	5,252.09	0.00	(108.05)	0.00	70.42	5,073.62	0.00	1.36
2000	5,876.27	0.00	(203.43)	16	0.66	5,672.18	(204.00)	0.01

YEAR-TO-DATE SUMMARY PART C

Tax Year = 2021 AND Year End Date = 12/31/2021 AND Month Range from 12/01/2021 to 12/31/2021 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 12/31/2021	REFUNDS DUE	COL %
2001	5,068.10	0.00	(206.05)	0.00	1.94	4,860.11	0.00	0.03
2002	6,283.28	0.00	(268.18)	145.72	170.17	5,844.93	(0.01)	2.82
2003	10,183.53	0.00	(207.70)	0.00	6.67	9,969.16	(0.01)	0.06
2004	17,554.86	0.00	(268.18)	0.00	482.75	16,803.93	0.00	2.79
2005	20,442.16	0.00	(273.39)	0.00	0.00	20,168.77	0.00	0.00
2006	22,487.66	0.00	(281.84)	9.03	677.95	21,527.87	0.00	3.05
2007	20,794.11	0.00	(294.38)	26.31	330.87	20,168.86	0.00	1.61
2008	21,759.88	0.00	(891.09)	43.66	774.53	20,094.26	0.00	3.71
2009	30,829.35	0.00	(902.45)	62.73	1,078.19	28,848.71	0.00	3.60
2010	28,978.88	0.00	(306.26)	39.14	780.74	27,891.88	0.00	2.72
2011	41,233.97	0.00	(507.40)	0.00	123.69	40,602.88	0.00	0.30
2012	54,122.95	0.00	(473.05)	210.15	1,110.12	52,539.78	0.00	2.06
2013	69,071.87	0.00	(507.05)	508.90	3,364.75	65,200.07	0.00	4.90
2014	77,268.26	0.00	(348.56)	153.64	1,827.28	75,092.42	0.00	2.37
2015	79,449.65	0.00	(399.60)	553.99	4,196.32	74,853.73	0.00	5.30
2016	109,381.03	0.00	(305.63)	2,850.85	9,161.74	99,913.66	0.00	8.39
2017	136,368.14	0.00	(342.92)	3,066.07	12,236.17	123,789.05	0.00	8.99
2018	257,561.42	50.56	(211.84)	6,716.23	26,706.80	230,642.78	0.00	10.37
2019	363,082.58	(4,588.78)	(13,327.39)	11,713.89	37,428.51	312,326.68	0.00	10.70
2020	637,030.28	(7,601.57)	(29,430.56)	24,062.41	96,051.27	511,548.45	0.00	15.80
2021	67,794,737.16	(32,131.59)	(244,674.58)	16,168,836.67	24,597,291.47	42,952,771.11	0.00	36.41
<b>TOTAL</b>	<b>69,843,175.08</b>	<b>(44,271.38)</b>	<b>(295,026.43)</b>	<b>16,219,026.11</b>	<b>24,795,118.80</b>	<b>44,753,029.85</b>	<b>(204.10)</b>	

WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
PROJECTED REVENUE YEAR TO DATE COMPARISON  
December 2021

		2020-2021		2021-2022		2021-2022	
						YEAR TO DATE	PERCENT
		ACTUAL	BUDGET	PROJECTED	DIFFERENCE	ACTUAL	COLLECTED
<b>Local Revenues</b>							
5711	Current year tax levy	20,511,995	\$ 46,259,864	\$ 46,259,864	\$ -	\$ 15,596,483	34%
5712	Taxes-delinquent	627,820	773,144	773,144	-	560,541	73%
5719	Tax penalties & interest	178,397	478,098	478,098	-	168,656	35%
5735	Summer School Tuition	-	-	-	-	-	0%
5739	Tuition & Fees	946	30,000	30,000	-	30,874	103%
5742	Interest income	45,703	80,000	80,000	-	28,040	35%
5743	Facilities rental	56,010	105,800	105,800	-	285,507	270%
5744	Gifts and local grants	34,000	-	-	-	-	0%
5745	Insurance Proceeds	-	-	-	-	-	0%
5749	Miscellaneous revenues	759,675	144,000	144,000	-	101,484	70%
5755	Enterprising Revenue	4,223	7,000	7,000	-	9,131	130%
	<b>Local revenues to date before Athletics</b>	<b>22,218,769</b>	<b>47,877,906</b>	<b>47,877,906</b>	<b>-</b>	<b>16,780,716</b>	<b>35%</b>
5752	Scoreboard Fund	7,460	19,000	19,000	-	17,602	93%
5752	Athletics Fund ticket sales	128,615	350,000	350,000	-	235,501	67%
	<b>Total local revenues to date</b>	<b>22,354,844</b>	<b>48,246,906</b>	<b>48,246,906</b>	<b>-</b>	<b>17,033,819</b>	<b>35%</b>
<b>State Revenues</b>							
5811	Available School Fund	1,821,523	2,577,227	2,577,227	-	1,109,929	43%
5812	Foundation entitlements	30,730,512	67,016,593	67,016,593	36,127,357 A	30,889,236	46%
5819	Other Foundation School Programs	-	-	-	-	128,804	0%
5820	Other State Program Revenue	-	-	-	-	-	0%
5826	PreK Supplement	-	-	-	-	-	0%
5829	High School Allotment	-	-	-	-	-	0%
5829	Misc. state programs	-	-	-	-	-	0%
5831	TRS On-behalf	3,379,377	5,976,216	5,976,216	-	3,300,387	55%
	<b>Total state revenues to date</b>	<b>35,931,412</b>	<b>75,570,036</b>	<b>75,570,036</b>	<b>36,127,357</b>	<b>35,428,356</b>	<b>47%</b>
<b>Federal Revenues</b>							
5941	Impact Aid	-	140,000	140,000	-	80,931	58%
5946	ROTC salary reimbursement	89,097	184,500	184,500	-	75,995	41%
5931	SHARS Revenue	25,204	2,664,679	2,664,679	-	192,665	7%
5919	E-rate funding	-	272,707	272,707	-	-	0%
5929	Miscellaneous Federal Revenue	20,022	217,600	217,600	-	3,845,764	1767%
	<b>Total federal revenues to date</b>	<b>134,323</b>	<b>3,479,486</b>	<b>3,479,486</b>	<b>-</b>	<b>4,195,355</b>	<b>121%</b>
<b>Non-Operating Resources</b>							
7912	Sale of assets	15,264	50,000	50,000	-	16,753	34%
7914	Loan Proceeds	-	-	-	-	-	0%
7915	Transfer from Other Funds	-	280,202	280,202	-	-	0%
	<b>Total non-operating resources</b>	<b>15,264</b>	<b>330,202</b>	<b>330,202</b>	<b>-</b>	<b>16,753</b>	<b>5%</b>
<b>GRAND TOTAL - GENERAL FUND</b>		<b>\$ 58,435,843</b>	<b>\$ 127,626,630</b>	<b>\$ 127,626,630</b>	<b>\$ 36,127,357</b>	<b>\$ 56,674,284</b>	<b>44%</b>
A	Projected FSP Payment/Due from State				\$ 36,127,357		
Based on following assumptions:		<b>Attendance Projections</b>	<b>Budgeted</b>	<b>3rd Six Weeks</b>	<b>Difference</b>		
	Refined ADA-(ADA FTE Report- 3rd 6 weeks)	13,059.849	12,886.133	12,407.217	(478.916)		
	Regular ADA-(ADA FTE Report- 3rd 6 weeks)	11,809.304	11,608.807	11,245.007	(363.800)		
	Special Education FTEs	435.545	541.196	457.782	(83.414)		
	Career & Tech FTEs	815.000	736.130	704.428	(31.702)		
	Weighted ADA (Summary of Finance Nov. 18, 2021)	18,007.153	17,699.154	18,007.153	307.999		
	Compensatory Enrollment ( As of 10/5/2021)	8,123.000	8,992.000	8,345.000	(647.000)		

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**February 15, 2022**

<b>Agenda Item:</b>	January, 2022 Budget Amendments
<b>Administrator Responsible:</b>	Tim Sherrod, Chief Financial Officer
<b>Attachments:</b>	Attachment
 <input checked="" type="checkbox"/> Action Needed <input type="checkbox"/> Future Action <input type="checkbox"/> Information <input type="checkbox"/> Report	

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approves the attached budget amendments to the 2021-2022 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 an increase of \$40,680 resulting in a total budgeted deficiency of expenditures over revenues of \$5,798,279.

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:** February 15, 2022  
**Subject:** January 2022 Budget Amendments/Revisions

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

Campus/Dept.	Amount	From Function	To Function
001 – Hirschi High School Drama Supplies	\$396	13	11
002 – Rider High School Theater Instr Needs	\$125	13	11
Band Instr Needs	\$1,528	36	11
ESport Needs	\$1,200	11	36
Choir Needs	\$58	11	13
004 – Wichita Falls High Camp Instr Leadership	\$7,640	21	11
Band Extra Curricular	\$200	11	36
Band Staff Travel	\$300	11	13
UIL Theater Needs	\$1,500	11	36
047 – McNeil Middle School Student Travel	\$23	11	36
104 – Brook Village Staff Dev Subs	\$45	23	13
108 – Cunningham Elementary Admin Supplies	\$200	11	23
Instructional Supplies	\$9,806	12	11
109 – Fain Elementary Staff STEM Experts Training	\$1,500	11	13
121 – Milam Elementary Admin Needs	\$150	11	23
125 – Booker T Washington Admin Supplies	\$80	11	23
PreK Field Trip	\$200	11	36
126 – West Foundation Elementary Student Travel	\$628	11	36
131 – Zundy Elementary Admin Travel	\$1,715	36	23
Admin Notary Fee	\$100	36	23
Instructional Supplies	\$26	33	11
Instructional Supplies	\$257	31	11

829 – Community Relations			
Teacher of the Year Rental	\$950	11	41
950 – Limited English Proficiency			
Staff Travel	\$2,000	13	21

**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>
	Substitute Incentive Pay Approved by BOT	\$40,680.00
	Total Budget Revisions for January	\$40,680.00

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

**Wichita Falls Independent School District  
General Operating Fund Budget  
Jan-22**

	Original Operating Fund 199 Jan	Proposed Transfers & Revisions Increase/ (Decrease)	Amended Operating Fund 199 Jan
<b>Revenues:</b>			
5700 - Local Revenues	\$ 48,246,906	\$ -	\$ 48,246,906
5800 - State Program Revenues	75,570,036	-	75,570,036
5900 - Federal Program Revenues	3,479,486	-	3,479,486
Total Revenues	\$ 127,296,428	\$ -	\$ 127,296,428
<b>Expenditures</b>			
11 - Instruction	\$ 75,913,842	52,069	\$ 75,965,911
12 - Instructional Resources and Media Services	1,586,028	(9,806)	1,576,222
13 - Curriculum and Instructional Staff Development	1,465,038	782	1,465,820
21 - Instructional Leadership	2,805,152	(5,640)	2,799,512
23 - School Leadership	7,924,959	2,200	7,927,159
31 - Guidance, Counseling and Evaluation Services	5,634,586	(257)	5,634,329
32 - Social Work Services	520,170	-	520,170
33 - Health Services	1,968,374	(26)	1,968,348
34 - Student Transportation	2,621,500	-	2,621,500
36 - Cocurricular/Extracurricular Activities	3,897,816	408	3,898,224
41 - General Administration	4,704,660	950	4,705,610
51 - Plant Maintenance and Operations	12,301,680	-	12,301,680
52 - Security and Monitoring Services	976,531	-	976,531
53 - Data Processing Services	3,705,700	-	3,705,700
61 - Community Services	13,300	-	13,300
71 - Debt Service	1,325,262	-	1,325,262
81 - Facilities Acquisition and Construction	5,108,412	-	5,108,412
93 - Payments to Fiscal Agent	37,130	-	37,130
95 - Payments to JJAEP	20,000	-	20,000
99 - Other Intergovernmental Charges	679,090	-	679,090
Total Expenditures	\$ 133,209,229	\$ 40,680	\$ 133,249,909
<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	\$ (5,757,599)	\$ (40,680)	\$ (5,798,279)

**Wichita Falls Independent School District  
Food Service Budget  
Jan-22**

	Original Child Nutrition Funds 240 & 242 Jan	Increase/ (Decrease)	Amended Child Nutrition Funds 240 & 242 Jan
<b>Revenues:</b>			
Local Revenues	\$ 1,327,273	\$ -	\$ 1,327,273
State Program Revenues	36,000	-	36,000
Federal Program Revenues	6,684,434	-	6,684,434
Total Revenues	\$ 8,047,707	\$ -	\$ 8,047,707
<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	\$ 7,562,796	\$ -	\$ 7,562,796
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	\$ 7,562,796	\$ -	\$ 7,562,796
<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	\$ 204,708	\$ -	\$ 204,708

**Wichita Falls Independent School District  
Debt Service Budget  
Jan 2022**

	Original Debt Service Fund 599 Jan		Increase/ (Decrease)	Amended Debt Service Fund 599 Jan
<b>Revenues:</b>				
Local Revenues	\$ 21,169,093	\$	-	\$ 21,169,093
State Program Revenues	18,088		-	18,088
Federal Program Revenues	-			
Total Revenues	\$ 21,187,181	\$	-	\$ 21,187,181
 <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	\$ 19,357,366		-	\$ 19,357,366
Facilities Acquisition and Construction				
Payments to Fiscal Agent				
Total Expenditures	\$ 19,357,366	\$	-	\$ 19,357,366
 <b>Other Financing Sources (Uses)</b>				
Sale of Bonds				
 Excess (Deficiency) of Revenues Over Expenditures	\$ 1,829,815	\$	-	\$ 1,829,815

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**February 15, 2022**

<b>Agenda Item:</b>	Replacement of Synthetic Turf (at Memorial Stadium)
<b>Administrator Responsible:</b>	Tim Sherrod, Chief Financial Officer
<b>Attachments:</b>	None
<input type="checkbox"/> Action Needed <input checked="" type="checkbox"/> Future Action <input type="checkbox"/> Information <input type="checkbox"/> Report	

**Administrative Information:**

That the Wichita Falls Independent School District Board of Trustees award the Replacement of Synthetic Turf at Memorial Stadium to Paragon Sports Constructors, LLC as submitted by Tim Sherrod, Chief Financial Officer, and as recommended by Michael S. Kuhrt, Superintendent of Schools.

<b>Paragon Sports Constructors, LLC</b>	<b>Fort Worth, TX</b>	<b>\$ 601,145.00</b>
Symmetry Sports Construction	Mount Pleasant, TX	\$ 617,410.00
Hellas Construction	Austin, TX	\$ 636,386.00

**Explanation**

The Quote Request Q22-25 was issued through TASB’s BuyBoard Cooperative Contract# 641-21. Three vendors responded with valid quotes while one vendor responded with No Bid. Lauren Zotz, Director of Purchasing, and Scot Hafley, Director of Athletics, reviewed the quotes and recommend accepting the proposal submitted by Paragon Sports Constructors, LLC.

Paragon Sports Constructors, LLC, is a sports construction company based in Fort Worth, Texas. Paragon specializes in construction of natural grass and synthetic turf sports fields, as well as track surfaces. The project to replace the synthetic turf at Memorial Stadium will be scheduled for as soon as possible after Board approval. The project will take approximately 6 to 8 weeks to complete.

**Fiscal Note:**

This project will be funded with Athletic Rental Fees and Sponsorship Funds. This purchase exceeds \$100,000 and requires Board of Trustees approval per policy CH Local.

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**February 15, 2022**

<b>Agenda Item:</b>	RFP 22-24 Data Transmission Services (E-Rate)
<b>Administrator Responsible:</b>	Tim Sherrod, Chief Financial Officer
<b>Attachments:</b>	No Attachments
<input type="checkbox"/> Action Needed <input checked="" type="checkbox"/> Future Action <input type="checkbox"/> Information <input type="checkbox"/> Report	

**Administrative Information:**

That the Wichita Falls Independent School District Board of Trustees award RFP 22-24 Data Transmission Services (E-Rate) to AT&T and Zayo as submitted by Tim Sherrod, Chief Financial Officer, and as recommended by Michael S. Kuhrt, Superintendent of Schools.

**Explanation:**

Requests for Proposals pertaining to RFP 22-24 Data Transmission Services (which routinely qualifies for the E-Rate reimbursement) were posted on the Universal Service Administration Company (USAC) and Public Purchase website. The RFP was advertised twice in the Times and Record News. Public Purchase website notifications were sent to 146 unique users, 72 different vendors, with 3 vendors submitting valid responses.

The proposals were evaluated by Shad McGaha, Chief Technology Officer and Frank Murray, Director Instructional Technology and Curtis Shahan Infrastructure Manager. The recommendation for Elementary services is AT&T and the recommendation for Secondary and Non-Instructional Campuses is Zayo.

Vendor	AT&T Dallas, Texas		NTS Lubbock, Texas		Zayo Boulder, Colorado	
	RFP Score	Annual Price	RFP Score	Annual Price	RFP Score	Annual Price
SCORE (Elementary) 2G:	<b><u>*94</u></b>	<b><u>\$85,418.64</u></b>	92	\$72,000.00	93	\$104,076.00
SCORE (Secondary/NI) 4G:	n/a	No Bid	89	\$72,000.00	<b><u>*93</u></b>	<b><u>\$104,076.00</u></b>
District expense after E-Rate Discount is 20% of prices shown.						

**Fiscal Note:**

A contingency contract will be sent to the awarded vendors upon Board approval. This expenditure will be purchased with Technology budgeted funds, pending E-Rate funding. Multi-year awards require Board of Trustees approval per policy, CH Local.

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**February 15, 2022**

<b>Agenda Item:</b>	Adoption of the WFISD 2022-2023 School Calendar		
<b>Administrator Responsible:</b>	Debby Patterson, Executive Director of School Administration		
<b>Attachments:</b>	Calendar Committee Calendar Meeting Agenda and Handouts School Calendar Calendar Explanation		
<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 adopts the Draft 2022-2023 School Calendar as presented by Debby Patterson, Executive Director of School Administration, and recommended by Michael S. Kuhrt, Superintendent of Schools.

**Explanation:**

The district calendar committee had meetings in November. The committee's charge was to develop a calendar for Board consideration. The committee created ten renditions for consideration until agreeing on the final rendition. The DAC approved the calendar on December 9, 2021.

The calendar was reviewed by central office administrators, curriculum, campus principals, teachers, parents, community members and business representatives.

**Fiscal Note:**

None

**CALENDAR PARAMETERS FOR 2022-23 SCHOOL YEAR**  
**(Dates in blue are unconfirmed estimates)**

1. These items must be inside the school calendar.
  - a. **School** cannot **start** earlier than the 4th Monday in August unless you are a DOI District. WFISD is a DOI District. It was determined in DOI meetings that school cannot start any earlier than August 3 for teachers and August 10 for students.
  - b. There must be a minimum of 75,600 minutes for students. Teachers work 187 days.
  - c. Must include two Inclement Weather Days.
    - i. The first two days of bad weather must be made up with students and staff attending the two days listed on the calendar as “Inclement Weather” Days.
    - ii. TEA strongly encourages inclement weather days be placed after March 1, of the school calendar. (See additional information.)
    - iii. TEA also discourages districts from scheduling inclement weather days on dates that have traditionally been considered as school holidays such as Good Friday, Memorial Day and Spring Break. Low attendance on those days, if those days must be used, will NOT be eligible for a waiver.
  - d. The number of teacher work days/in-service/staff development will be dependent on the length and number of student days.
2. District Perceptions on Calendar Development
  - a. Thanksgiving holiday has had three days and up to a week, but is not required.
  - b. Two full weeks at Christmas for students to be out of school.
    - i. Many students require time split between two different families due to the number of divorces and blended families. Our Board is sensitive to this need.
    - ii. Many of the armed service personnel with families have two weeks at Christmas and want to take full advantage of the travel time.
  - c. Martin Luther King Jr. Day is typically designated as a holiday on the calendar.
  - d. Our Board is generally supportive of a calendar that ends school for students by the end of May.
  - e. Spring Break is scheduled at the same time as Spring Break for Vernon College and Midwestern State University. Projected dates are:
    - i. March 13-17, 2023
  - f. Estimated state assessments and AP/IB testing dates for 2022-23:  
(Approximate dates) STAAR testing –Dec. 6-9, 2022  
Apr. 4-7, 2023  
May 2-19, 2023  
PSAT – Oct. 12, 2022
  - g. The period between Spring Break and the STAAR tests given in April is also protected as much as possible per teacher requests.
  - h. Early Release Days (Historical Practice)
    - i. Elementary and Secondary
      1. End of both semesters.
    - ii. Many of the AP/IB testing occurs during the first 2 weeks of May and some other IB testing occurs through most of May.

3. Typical Calendar Holidays are as follows:

- September 5 Labor Day
- January 1 New Year's Day
- January 16 Martin Luther King Day
- February 20 President's Day
- April 14 Good Friday
- May 29 Memorial Day
- July 4 Independence Day



## House Bill 2610

### Frequently Asked Questions

Version 6, December 8, 2016

House Bill (HB) 2610, passed by the 84th Texas Legislature, amends the Texas Education Code (TEC), §25.081, by striking language requiring 180 days of instruction and replacing this language with language requiring districts and charter schools to operate for a minimum of 75,600 minutes (including intermissions and recess). The bill also allows school districts and charter schools to add minutes as necessary to compensate for minutes of instruction lost due to school closures caused by disaster, flood, extreme weather conditions, fuel curtailment, or another calamity.

Beginning in the 2016–2017 school year, school districts and charter schools will be required to submit calendars showing the amount of time that school was held each day, along with any waiver minutes granted by the Texas Education Agency (TEA) through the Texas Student Data System (TSDS) - Public Education Information Management System (PEIMS) summer data submission. The TEA will use the data to verify that school districts and charter schools operated for at least 75,600 minutes (including intermissions and recess). Districts and charter schools that do not meet the requirement will have their funding reduced proportionately to the number of minutes they fell short of the 75,600 minutes requirement.

The TEA will grant a one-time waiver for the 2016–2017 school year to Alternative Education Programs (AEP), Disciplinary Alternative Education Programs (DAEP), and charter schools that operate for less than 75,600 minutes. This waiver requires a formal request on file to be approved. Please refer to the [waiver summary](#) under **Additional Resources** on the Student Attendance Accounting Handbook web page for information regarding the waiver.

The TEA will grant an automatic one-time waiver for the school year 2016–2017 to districts and charter schools that operate a prekindergarten program for less than 37,800 total minutes but offer at least 120 minutes of classroom time per day including recess and in-class breakfast. No application for this waiver is necessary.

Below is a list of frequently asked questions grouped by category that may be of assistance. Click the applicable link below to review specific questions related to each category. There is also a summary sample worksheet of reporting minutes at the end of this document.

- [General](#)
- [Attendance Taking](#)
- [PEIMS](#)
- [ADA/Funding](#)
- [Waivers](#)
- [Charter School](#)
- [Prekindergarten](#)

## General

**When does HB 2610 take effect?** HB 2610 took immediate effect meaning that the new requirements were in effect for the 2015–2016 school year and were reflected in the 2015–2016 Student Attendance Accounting Handbook (SAAH).

**What kinds of time count toward meeting the 75,600 minutes requirement?** HB 2610 specifies that intermissions and recesses count toward meeting the 75,600 minutes requirement. Lunch and in-class breakfast are considered intermission and will be counted toward meeting this requirement. From the time the first bell rings to the last bell constitutes all eligible minutes to count towards the 75,600 minutes requirement.

**Have teacher contract requirements changed in conjunction with HB 2610?** No. TEC, §21.401, still requires that teachers employed under a 10-month contract provide a minimum of 187 days of service. Districts and charter schools should consider this when creating calendars that are shorter than the traditional 180 days.

## Attendance Taking

**Does HB 2610 change attendance-taking procedures?** No, HB 2610 does not change attendance-taking procedures. Please see section 3.6 of the SAAH for current general attendance-taking rules.

**What should the district's or charter school's calendar include?** The TEA encourages districts and charter schools to include additional minutes to account for bad weather or other missed school days related to health and safety concerns in their adopted calendar. District and charter school calendars should provide at least 75,600 minutes of operation including any approved minutes waived for early release and/or staff development.

**Does HB 2610 apply to an alternative campus that runs longer periods in a quarter system to enable students to make up classes necessary for graduation?** Yes. A district and charter school must ensure that alternative education programs meet the requirements of HB 2610 (a total of 75,600 minutes of operation, including intermissions and recess) for funding purposes.

**How does HB 2610 affect the two- through four-hour rule for half days already scheduled? Do these scheduled half days count only for the time attended instead of as a half day?** HB 2610 does not affect the classroom time requirements for half-day or full-day funding eligibility. Students must be scheduled for and provided classroom time of at least two hours (120 minutes) each day to be coded as eligible for half-day attendance and at least four hours (240 minutes) to be coded as eligible for full-day attendance.

**Will there be a minimum number of minutes required for a class to count as a semester class or a full-year class?** No. HB 2610 only requires districts and charter schools to provide a total of 75,600 minutes of operation (including intermissions and recess) per school year.

**Would excess contact hours earned by any combination of special education and career and technical education (CTE) classes still be deducted from the student's primary special education instructional setting?** Yes. Any combination of CTE and special education services that exceeds six hours per day must be subtracted from the primary special education instructional setting.

**Can my school district or charter school change the calendar after the school year has started to make up minutes lost to an unforeseen event?** Yes. You can add minutes to days remaining in the school year to make up for an unplanned event that caused school to be closed during the school year.

**If I have a district level UIL competition (for example, band or basketball) and I want to close campuses so students can attend, will those campuses have to makeup those missed days?** If your district calendar has the missed days for UIL competition, bad weather makeup days, early release days, and staff development days built into the calendar and the 75,600 minutes are met by the time school has ended, then any missed days do not have to be made up.

**Is the HB 2610 minutes requirement, a district requirement or is it based on individual campuses? Our elementary campus ends school 20 minutes before our high school, do I compute these times separately?** The requirement is a district requirement that is to be applied to individual campuses. Based on your example you would report each campus on a separate track.

**Now that we are required to meet the 75,600 minutes minimum, are we also bound by a certain number of days? For instance, if we reach the required 75,600 minutes in 169 instructional days, would we need a waiver to have less than the 178 days we currently have?** Since HB 2610 replaced the language and the requirement for 180 days with 75,600 minutes of operation (including intermissions and recess), districts and charter schools are no longer bound by days with regard to instruction. However, TEC, §21.401, still requires that teachers employed under a 10-month contract provide a minimum of 187 days of service. Districts should consider this when creating calendars that are shorter than the traditional 180 days. Also, note that when creating your calendar the school year cannot end before May 15th.

**We provide tutorials to students from 7:45 am to 8:00 am every morning. All teachers are required to be here by that time to provide these services. Our bell to go to first period rings at 8:00 am. Can we count the 15 minutes per day of tutorial toward our operational day?** The minutes for the school day start when the first bell rings at 8:00 am to convene school. The district may consider adjusting the bell schedule to capture the 15 minutes described in the scenario.

**I have a campus that operates school extra minutes Monday through Thursday. Can the campus release students early every Friday since we will meet the required 75,600 minutes by May 20th of the school year?** Districts are still subject to the 7-hour school day requirement of TEC, §25.082. However, districts are funded based on meeting 75,600 minutes in total. Therefore, based on this scenario, the district can schedule early release on Fridays without experiencing a funding reduction. Please note that the district would also be in violation of the TEC. Districts should consult with the district's legal counsel regarding what this violation could potentially mean for your district.

**If our district had to close early due to a health or safety issue, will any minutes prior to school closing count towards the 75,600 minutes? Would attendance need to be taken?** Yes. The minutes that school was in operation before the health or safety event will be counted toward the 75,600 minutes requirement. Attendance should be taken before releasing students early for the day.

**What is considered as a school operational time?** The time the first school bell rings to the ending school bell (bell to bell) is considered school operational time.

**Do all instructional minutes per school day count toward meeting the 75,600 minutes requirement?**

Yes. All classroom time (minutes) offered from the first instructional bell to the last instructional bell count toward the 75,600 minutes requirement. This includes intermissions, recess, and in-class breakfast.

**PEIMS**

**Will reporting requirements change as a function of HB 2610, and, if so, when will these changes become effective?** Although the bill is effective for the 2015–2016 school year, school districts and charter schools will not be required to modify information submitted through TSDS PEIMS until the 2016–2017 school year. However, districts and charter schools must maintain local documentation showing the operational days and start and end times for the 2015–2016 school year, that is sufficient to prove that the district or charter school met the minimum required 75,600 minutes. The TEA will examine this documentation in any attendance audits relevant to the 2015–2016 school year.

**If the days taught for one group of students is different than another group of students on the same campus, do I need to report separate tracks?** Yes. An instructional track is defined as the number of days taught for a group of students in a particular reporting period at a campus when the reporting periods are the same. It is recommended that a campus report different tracks if the number of days taught and operational times for a group of students is different in a reporting period.

**ADA/Funding**

**Does HB 2610 change the calculation of average daily attendance (ADA) for the purpose of state funding under the foundation school program (FSP)?** ADA will continue to be calculated based on the number of days present divided by the number of days taught in each six-weeks period. However, if a district or charter school fails to operate for at least 75,600 minutes, funding will be reduced proportionately to the number of minutes the district or charter school fell short of the 75,600 minutes requirement. Please see the section 13 of the SAAH for a more detailed explanation about the calculation of ADA.

**If a district adds minutes to the school day through the year to shorten its school year by a day or more, will the fact that it has and would report less days in the year cause it to receive less ADA funding (not receiving funding for the shorted days)?** A district's ADA will not be reduced based on number of days. However, if the district fails to meet the required 75,600 minutes according to the TEC, §25.081 (HB 2610), the district's ADA will be reduced in proportion to the percentage of minutes that the district fell short in meeting the 75,600 minutes requirement. Please see the section 13 of the SAAH for a more detailed explanation about the calculation of ADA.

**If the district's calendar exceeds the 75,600 minutes requirement, would the district receive additional funding for the additional minutes in excess of the required 75,600 minutes?** No. Minutes of operation in excess of the 75,600 minutes requirement will not generate additional funding.

## Waivers

**I have already been granted a waiver for the 2015–2016 school year. Is it still in effect?** Yes. The TEA will honor all waivers previously granted that are in effect for the 2015–2016 school year. Each waiver day will count for 420 minutes of the total 75,600 minutes required under HB 2610. Waivers granted for an early release are worth up to 180 minutes, depending on the time students were released from school.

**Is the TEA continuing to grant new waivers given HB 2610?** The TEA is currently conducting an internal review of its waiver policy. No decisions have been made on whether the practice of granting waivers will be discontinued or revised under HB 2610.

**Will the TEA grant a waiver if doing so still leaves my school short of meeting the 75,600 minutes requirement?** No. The TEA will only grant waivers if the sum of minutes in the school’s calendar and the minutes waived are at least equal to 75,600. For example, if a school district or charter school submits a calendar that includes 75,000 minutes and asks for one waiver day, the waiver will be denied because granting it would only bring the district or charter school to 75,420 (still short of the required 75,600 minutes). Any waivers granted, in addition to satisfying independent reasons for receiving the waiver, must be sufficient to bring the school district or charter school into compliance.

**Do I still need to apply for staff development waivers if I exceed 75,600 minutes?** If the district or charter school meets (or exceeds) the 75,600 minutes requirement without a waiver, it does not need to request a waiver.

**Will the TEA grant waivers for districts and charter schools that offer programs that operate for less than 75,600 minutes?** The TEA will grant a one-time waiver for the 2016–2017 school year for AEP, DAEP, and charter schools that operate for less than 75,600 minutes per school year.

**If a district does not have an approved waiver and operates for less than 420 minutes in school day, do any of those minutes count toward the 75,600 minutes requirement?** Yes, the minutes would count toward the 75,600 minutes requirement. Please note that since districts are still subject to the 7-hour (420 minutes) school day requirement of TEC, §25.082, a district would be in violation of the TEC. Please consult with your district’s legal counsel regarding what this violation could potentially mean for your district.

## Charter School

**How does HB 2610 affect charter schools?** Charter schools are not subject to the 75,600 minutes requirement. However, to receive full funding, a charter school must have 75,600 minutes of operation (including intermissions and recess). Approved waiver minutes from TEA (in writing) count towards this requirement.

**Our charter school serves morning and afternoon students. Each session is 4 hours and 10 minutes (250 minutes) a day. Attendance is taken during 3rd period for the morning session and 8th period for the afternoon session. In light of HB 2610, will our funding be cut in half since we do not serve a single student all day long?** In addition to requiring 240 minutes of daily classroom time for full day FSP funding, every instructional track will also be required to operate for 75,600 minutes per year to qualify for full day FSP funding. Instructional tracks that fall short of 75,600 minutes of operation will have funding reduced in proportion to the number of minutes that the track was below 75,600 minutes.

## Prekindergarten

**If my district or charter school only has a prekindergarten campus, how many minutes does it need to meet to comply with HB 2610?** If the campus is solely a prekindergarten campus and has only an a.m. or p.m. group of students, it would need to have a total of 37,800 minutes, including recess and in-class breakfast for each group since prekindergarten is funded on a half day of ADA. With the exception of students that are prekindergarten and special education coded.

**Our prekindergarten students (3 and 4 year old program) attend school for 6 hours per day. Since we get funded for half days, do we have to comply with HB 2610's mandatory operational minute guideline of 75,600 or 37,800 (half of the calculation)?** Prekindergarten students are only eligible for half-day FSP funding. For the 2016-2017 school year, districts and charter schools that offer prekindergarten programs of less than 37,800 minutes will be automatically granted a waiver by the TEA. No application for this waiver is necessary. In addition to requiring 120 minutes of daily classroom time, prekindergarten programs will be required to operate for 37,800 minutes per year to qualify for half-day FSP funding for the 2017-2018 school year. Funding will be reduced in proportion to the number of minutes below 37,800 minutes beginning with the 2017-2018 school year, for prekindergarten programs that fall short of 37,800 minutes of operation.

**Our prekindergarten stand-alone campus has two groups daily (a.m. and p.m. groups). Each group meets for 130 minutes daily for a total of 260 minutes per day. Are we in compliance if we combine the a.m. and p.m. group to meet the required 37,800 minutes?** Each prekindergarten group (a.m. and p.m.) must have 37,800 minutes (including recess and in-class breakfast) for the school year to comply with the requirements of HB 2610. Districts and charter schools that offer prekindergarten programs of less than 37,800 minutes per year will be automatically granted a waiver by the TEA for the 2016–2017 school year. No application for this waiver is necessary.

**Our a.m. prekindergarten program offers breakfast to our students. May we count the minutes that students are eating breakfast towards meeting the 37,800 minutes for pre-k?** Breakfast that is offered in class for pre-k students will count toward the 37,800 minutes.

Note: This sample is for illustration purposes only and meant to provide general guidelines. Each district's or charter's actual reporting may be different.

# Reporting Minutes in TSDS PEIMS

## HB 2610 - 75,600 minutes School Year

Learning ISD operates the school year on a 420 minute (7 hour) school day. The following facts exist for the Learning ISD calendar.

First Day of School	8/22/2016
Last Day of First Reporting Period	9/30/2016
Beginning of Second Reporting Period	10/3/2016
Last Day of Second Reporting Period	11/10/2016
Beginning of Third Reporting Period	11/11/2016
Last Day of Third Reporting Period	12/16/2016
Beginning of Fourth Reporting Period	1/3/2017
Last Day of Fourth Reporting Period	2/17/2017
Beginning of Fifth Reporting Period	2/20/2017
Last Day of Fifth Reporting Period	4/7/2017
Beginning of Sixth Reporting Period	4/10/2017
Last Day of School	5/26/2017

Staff Development School Day Waivers 10/10/2016, 11/11/2016, 1/2/2017

Missed School Days Waivers 1/9/2017, 2/4/2017

Shortened School Days Waivers 9/30/2016, 10/10/2016, 12/16/2016, 2/13/2017, 4/3/2017, 5/29/2017

Low Attendance School Day Waivers 3/4/2017

District	Campus	Reporting Period Indicator Code	Reporting Period Begin Date	Reporting Period End Date	In-structural Track	Days Taught	Total School Day Operational Minutes	Total Staff Development Waiver Minutes	Total Missed School Days Waiver Minutes	Total Shortened School Days Waiver Minutes	Total Low Attendance School Days Waiver Minutes	Total Other School Days Waiver Minutes	Total (Not Reported - Calculated by TEA)	
999999	101	1	8/22/2016	9/30/2016	0	29	12000	0	0	180	0	0	12180	
999999	101	2	10/3/2016	11/10/2016	0	28	11580	840	0	180	0	0	12600	
999999	101	3	11/11/2016	12/16/2016	0	22	9060	0	0	180	0	0	9240	
999999	101	4	1/2/2017	2/17/2017	0	32	13260	420	840	180	0	0	14700	
999999	101	5	2/20/2017	4/7/2017	0	28	11580	0	0	180	420	0	12180	
999999	101	6	4/10/2017	5/26/2017	0	35	14520	0	0	180	0	0	14700	
<b>Total (Not Reported - Calculated by TEA)</b>							<b>174</b>	<b>72000</b>	<b>1260</b>	<b>840</b>	<b>1080</b>	<b>420</b>	<b>0</b>	<b>75600</b>

## **Agenda for First Meeting ----2022-2023 Calendar Committee**

1. Welcome
2. Sign In
3. Mailed Articles
  - a. Calendar Parameters
  - b. Assessment Calendar
  - c. State Waiver Types
  - d. House Bill 2610 FAQ
  - e. How many staff development days are required
4. Mailed Calendars
  - a. 2021-2022 calendar
  - b. Calendar Draft #1
5. Comments for the current Calendar

# 2022-2023 WICHITA FALLS ISD STUDENT CALENDAR

proposed K (start on Wednesday, 3 opt out, 2 teacher days)

JULY 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Student Holidays/Important Dates

Sept. 5.....Labor Day  
 Nov. 21-25.....Thanksgiving Break  
 Dec. 19-Jan. 3.....Winter Break

Jan. 1.....New Year's Day  
 Jan. 16.....MLK Day  
 Feb. 20.....President's Day  
 Mar. 13-17.....Spring Break  
 April 9.....Easter  
 May 29.....Memorial Day

## Minute Calculation (min. 75,600)

170 days @ 440 min. = 74,800  
 2 ER days @ 240 min. = 480  
 2 SD days @ 360 min. = 720

Total minutes 76,000

Required minutes 75,600












Difference 400

Difference is equal to 3 late starts

## Inclement weather days built in

April 10<sup>th</sup> and May 26<sup>th</sup>

First semester – 79 days  
 Second semester – 93 days = 172 days

-  NEW TEACHER ORIENTATION
-  FIRST DAY OF SCHOOL
-  PARENT CONF. – STUDENT HOLIDAY
-  STAFF DEV. – STUDENT HOLIDAY
-  STUDENT AND STAFF HOLIDAY
-  INCLEMENT WEATHER DAY/ REGULAR WORK DAY 239-240 EMPLOYEES
-  EARLY RELEASE/END OF SEMESTER
-  OPT OUT DAY/STUDENT HOLIDAY
-  TEACHER PLANNING DAY
-  SIX WEEKS GRADING PERIOD ENDS
-  NINE WEEK GRADING PERIOD ENDS + 12/16 AND 5/25

JANUARY 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## **Calendar -----STUDENTS**

- 172 days August 17 – May 26 (170 days @ 440 minutes = 74,800 and 2 days @ 240 minutes = 480) , totaling 75,600 minutes
  - 11 days in August
    - August 17 First day for student attendance
  - 21 days in September
    - September 5 Labor Day, Staff & Student Holiday
  - 18 days in October
    - October 6 Staff Development Day/Student Holiday
    - October 7 Teacher Planning Day/Student Holiday
    - October 10 Parent Conferences Day at all campuses, Student Holiday
  - 17 days in November
    - November 21 -22 Teacher Staff Development Opt out Day, Student Holiday
    - November 23– 25 Thanksgiving Staff Holiday, Student Holiday
  - 12 days in December, (11 days at 440 minutes, and 1 day at 240 minutes)
    - December 16 Early Release at end of semester.
    - December 19-January 1, Winter Break, Staff and Student Holiday
  - 20 days in January
    - January 2, Teacher Staff Development-Work Day, Student Holiday
    - January 16, Martin Luther King Day, Staff and Student Holiday
  - 18 days in February
    - February 20, President’s Day, Teacher Staff Development-Work Day, Student Holiday
    - February 21, Teacher Planning Day, Student Holliday
  - 18 days in March
    - March 13 – 17, Spring Break, Staff and Student Holiday
  - 18 days in April
    - April 7, Teacher Staff Development Opt-out Day/Student Holiday
    - April 10 Inclement Weather Day, Staff and Student Holiday unless miss days in calendar due to weather or other calamity. Then would be instructional day.
  - 19 days in May, (18 days at 440 minutes, and 1 day, May 25 early release, at 240 minutes)
    - May 25 Early Release at end of semester
    - May 26 Inclement Weather Day, Staff and Student Holiday unless miss days in calendar due to weather or other calamity. Then would be instructional day.
    - May 27 Graduation

172 days = 170 days @ 440 minutes = 74,800 plus 2 days @ 240 minutes = 480, totaling 76,000 minutes

2 Staff Development days requested for time waivers/student days @ 360 minutes = 720 minutes

- Day 1 is October 6
- Day 2 is February 20

Grand total is 76,000 minutes

Difference is 400 minutes

- = 3 late starts

**First Semester = 79 days**

**Second Semester = 93 days**

## **Calendar ---TEACHERS**

- 5 days Staff Development August 10 – August 16
- 172 **STUDENT** days August 17 – May 25 as described below. (170 days @ 440 minutes = 74,800 and 2 days @ 240 minutes = 480), totaling 75,600 minutes
  - 16 days in August
  - 21 days in September
    - September 5 Labor Day, Staff and Student Holiday
  - 21 days in October
    - October 6 Staff Development Day/Student Holiday
    - October 7 Teacher Planning Day/Student Holiday
    - October 10 Parent Conferences Day at all campuses, Student Holiday
  - 19 days in November
    - November 21 -22 Teacher Staff Development Opt out Day, Student Holiday
    - November 23– 25 Thanksgiving Staff Holiday, Student Holiday
  - 12 days in December, (11 days at 440 minutes, and 1 day at 240 minutes)
    - December 16 Early Release at end of semester.
    - December 19-January 1, Winter Break, Staff and Student Holiday
  - 21 days in January
    - January 2, Teacher Staff Development-Work Day, Student Holiday
    - January 16, Martin Luther King Day, Staff and Student Holiday
  - 20 days in February
    - February 20, President’s Day, Teacher Staff Development-Work Day, Student Holiday
    - February 21, Teacher Planning Day, Student Holliday
  - 18 days in March
    - March 13 – 17, Spring Break, Staff and Student Holiday
  - 19 days in April
    - April 7, Teacher Staff Development Opt-out Day/Student Holiday
    - April 10 Inclement Weather Day, Staff and Student Holiday unless miss days in calendar due to weather or other calamity. Then would be instructional day.
  - 20 days in May, (18 days at 440 minutes, and 1 day, May 25 early release, at 240 minutes)
    - May 25 Early Release at end of semester
    - May 26 Inclement Weather Day, Staff and Student Holiday unless miss days in calendar due to weather or other calamity. Then would be instructional day.
    - May 27 Graduation

172 days =170 days @ 440 minutes = 74,800 plus 2 days @ 240 minutes =480, totaling 76,000 minutes

2 Staff Development days requested for time waivers/student days @360 minutes =720 minutes

- Day 1 is October 6
- Day 2 is February 20

Grand total is 76,000 minutes

Difference is 400 minutes

- = 3 late starts

5 BOY Staff development-Work Days( August 10-16)

2 Planning Days (October 7 and February 21)

6 Staff Development- Work Days (October 10, November 21, 22, January 2, April 7, and May 27 (Graduation) (end of second semester)

**Total is 187 days for teacher contract**

## Committee for 2022-2023 Calendar

NAME		CAMPUS	ASSIGNMENT	EMAIL ADDRESS
First	Last			
Adrienne	Rumfelt	Fowler	BAC/Sped	<a href="mailto:arumfelt@wfid.net">arumfelt@wfid.net</a>
April	Seymour	Jefferson	Counselor	<a href="mailto:aseymour@wfid.net">aseymour@wfid.net</a>
Ashley	Martinez	Burgess	Kinder	<a href="mailto:amartinez@wfid.net">amartinez@wfid.net</a>
Ashley	Parsons		Parent	<a href="mailto:rkpkab@yahoo.com">rkpkab@yahoo.com</a>
Belinda	Wolf	McNiel	Librarian	<a href="mailto:bwolf@wfid.net">bwolf@wfid.net</a>
Carl	Bishop	CEC	HST	<a href="mailto:cbishop@wfid.net">cbishop@wfid.net</a>
Cody	Blair	Rider	Principal	<a href="mailto:cblair@wfid.net">cblair@wfid.net</a>
Cyndy	Kohl	Ed Center	Director	<a href="mailto:ckohl@wfid.net">ckohl@wfid.net</a>
Danielle	Whalen	SAFB	Parent	<a href="mailto:daniellewhalen08@gmail.com">daniellewhalen08@gmail.com</a>
Debbie	Gossett	Milam	Art	<a href="mailto:dgossett@wfid.net">dgossett@wfid.net</a>
Deborah	Forte	West	Paraprofessional	<a href="mailto:dforte@wfid.net">dforte@wfid.net</a>
Dittika	Gupta	MSU	Parent	<a href="mailto:dittika.gupta@msutexas.edu">dittika.gupta@msutexas.edu</a>
January	Cadotte	Ed Ctr	PIE	<a href="mailto:icadotte@wfid.net">icadotte@wfid.net</a>
John	Lankford	Kirby	Assistant Prin.	<a href="mailto:jlankford@wfid.net">jlankford@wfid.net</a>
Julie	Gaynor	WFHS	Parent	<a href="mailto:julie.gaynor@msutexas.edu">julie.gaynor@msutexas.edu</a>
Kara	Burton	Southern Hills	BAC/Inc	<a href="mailto:kburton@wfid.net">kburton@wfid.net</a>
Kelly	Strenski	Ed Center	Director	<a href="mailto:kstrenski@wfid.net">kstrenski@wfid.net</a>
Kory	Dorman	WFHS	Assistant Prin.	<a href="mailto:kdorman@wfid.net">kdorman@wfid.net</a>
Krystal	Rose	Ed Center	Human Resource	<a href="mailto:krose@wfid.net">krose@wfid.net</a>
Lachandra	Hooper	Sheppard	2nd	<a href="mailto:lhooper@wfid.net">lhooper@wfid.net</a>
Larry	Menefee	Ed Center	Assistant Dir.	<a href="mailto:lmenefee@wfid.net">lmenefee@wfid.net</a>
Laura	Saldana	Lamar	Parent	<a href="mailto:laurasaldana1206@yahoo.com">laurasaldana1206@yahoo.com</a>
Lisa	Martischnig	Jefferson	Dyslexia	<a href="mailto:lmartischnig@wfid.net">lmartischnig@wfid.net</a>
Melanie	Lindsay	Zundy	5th SS and LA	<a href="mailto:mlindsay@wfid.net">mlindsay@wfid.net</a>
Mike	Wenk	SAFB	Military Liason	<a href="mailto:michael.wenk@us.af.mil">michael.wenk@us.af.mil</a>
Mike	Mitchell	Kirby	Coach	<a href="mailto:mamitchell@wfid.net">mamitchell@wfid.net</a>
Milea	Huckeby	McNiel	English	<a href="mailto:mhuckeby@wfid.net">mhuckeby@wfid.net</a>
Misti	Spear	Ed Center	Director	<a href="mailto:mspear@wfid.net">mspear@wfid.net</a>
Morgan	Cummins	Cunningham	SPED Life	<a href="mailto:mcummins@wfid.net">mcummins@wfid.net</a>
Morgan	Giles	Scotland Park	5th Science	<a href="mailto:mgiles@wfid.net">mgiles@wfid.net</a>
Nanette	Mills	Southern Hills	ELSR/SS 4	<a href="mailto:nmills@wfid.net">nmills@wfid.net</a>
Peter	Griffiths	Ed Center	Assoc. Supt.	<a href="mailto:pgriffiths@wfid.net">pgriffiths@wfid.net</a>
Philip	Pennington	BTW	3rd Math	<a href="mailto:ppennington@wfid.net">ppennington@wfid.net</a>
Robin	Becker	Lamar	Res/BAC	<a href="mailto:rbecker@wfid.net">rbecker@wfid.net</a>
Sam	Reed	Hirschi	coach	<a href="mailto:sreed@wfid.net">sreed@wfid.net</a>
Shannon	Kuhrt	Ed Center	Director	<a href="mailto:skuhrt@wfid.net">skuhrt@wfid.net</a>
Stephanie	Willis-Koontz	Crockett	Nurse	<a href="mailto:swillis-koontz@wfid.net">swillis-koontz@wfid.net</a>
Susan	Grisel	Barw/Ridr	Parent	<a href="mailto:susangrisel@yahoo.com">susangrisel@yahoo.com</a>
Suzan	Campbell	Booker T. Wash	SLP	<a href="mailto:smcampbell@wfid.net">smcampbell@wfid.net</a>
Tabitha	Eastman	Barwise	Counselor	<a href="mailto:teastman@wfid.net">teastman@wfid.net</a>
Travis	Armstrong	Ed Ctr	Early Child	<a href="mailto:tarmstrong@wfid.net">tarmstrong@wfid.net</a>
Veronique	Davidson	Jefferson	Parent	<a href="mailto:vdavidson82@gmail.com">vdavidson82@gmail.com</a>

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**February 15, 2022**

<b>Agenda Item:</b>	TASB Recommended Local Policy Update 118		
<b>Administrator Responsible:</b>	Debby Patterson, Executive Director of School Administration		
<b>Attachments:</b>	Policy Update 118, affecting local policies (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 118 as submitted by Debby Patterson, Executive Director of School Administration, and as recommended by Michael S. Kuhrt, Superintendent of Schools.

**Explanation:**

Update 118 mostly covers recommended (LOCAL) policy revisions to address new laws enacted from the 87<sup>th</sup> Legislature, Regular Session, which ended on May 31, 2021, and changes to TEA's *Financial Accountability System Resource Guide*.

Many of the (LEGAL) policies included in this update were also affected by legislation from the 87<sup>th</sup> Legislature, Regular Session and changes to Administrative Code rules.

**Fiscal Note:**

*None*

**(LOCAL) Policy Action List**

**WICHITA FALLS ISD(243905) - Update / LDU 118**

CFD(LOCAL): ACCOUNTING - ACTIVITY FUNDS MANAGEMENT

CQB(LOCAL): TECHNOLOGY RESOURCES - CYBERSECURITY

DFE(LOCAL): TERMINATION OF EMPLOYMENT - RESIGNATION

DP(LOCAL): PERSONNEL POSITIONS

EHAA(LOCAL): BASIC INSTRUCTIONAL PROGRAM - REQUIRED INSTRUCTION (ALL LEVELS)

EHBC(LOCAL): SPECIAL PROGRAMS - COMPENSATORY/ACCELERATED SERVICES

EIE(LOCAL): ACADEMIC ACHIEVEMENT - RETENTION AND PROMOTION

FDE(LOCAL): ADMISSIONS - SCHOOL SAFETY TRANSFERS

FEA(LOCAL): ATTENDANCE - COMPULSORY ATTENDANCE

FEC(LOCAL): ATTENDANCE - ATTENDANCE FOR CREDIT

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

FL(LOCAL): STUDENT RECORDS

**OTHER LOCALS AS A RESULT OF UPDATE 118**

CO(LOCAL): FOOD AND NUTRITION MANAGEMENT

DEA(LOCAL): COMPENSATION AND BENEFITS – COMPENSATION PLAN

DEC(LOCAL): COMPENSATION AND BENEFITS – LEAVES AND BALANCES

EB(LOCAL): SCHOOL YEAR

FFBA(LOCAL): CRISIS INTERVENTION – TRAUMA – INFORMED CARE



## (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

**Fiduciary  
Responsibility**

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District-~~approved~~ accounting practices and procedures, and the [Texas Education Agency \(TEA\) Financial Accountability System Resource Guide](#).

**Student Activity  
Funds**

The Superintendent ~~or designee~~ shall ensure that student activity accounts are maintained to manage all class funds, ~~organization funds~~, and ~~any~~ other funds raised and collected by [student clubs or organizations from students](#) for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

Student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]

Use and  
Expenditure

Funds collected by student groups shall be used only for purposes authorized by the [student club or organization](#). ~~or upon approval of the sponsor~~. The principal ~~and sponsor or designee~~ shall [manage and](#) approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

**District and Campus  
Activity Funds**

The Superintendent shall [ensure District accounting practices and procedures address](#) ~~establish regulations governing~~ the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose.

Approval

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

**Carryover Funds**

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If [a club or an](#) organization ceases to function or exist, the unexpended funds ~~of the organization~~ shall be credited to the appropriate administrative activity account.

**Plan** The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.

**Coordinator** The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency (TEA) in cybersecurity matters ~~and as required by law report to TEA breaches of system security.~~

**Training** The Board delegates to the Superintendent the authority to:

1. Determine the cybersecurity training program to be ~~used in the District; annually completed by each employee and Board member; and~~
2. Verify and report compliance with ~~staff~~ training requirements in accordance with guidance from the Department of Information Resources; ~~and~~
- ~~2.3.~~ Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

**Security Breach Notifications** Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Email, if the District has email addresses for the affected persons.
3. Conspicuous posting on the District's websites.
4. Publication through broadcast media.

The ~~District~~ District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information ~~as required by TEA and parents in accordance with~~ law.

TERMINATION OF EMPLOYMENT  
RESIGNATION

DFE  
(LOCAL)

**General  
Requirements**

All resignations shall be submitted in writing to the Superintendent or other person designated by Board action in accordance with this policy ~~designee~~. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

**At-Will Employees**

The Superintendent ~~or designee~~ shall be authorized to accept the resignation of an at-will employee at any time. The Superintendent may delegate to other administrators the authority to accept a resignation of an at-will employee.

**Contract Employees**

The Superintendent or other person designated by Board action ~~designee~~ shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The resignation requires no further action by the District and is accepted upon receipt by the Superintendent or other person designated by Board action.

The Superintendent or other person designated by Board action shall be authorized to accept a contract employee's resignation submitted or effective at any other time. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The Superintendent or other person designated by Board action ~~The Superintendent or other Board designee~~ shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

**Withdrawal of  
Resignation**

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

**Principal  
Qualifications**

In addition to the minimal certification requirement, ~~athe~~ principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage ~~budgets~~~~budget~~ and personnel and to coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. Prior experience in instructional leadership roles; and
7. Other qualifications deemed necessary by the Board ~~and included in the job description.~~

**School Counselors**

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

**Human Sexuality  
Instruction**

The following process shall apply regarding the adoption of curriculum materials for the district's human sexuality instruction:

1. The Board shall adopt a resolution convening the District's school health advisory council (SHAC) to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

~~Each student~~ ~~Students at all grade levels~~ who ~~has~~~~have~~ been identified as being at risk of dropping out of school, who ~~is~~~~are~~ not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment, shall be provided accelerated and/or compensatory educational services.

**Accelerated  
Instruction**

The District shall provide accelerated instruction in accordance with law if a student fails to perform satisfactorily ~~based~~ on a state-mandated ~~needs~~ assessment. ~~The principal shall ensure that each identified student is receiving services.~~

**Accelerated  
Learning Committee**

When a student fails to perform satisfactorily on a math or reading state-mandated assessment in grades 3, 5, or 8, an accelerated learning committee shall develop a written educational plan in accordance with law. If a parent requests that the student be assigned to a particular teacher the following school year, the request shall be addressed in accordance with the District's administrative procedures.

A parent complaint about the content or implementation of the educational plan shall be filed in accordance with FNG. ~~The services provided each student shall be consistent with the goals and strategies established in the District and campus improvement plans and shall be reviewed for effectiveness at the close of each grading period. Parents shall be encouraged to participate in the planning of educational services for their child and shall be kept informed regarding the child's progress toward educational goals.~~

~~Parents of students who are not successful in meeting requirements for promotion shall be informed of any available options, such as an extended year program or summer school.~~

~~{See EIE}~~

**Curriculum Mastery** Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC]- The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.

Students Receiving Special Education Services Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]

**Standards for Mastery** In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.

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**Note:** Students in kindergarten–grade 2 do not receive numerical grades. These students are evaluated on individual progress toward mastery of state standards.

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2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or semester examinations or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

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**Note:** Students in kindergarten–grade 2 must receive marks of “progressing” or “mastered” in 70 percent of the evaluated standards in reading and mathematics.

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Grades 1–2 In grades 1–2, promotion to the next grade level shall be based on demonstrated proficiency of 70 percent of the evaluated standards in reading and mathematics.

Grades 3–5 ~~In~~For students in grades 3–5, promotion shall be based on demonstrated proficiency in the subject matter of the grade level. Demonstrated proficiency shall include all the following:

1. A final grade average of at least 70 in reading;

2. A final grade average of at least 70 in language arts (which includes English, spelling, and writing);
3. A final grade average of at least 70 in mathematics; and
4. A final combined grade average of 70 for science, social studies, reading, language arts, and mathematics.

Retention for  
Elementary  
Students

Failure to meet any one of the above criteria may result in retention of the student in his or her current grade level. Students may attend an extended year summer school program to have an opportunity to be promoted based on demonstrating proficiency in the area of their deficiency. The principal shall be responsible for the promotion of all students.

Grades 6–8

~~In~~For students in grades 6–8, promotion to the next grade level shall be based on demonstrated proficiency in the subject matter of the grade level. Demonstrated proficiency includes all the following:

1. A final grade average of at least 70 in language arts;
2. A final grade average of at least 70 in mathematics;
3. A final grade average of 70 in science;
4. A final grade average of 70 in social studies; and
5. A final grade average of 70 in all other elective classes where possible.

*Retention for  
Grades 6–8*

Failure to meet any one of the above criteria may result in retention of the student in his or her current grade level. Retained students may attend an extended year summer school program to have an opportunity to be promoted based on demonstrating a passing grade of 70 in the areas of their deficiency. The principal shall be responsible for the promotion of all students.

Grades 9–12

Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]

**Accelerated  
Instruction**

~~If a student fails to demonstrate proficiency on a state-mandated assessment, the student shall be provided accelerated instruction in accordance with state law. Additionally, students in grades 5 and 8 shall be subject to all provisions of Grade Advancement Testing, below.~~

**Grade Advancement  
Testing**

~~Except when a student will be assessed in reading or mathematics above his or her enrolled grade level, students in grades 5 and 8 must meet the passing standard on the applicable state-mandated assessments in reading and mathematics to be promoted to the~~

	<p><del>next grade level, in addition to the District's local standards for mastery and promotion.</del></p>
<p><del>Definition of "Parent"</del></p>	<p><del>For purposes of this policy and decisions related to grade advancement requirements, a student's "parent" shall be defined to include either of the student's parents or guardians; a person designated by the parent, by means of a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code, to have responsibility for the student in all school-related matters [see FD]; a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]</del></p>
<p><del>Alternate Assessment Instrument</del></p>	<p><del>The Superintendent or designee shall select from the state approved list, if available, for each applicable subject an alternate assessment instrument that may be used for the third testing opportunity. Each student's GPC shall decide whether he or she shall be given the statewide assessment instrument or the applicable alternate instrument for the third testing opportunity. The committee's decision shall be based on a review of the student's performance in the previous testing opportunities, local assessments, and any other circumstances it deems appropriate.</del></p>
<p><del>Standards for Promotion Upon Appeal</del></p>	<p><del>If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law.</del></p> <p><del>The student shall not be promoted unless:</del></p> <ol style="list-style-type: none"><li><del>1. All members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year in accordance with the educational plan developed by the GPC; and</del></li><li><del>2. The student has completed required accelerated instruction in the subject area for which the student failed to demonstrate proficiency.</del></li></ol> <p><del>Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for interim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The principal</del></p>

~~or designee shall monitor the student's progress during the following school year to ensure that he or she is progressing in accordance with the plan.~~

~~Transfer Students~~

~~When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.~~

~~If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.~~

**Assignment of Retained Students**

~~In the event a student is not promoted to the next grade level, the District shall nevertheless assign the student to an age-appropriate campus, unless:~~

- ~~1. The student's parent requests that the student be assigned to the same or a similar campus setting; or~~
- ~~2. The student's GPC determines that it would be in the student's best interest to be assigned to the same or a similar campus setting. Criteria to be considered for this decision may include:
  - ~~a. Recommendations from the student's teachers.~~
  - ~~b. Observed social and emotional development of the student.~~~~

~~This provision shall apply only when:~~

- ~~1. A student who is at least 12 years old is retained in grade 5; or when~~
- ~~2. A student who is at least 15 years old is retained in grade 8.~~

**Reducing Student Retention**

~~The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]~~

**Safe Schools Data**

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
  - a. Attempted murder;
  - b. Indecency with a child;
  - c. Aggravated kidnapping;
  - d. Aggravated assault on someone other than a District employee or volunteer;
  - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
  - f. Aggravated robbery; or
  - g. Continuous sexual abuse of a young child or [disabled individual children](#).

**School Safety Transfers**

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

**From a Persistently Dangerous School**

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a  
Violent Criminal  
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer  
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

**Excused Absences**

In addition to excused absences required by law, the District shall excuse absences for the following purposes. [A student shall be required to submit verification of these absences in accordance with administrative regulations.](#)

Higher Education Visits

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. ~~A student shall be required to submit verification of such visits in accordance with administrative regulations.~~

Armed Services Enlistment

The District shall excuse a student 17 years of age or older for up to four days during his or her enrollment in high school for activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard. ~~A student shall be required to submit verification of such activities in accordance with administrative regulations.~~

Early Voting or Election Clerk

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk. ~~A student shall be required to submit verification of service in accordance with administrative regulations.~~

Learner or Driver's License

The District shall excuse a student 15 years of age or older for one day during his or her enrollment in high school for each of the following:

- Visiting a driver's license office to obtain a learner license; or
- Visiting a driver's license office to obtain a driver's license.

[For extracurricular activity absences, see FM.]

**Withdrawal for Nonattendance**

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

**Students Attending Homeschools**

Students who are homeschooled are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.

ATTENDANCE  
COMPULSORY ATTENDANCE

FEA  
(LOCAL)

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

Enforcing  
Compulsory  
Attendance

If a parent or guardian refuses to submit a requested statement or letter, or if the District has evidence that a school-aged child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

**Consideration of All Absences Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District ~~All absences~~ shall be considered in determining whether a student has attended the required percentage of days under this policy.

**Attendance Committees**

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent ~~or designee~~ shall make the specific appointments in accordance with legal requirements.

**Parental Notice of Excessive Absences**

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

**Methods for Regaining Credit or Awarding a Final Grade**

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

~~A student~~ ~~Students~~ who ~~has~~ ~~have~~ lost credit or ~~has~~ ~~have~~ not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

**Personal Illness**

~~The~~ When a student's absence for personal illness exceeds four consecutive days, the principal or attendance committee may require verification that the student present a statement from a physician or health-care provider in accordance with administrative regulations clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying ~~an~~ the absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

In reaching consensus regarding ~~if~~ a student's ~~student has established a questionable pattern of~~ absences and how, the student can be awarded credit ~~principal~~ or a final grade, the attendance committee shall attempt to ensure ~~may require~~ that its decision is in the best interest of the ~~a~~ student. The Superintendent shall develop administrative regulations to document the attendance committee's decision ~~present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.~~

**Guidelines on Extenuating Circumstances**

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject. ~~adhere to the following guidelines to determine attendance for award of credit or a final grade:~~

~~Days of Attendance~~

1. ~~If~~ When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences ~~as that are allowed under compulsory attendance requirements shall be considered~~ days of attendance for award of credit or a final grade. [See FEA] ~~(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS.]~~

~~Transfers / Migrant Students~~

2. ~~A transfer or migrant student incurs absences only after his or her enrollment in the District.~~

~~Documentation~~

3. ~~The attendance committee shall consider the acceptability and authenticity of documented reasons for the student's absences.~~

~~Consideration of Control~~

4. ~~The~~ committee shall consider whether the reasons for the absences were ~~for reasons~~ out of the ~~student's or parent's or student's~~ control and.

~~Student's Academic Record~~

5. ~~The committee shall consider whether~~ documentation for ~~or not the absence is acceptable~~ student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

~~Information from  
Student or Parent~~

- ~~6.~~ The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

~~Best Interest  
Standard~~

~~In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.~~

**Imposing Conditions  
for Awarding Credit  
or a Final Grade**

The attendance committee shall consider the student's unique circumstances and, if necessary, shall ~~may~~ impose ~~any of the following~~ conditions for ~~awarding students with excessive absences to~~ regain credit or ~~be awarded~~ a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

- Maintaining attendance standards for the rest of the semester.
- Completing additional assignments, as specified by the committee or teacher.
- Attending tutorial sessions as scheduled, ~~which may include Saturday classes or before and after school programs.~~
- Completing other instructional programs, as specified by the committee.
- ~~3.~~ ~~Maintaining the attendance standards for the rest of the semester.~~
- ~~4.5.~~ Taking an examination to earn credit. [See EHDB]
- ~~5.~~ ~~Attending a flexible school day program.~~
- ~~6.~~ ~~Attending summer school.~~

In all cases, the student must ~~also~~ earn a passing grade in order to receive credit.

**Appeal Process**

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

**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 and District policy. 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 reasonable 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 reasonable 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.

A person is required to make a report if the person has **reasonable** cause to believe that an adult was a victim of abuse or neglect 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.

[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>1</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. **As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers.** [See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus princi-

pal, 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>1</sup> Texas Abuse Hotline Website: <http://www.txabusehotline.org>

**Comprehensive System**

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

**Cumulative Record**

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

**Custodians of Records**

The Superintendent or principal are custodians of all records for currently enrolled students. The Superintendent is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

**Types of Education Records**

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by [an accelerated learning](#)~~a-grade placement~~ committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the District.
  - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]

- c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

### **Access by Parents**

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or

reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

**Access by School Officials**

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, an auditor, a contractor, a volunteer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

**Transcripts and Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the

ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records  
Responsibility for  
Students in Special  
Education**

The director of special education shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the office of the director of special education.

**Procedure to Amend  
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory  
Information**

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

**Food Donation**

The Superintendent shall be authorized to develop regulations for the District to donate or otherwise dispose of leftover food in accordance with law.

**Meal Charges**

State Law

As established by the Board, a student with an exhausted or insufficient balance on his or her meal card or meal account shall be allowed to continue to purchase up to five **meals** days. The Superintendent shall develop administrative regulations for this grace period to address:

1. The District's processes for parent notification during the grace period, including a schedule for repayment; and
2. Whether the student will be limited to certain foods or beverages during this grace period, and, if so, the District's efforts to minimize overt identification of the student.

No fees or interest shall be charged by the District for meals purchased during the grace period.

Federal Law

For each campus that participates in the federal school breakfast or lunch programs under which students may incur a meal charge, the District's administrative regulations shall also address procedures for a student who has insufficient funds to purchase a meal following exhaustion of the grace period described above. The procedures shall address:

1. The parameters under which meals shall be served to the student;
2. The District's efforts to minimize overt identification of the student; and
3. How the District will attempt to collect unpaid debt in order to maintain the financial integrity of the food service account.

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

**Pay Administration**

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or bi-monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Mid-Year Pay  
Increases*

Contract  
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Noncontract  
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

**Pay During Closing**

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools]

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

Premium Pay  
During Disasters

After authorization by resolution or other Board action and in accordance with such authorization, nonexempt employees who are required to report to the District to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

Compensatory  
Time

Non-exempt employees may not accrue more than 30 hours of comp time. In the event that an employee's comp time exceeds 30 hours, the employee will be paid out on the next monthly check for the time in excess of 30 hours.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Leave  
Administration**

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

**Definitions**

The term "immediate family" is defined as:

Immediate Family

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

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

Family Emergency

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

Leave Day

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

School Year

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

Catastrophic Illness  
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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

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**Availability**

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

**State Leave Proration**

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

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

**Medical Certification**

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

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

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

**State Personal Leave**

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

**Nondiscretionary Use**

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

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

**Discretionary Use**

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

*Request for  
Leave*

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

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

Discretionary use of state personal leave may be extended by an additional two consecutive workdays if the request is documented to involve a member of the employee's immediate family on active duty for the call to or the return from a continuous military deployment of at least four months.

**Local Leave**

Each employee in a position normally requiring 10, 11, or 12 months of service shall earn five, six, or seven paid local leave days per school year, respectively, in accordance with administrative regulations.

Local leave shall accumulate to a maximum of 90 leave days.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

**Peace Officers**

**Mental Health  
Leave**

A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of 3 days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requestor;
3. The administrator authorized to approve request for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

**Quarantine Leave**

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a

specific communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The superintendent shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision,

**Unpaid Extended Sick Leave**

After all available paid leave days and any applicable compensatory time have been exhausted, an employee who is not a member of the catastrophic sick leave bank shall be granted in a school year a maximum of five unpaid leave days of extended sick leave to be used only for the employee's own catastrophic illness or injury, including pregnancy-related illness or injury.

A written request for extended sick leave must be accompanied by medical certification of the illness or injury.

**Unpaid Special Leave**

An employee who has exhausted all paid leave as well as any applicable compensatory shall be permitted to request up to five days of unpaid special leave for absences related to an immediate family member's call to active military duty or upon return from active military duty.

**Catastrophic Sick Leave Bank**

The District shall establish a sick leave bank that employees in a position normally requiring ten, 11, or 12 months of service may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

4. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
5. Procedures to request leave from the sick leave bank;

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

6. The maximum number of days per school year a member employee may receive from the sick leave bank;
7. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
8. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

**Unpaid Leave of  
Absence**

Studies or  
Sabbatical

A contract employee shall be permitted to request an unpaid leave of absence up to one year without pay to pursue graduate studies on a full-time basis. Each request shall be evaluated based on the needs of the District and the employee's personal reasons and goals.

Exchange Teacher

A teacher may request an unpaid leave of absence, not to exceed one year, to serve as a foreign exchange teacher. Each request shall be evaluated based on the availability of a satisfactory replacement for the time of absence.

**Family and Medical  
Leave**

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

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**Note:** See DECA(LEGAL) for provisions addressing FMLA.

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Twelve-Month  
Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.

Combined Leave for  
Spouses

When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.

Intermittent or  
Reduced Schedule  
Leave

The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of  
Leave

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-for-Duty  
Certification

COMPENSATION AND BENEFITS  
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(LOCAL)

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Leave at the End of Semester

When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.

**Temporary Disability Leave**

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

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

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

**Workers' Compensation**

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

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

No Paid Leave Offset

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

**Court Appearances**

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

Absences for court appearances related to an employee's personal business shall be deducted from the employee's leave or, at the option of the employee, shall be taken as leave without pay.

**Annual Payment for Unused Leave**

Each employee shall receive an annual payment for unused local leave for each day that exceeds the allowable 90-day accumulation.

The employee shall receive payment for each day of unused local leave that exceeds the allowable 90-day accumulation at the rate

COMPENSATION AND BENEFITS  
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of \$30 per day. Days for which the employee received payment shall not be available to that employee for use in the District.

Absences that qualify under the FMLA and absences for bona fide religious holy days shall not count against the employee's eligibility for the incentive. [See DEC(LEGAL)]

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

**Payment for Unused  
Leave Upon  
Retirement**

The following leave provisions shall apply to an employee hired before May 1, 2000.

An employee who retires from the District shall be eligible for payment for accumulated state and local leave plus any local leave from the final year of employment under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee is retiring under the Teacher Retirement System of Texas (TRS).

The employee shall receive payment for each day of accumulated state and local leave, to a maximum of 90 days, at a rate of \$30 per day. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

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

**Payment for  
Accumulated Leave  
Upon Separation**

The following leave provisions shall apply to an employee who was hired on or after May 1, 2000.

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

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

The employee shall receive payment for each day of accumulated local leave, to a maximum of 90 days, at a rate of \$30 per day. If the employee is reemployed with the District, days for which the

employee received payment shall not be available to that employee.

The District shall provide payment for accumulated local leave to the beneficiaries of an employee who dies while employed by the District. The employee must have had at least five years of service with the District and was not being discharged or nonrenewed. The beneficiaries of the employee shall receive payment for each day of accumulated local leave, to a maximum of 90 days, at a rate of \$30 per day.

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

**Neutral Absence  
Control**

If an employee has excessive absences equal to four workdays and does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

For purposes of this provision, excessive absence shall mean failure to appear for work when no leave applies to the absence and the absence is not excused on any other basis provided in law or District policy. Elective leaves, if any, shall apply to and excuse an absence when the leave has been duly elected by the employee and approved by the District and the absence qualifies for and falls within the leave period.

For purposes of this provision, a workday is a day the employee is required to perform services for the District in compliance with policy and the employment agreement between the employee and the District.

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**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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**School Calendar**

The Superintendent shall be authorized to approve variations from the Board-adopted school calendar, as necessary.

School Start Date

In accordance with the District's innovation plan, the District is exempt from the state law that generally prohibits instruction for students from beginning before the fourth Monday in August. Instruction for students shall begin no earlier than August ~~15~~ 10.

**School Closure**

The Board delegates to the Superintendent the authority to close schools for reasons of public health and safety.

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<sup>1</sup> Innovation Plan: <http://www.wfisd.net/Page/20552>

**Trauma-Informed  
Care Program**

The District's trauma-informed care program, as included in the District improvement plan, shall provide for the integration of trauma-informed care practices in the school environment, including increasing staff and parent awareness of trauma-informed care, implementation of trauma-informed practices and care by District and campus staff, and providing information about available counseling options for students affected by trauma or grief.

Training

The District shall provide training in trauma-informed care to District educators as required by law. The District improvement plan shall specify required training for any other District employees as applicable.

~~Annual Report~~

~~The District shall provide an annual report to the Texas Education Agency on the number of employees who have participated in trauma-informed care training.~~

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**February 15, 2022**

<b>Agenda Item:</b>	Minutes		
<b>Administrator Responsible:</b>	Michael S. Kuhrt, Superintendent of Schools		
<b>Attachments:</b>	Minutes of Special Session, January 11, 2022 Minutes of Public Hearing, January 18, 2022 Minutes of a Regular Meeting, January 18, 2022		
<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, January 11, 2022, minutes of a public hearing, January 18, 2022 and minutes of a regular meeting, January 18, 2022 as recommended by Michael S. Kuhrt, Superintendent of Schools.

**Explanation:**

Following are copies of the minutes of a special session, January 11, 2022, minutes of a public hearing, January 18, 2022 and minutes of a regular meeting, January 18, 2022. 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 JANUARY 11, 2022**

***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 vice-president.

Board members present: Ms. K. Elizabeth Yeager, Mr. Tom Bursey, Mr. Mark Lukert, Ms. Katherine McGregor and Robert Payton. Ms. K. Elizabeth Yeager 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. Mike Rucker along with Mr. Dale Harvey were absent.

Staff members present: Mr. Michael S. Kuhrt, Superintendent of Schools, Dr. Peter Griffiths, Associate Superintendent, Mr. Tim Sherrod, Chief Financial Officer, Ms. Cyndy Kohl, Director of Human Resources, Director Mr. Brady Woolsey, Executive Director of Operations, Ms. Lauren Zotz, Director of Purchasing, Ms. Denise Brown, Director of Finance, Ms. Ann Work Goodrich, Communication Specialist, Ms. Kelly Strenski, Director of Fine Arts, Mr. Scot Hafley, Athletic Director, Ms. Shannon Kuhrt, Director of Assessment, Dr. Linda Muehlberger, Coordinator for Student Services, Dr. Shonna Norton, Director of Social/Emotional Services, Ms. Ana Griffiths, Director of State and Federal Programs and Mr. Larry Menefee, Assistant Director of School Administration.

***INVOCATION:***

Mr. Robert Payton gave the invocation.

***PUBLIC COMMENT:***

No public comments at the special session meeting on January 11, 2022.

***SUPERINTENDENT’S REPORT:***

Mr. Michael S. Kuhrt, Superintendent of Schools, gave a report to the Wichita Falls Independent School District Board of Trustees on the following subjects:

1. COVID – Daily Attendance, Staff Absences and Substitute shortage.
2. Staff Shortages due to COVID.
3. Discussion on why WFISD will not close due to Staff Shortages and COVID.
4. Construction has started at both new high school sights.

***SOCIAL AND EMOTIONAL SERVICES DEPARTMENT UPDATE:***

Dr Shonna Norton, Director of Social and Emotional Services, presented to the Wichita Falls Independent School District Board of Trustees an update related to the Social and Emotional Services Department.

***FINANCIAL SERVICES:***

**RESALE BIDS OF PROPERTY LOCATED WITHIN WFISD:**

Mr. Mark Lukert, seconded by Mr. Tom Bursey, moved that the Wichita Falls Independent School District Board of Trustees approve the Resale Bid for 1307 33<sup>rd</sup> Street in Wichita Falls.

Carried unanimously by a vote of 5 – 0

**FINANCIAL REPORTS AS OF NOVEMBER 30, 2021:**

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 January 18, 2022.

**DECEMBER 2021 BUDGET AMENDMENTS:**

Mr. Tom Bursey, seconded by Mr. Robert Payton, moved that the Wichita Falls Independent School District Board of Trustees approve the attached budget amendments to the 2021-2022 budgets.

Carried unanimously by a vote of 5 – 0

**COOPERATIVE PROGRAM MANAGING FEES REPORT:**

Mr. Tim Sherrod, Chief Financial Officer, presented to the Wichita Falls Independent School District Board of Trustees a 202-2021 Cooperative Program Managing Fees Report. The fees associated for each and the purpose of the fee is listed but no other fees were paid for contracts of \$25,000 or more.

Section 271.102 of the Local Government code provides the legal authority to participate in a cooperative purchasing program with another local government or a local cooperative organization to purchase goods or services.

**SIX-MONTH REVIEW OF ESSER SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUATION OF SERVICES PLAN:**

Ms. Ana Griffiths, Director of State and Federal Programs, presented to the Wichita Falls Independent School District Board of Trustees a Six-Month review of ESSER safe Return to In-Person and Continuation of Services Plan.

Elementary and Secondary School Emergency Relief (ESSER) requires school districts to review and revise, as appropriate, their district's safe return to in-person instruction and continuity of services plan every 6 months until September 20, 2023. Ana Griffiths, Director of State and Federal Programs will provide the board of trustees with an update while seeking public input and comments.

***ADMINISTRATIVE SERVICES:***

**PREMIER HIGH SCHOOL CHARTER APPLICATION:**

Mr. Tom Bursey, seconded by Mr. Robert Payton, moved that the Wichita Falls Independent School District Board of Trustees report to TEA that Premier Charter High School has submitted an expansion amendment to the commissioner of education to add a site in Wichita Falls, TX. This will have a negative impact on the district.

Carried unanimously by a vote of 5 – 0

**POLICY DISCUSSION – DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES:**

Ms. Cyndy Kohl, Director of Human Resources presented to the Wichita Falls Independent School District Board of Trustees DEC(LOCAL) Compensation and Benefits Leaves and Absences for discussion.

DEC(LOCAL) is being submitted to modify the amount received for unpaid leave upon separation or retirement.

This item will be placed on the action agenda for the Board of Trustees regular meeting on January 18, 2022.

**RECESS:**

Ms. K. Elizabeth Yeager, board vice-president, recessed the special session at 2:25 p.m. for a five minute break.

**RECOVERED:**

Ms. K. Elizabeth Yeager, board vice president, reconvened the special session at 2:30 p.m.

**POLICY DISCUSSION – FDB(LOCAL) ADMISSIONS: INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS:**

Dr. Linda Muehlberger, Coordinator of Student Services, recommend that the Wichita Falls Independent School District Board of Trustees add, revise, or delete FDB(LOCAL).

FDB(LOCAL) is being submitted to remove reference to the Middle Year's Program and to consider any other actions recommend by the Board for consideration.

This item will be placed on the action agenda for the Board of Trustees regular meeting on January 18, 2022.

Ms. Katherine McGregor, board member left special session at 2:44 p.m.

***INSTRUCTIONAL SERVICES:***

**TEXAS ACADEMIC PERFORMANCE REPORTS:**

Dr. Peter Griffiths, Associate Superintendent, presented to the Wichita Falls Independent School District Board of Trustees the Texas Education Agency Annual Report.

Texas Education Code Chapter 39 requires each district's board of trustees to publish an annual report that includes the Texas Academic Performance Report (TAPR), campus performance objectives, a report of violent or criminal incidents, and information received under Texas Education Code 51.403 (e) from the Texas Higher Education Coordinating Board (THECB). The board of trustees shall hold a hearing for public discussion of the report, and they shall widely disseminate the report within the district.

Public Hearing Scheduled for 5:30 p.m. on January 18, 2022.

***HUMAN RESOURCES:***

**MONTHLY PERSONNEL REPORT:**

Ms. 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:**

Professionals

Baer, Paul – Teacher, Kirby (12/17/2021)  
Bohac, Amelia – Teacher, Ed Center (5/31/2022)  
Dudley, Mark – Teacher, McNiel (12/10/2021)  
Gee, Brenda – Teacher, Southern Hills (12/17/2021)  
McBroom, Cynthia – Teacher, Burgess (12/17/2021)  
Nunn, Angela – Teacher, Booker T. Washington (12/17/2021)

Clerical/Auxiliary/Support

Calderon, Jose – Groundskeeper Forman, Maintenance (12/31/2021)  
Mauldin, Donna – Clerk, McNiel (5/27/2022)  
Reyna, Amy – Secretary, Farris (12/17/2021)

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

Professionals

Blackwell, Amy – Evaluation Specialist, Ed Center (1/31/2022)  
Estrada, Lisa – Teacher, Rider (5/31/2022)  
Harris, Monique – Teacher, CEC (5/31/2022)

Clerical/Auxiliary/Support

Berry, Stephen – Aide, Hirschi High School (12/17/2021)  
Green, Magnolia – Aide, Milam (1/3/2022)  
Hill, Cari – Accountant, Ed Center (12/17/2021)  
Hopkins, Christina – Secretary, SPED (1/14/2021)  
Leverett, Mikayla – Aide, Farris (12/17/2021)  
Mark, Chandra – Aide, McNiel (12/10/2021)  
McDonald, Rebecca – Aide, Northwest Head Start (12/17/2021)  
Nichols, Amanda – Aide, Northwest Head Start (12/17/2021)  
Solorio, Angela – LVN, Haynes (12/3/2021)  
Smith, Jeffrey – Aide, Rider (12/3/2021)  
Trestelle, Joseph – Aide, West Foundation (1/10/2022)  
Watkins, Brittany – Teacher, Sheppard (12/17/2021)

**TEACHER APPLICANT POOL:**

Mr. Mark Lukert, seconded by Mr. Tom Bursey, 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 4 – 0

**SUBSTITUTE PAY INCENTIVE:**

Ms. Cyndy Kohl, Director of Human Resources, recommended that the Wichita Falls Independent School District Board of Trustees approve the substitute incentive based on the percentage of days worked each month.

On average over the past 3 semesters, the District has 111 teacher and/or paraprofessional absences or vacancies per day which require a substitute teacher. The averages fill rate across the District has been almost 78%. However, some campuses have a fill rate that exceeds 78% while others have a fill rate that is much lower than 78%.

A review of substitute fill rates reveals that 10% of our current sub pool works 70% of the instructional days. 10% of our substitutes work between 50 and 60% of the instructional days. 71% work less than 50% of the instructional days. 9% of the substitute pool has not worked any days during the 2021-2022 school year.

The purpose of this incentive is to encourage substitutes to work more days. As substitutes work more days, the fill rates across the District and on campuses will improve.

**Pay Incentive as Recommendation to Increase Number of Sub Days Worked Each Month:**

	RECOMMENDATION #1	RECOMMENDATION #2
70% of instructional days per month	\$5.00 per day	\$10.00 per day
60-69% of instructional days per month.	\$3.00 per day	\$7.00 per day
50-50% of instructional days per month	\$1.50 per day	\$5.00 per day

This item will be placed on the action agenda for the Board of Trustees regular meeting on January 18, 2021.

**TEXAS COVID LEARNING ACCELERATION SUPPORTS (TCLAS) STIPENDS:**

Ms. Cyndy Kohl, Director of Human Resources, recommended that the Wichita Falls Independent School District Board of Trustees approve the TCLAS Stipends.

The Texas COVID Learning Acceleration Supports (TCLAS) is a set of funding and targeted supports available to school districts in Texas to accelerate student learning in the wake of COVID-19 through the use of state and federal funds.

The District has opted to utilize BookNook for reading/language arts and Zearn for mathematics. Both of these programs have been approved through the Texas Education Agency as meeting the requirements for high quality teaching materials and will be used as part of the District’s accelerated instruction programming across the District.

For the 2021-2022 school year, the following T- CLAS stipends are recommended:

- Point of Contact for Accelerated Tutoring: \$1500 per semester
- Point of Contact for BookNook: \$1000 per semester
- Point of Contact for Zearn: \$1000 per semester

**Additional Duties Assumed by Curriculum Specialist:**

- *Point of Contact for Accelerated Instruction:*
  1. Ensure tutors are completing the appropriate training
    - District – training
    - TEA training
    - Elementary/Middle School
      - Book Nook Training for Reading
      - Zearn Training for Math
  2. Work collaboratively with HR, Federal Programs and Region 9 with regards to accelerated instruction program.
  3. Ensure that tutoring provides targeted instruction to students based on specific student needs.
- *Point of Contact for Zearn or Book Nook:*
  1. Work collaboratively with Region 9, vendors, and/or tutors on the Zearn and Book Nook programs.
  2. Develop a system to ensure utilization of the Zearn and Book Nook programs.

**BOARD MATTERS:**

**MINUTES:**

Minutes of special session December 3, 2021, special session, December 7, 2021 and minutes of a regular meeting, December 13, 2021.

This item will be placed on the consent agenda for the Board of Trustees regular meeting on January 18, 2022.

**RECESS:**

Ms. K. Elizabeth Yeager, board vice-president, recessed the special session to go into closed session at 3:20 p.m.

**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 (*Pursuant to Texas Government Code 551.074*)

**ADJOURNMENT:**

No further action was taken and Ms. K. Elizabeth Yeager, board vice-president, adjourned the meeting at 3:35 p.m.

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President, Board of Trustees

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Secretary, Board of Trustees

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES  
WFISD ADMINISTRATION BUILDING – BOARD ROOM  
PUBLIC HEARING TEXAS ACADEMIC PERFORMANCE REPORT, JANUARY 18, 2022**

***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 5:30 p.m. by Mr. Mike Rucker, board president.

Board members present: Mr. Mike Rucker, Ms. K. Elizabeth Yeager, Mr. Tom Bursey, Ms. Katherine McGregor, Mr. Mark Lukert and Mr. Robert Payton. Mr. Mike Rucker, 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. Dale Harvey 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. Shannon Kuhrt, Director of Assessment, Ms. Alefia Paris-Toulon, Director of Special Education, Ms. Cyndy Kohl, Director of Human Resources and Ms. Ann Work Goodrich, Communications Specialist.

Also present were Ms. Trish Choate, reporter for Times Record News, Ms. Chantale Belefanti, reporter for KAUZ Channel 6 and Ms. Markeshia Jackson, reporter for KFDX Channel 3.

**TEXAS ACADEMIC PERFORMANCE REPORT:**

Ms. Shannon Kuhrt, Director of Assessment, presented the 2020-21 Texas Academic Performance Report (TAPR). The Wichita Falls Independent School District received a 2020 Accountability rating: Not Rated: Declared State of Disaster.

**PUBLIC COMMENT:**

Mr. Aaron DeLozier, community member, commented on the TAPR Report.

***ADJOURNMENT:***

No further action was taken and Mr. Mike Rucker, board president, adjourned the meeting at 5:48 p.m.

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President, Board of Trustees

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Secretary, Board of Trustees

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES  
WFISD ADMINISTRATION BUILDING – BOARD ROOM  
REGULAR BOARD MEETING JANUARY 18, 2022**

***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 6:01 p.m. by Mr. Mike Rucker, board president.

Board members present: Mr. Mike Rucker, Ms. K. Elizabeth Yeager, Mr. Tom Bursey, Mr. Mark Lukert, Ms. Katherine McGregor and Mr. Robert Payton. Mr. Mike Rucker, 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. Dale Harvey was absent.

Staff members present: Mr. Michael S. Kuhrt, Superintendent of Schools, Mr. Tim Sherrod, Chief Financial Officer, Ms. Cyndy Kohl, Director of Human Resources, Ms. Ashley Thomas, Communications Officer, Ms. Debby Patterson, Executive Director of School Administration, Ms. Ann Work Goodrich, Communications Specialist, Mr. Scot Hafley, Athletic Director, Alefia Paris-Toulon, Director of Special Education and Ms. Kelli Strenski, Director of Fine Arts.

Also present were Ms. Trish Choate, reporter for Times Record News, Ms. Chantale Belefanti, reporter for KAUZ Channel 6 and Ms. Markeshia Jackson, reporter for KFDX Channel 3.

***PRESENTATION OF COLORS:***

Rider High School JROTC presented the colors.

***INVOCATION:***

Mr. Mike Rucker gave the invocation.

***PRESENTATIONS:***

**BOARD RECOGNITION MONTH:**

Mr. Michael S. Kuhrt, Superintendent of Schools, recognized Board of Trustees Appreciation Month.

January is School Board Recognition Month and WFISD is honored to celebrate its trustees for their dedication and commitment to the district's schools and students.

Our school board members are selfless volunteers who spend long hours working to ensure all of our students have the opportunity to learn and grow. Celebrating School Board Recognition Month is one way to say thanks for all they do.

Serving as a link between the community and classroom, school board members are elected to establish the policies that provide the framework for public schools.

Board members serving WFISD are:

Mike Rucker – President  
Elizabeth Yeager – Vice-President  
Tom Bursey – Secretary

Dale Harvey  
Mark Lukert  
Katherine McGregor  
Bob Payton

***PUBLIC COMMENT:***

The Wichita Falls Independent School District Board of Trustees heard public comments on the subject of mascots for the two new high schools. Below is a list of community members that spoke at the January 18, 2022 regular meeting.

1. Luelen Hood
2. Mark Hood
3. James Kelly King
4. Rev. Tyral Colbert
5. Sammy Milam
6. Christi Montellano
7. Jeanette Perry
8. David Gray
9. Jessica Edwards
10. Stan Grider
11. Bobbie Aboussie
12. Joey Aboussie
13. Dee King
14. Kathy Beth Koontz-Henderson
15. Stephanie Willis-Koontz
16. John Richie
17. Mary Lynn Boyd
18. Aaron DeLozier
19. Carol Wagner
20. Nancy Bukowski
21. Rosie Flanigan
22. Valerie Rhodes
23. Craig Estes

***ADMINISTRATIVE SERVICES:***

**MASCOTS FOR THE TWO NEW HIGH SCHOOLS:**

The Wichita Falls Independent School District Board of Trustees did not discuss the mascots for the two new high schools at the January 18, 2022 regular meeting.

**POLICY REVISION – DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES:**

**RECESS:**

Mr. Mike Rucker, board president, recessed the regular meeting before policy revisions at 7:29 p.m. for a short break.

**RECOVENED:**

Mr. Mike Rucker, board president, reconvened the regular meeting at 7:37 p.m. after a short break to resume policy revisions.

**POLICY REVISION – DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES:**

Mr. Robert Payton, seconded by Mr. Tom Bursey, moved that the Wichita Falls Independent School District Board of Trustees table this policy revision for a later date.

Carried unanimously by a vote of 6 – 0

**POLICY REVISION – FDB(LOCAL) ADMISSIONS: INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS:**

Mr. Mark Lukert, seconded by Mr. Tom Bursey, moved that the Wichita Falls Independent School District Board of Trustees delete FDB(LOCAL) Intradistrict Transfers and Classroom Assignments.

Carried unanimously by a vote of 6 – 0

***CONSENT AGENDA:***

Ms. K. Elizabeth Yeager, seconded by Mr. Mark Lukert, moved that the Wichita Falls Independent School District Board of Trustees approve the consent agenda consisting of the following items: financial reports as of November 30, 2021, minutes and Texas COVID Learning Acceleration Supports (TCLAS) Stipends.

Carried unanimously by a vote of 6 – 0

***HUMAN RESOURCES:***

**TEACHER APPLICANT POOL:**

Mr. Mark Lukert, seconded by Mr. Tom Bursey, 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 6 – 0

**SUBSTITUTE PAY INCENTIVE:**

Ms. K. Elizabeth Yeager, seconded by Mr. Robert Payton, moved that the Wichita Falls Independent School District Board of Trustees approve the resolution for substitute pay incentive recommendation number 2.

Carried unanimously by a vote of 6 – 0

***BOARD MATTERS:***

**RECESS:**

Mr. Mike Rucker, board president, recessed the regular meeting to go into closed session at 8:24 p.m.

**CLOSED SESSION:**

1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees
2. Deliberations Regarding Abandonment of Contract by Teachers and the Attempt to Resign
3. Deliberations Regarding Notifications to the State Board for Educator Certification of Teacher Contract Abandonment
4. Superintendent’s Annual Evaluation, Contract, and Compensation

**OPEN SESSION:**

**CONSIDERATION AND POSSIBLE ACTION REGARDING NOTIFICATIONS TO THE STATE BOARD FOR EDUCATOR CERTIFICATION OF TEACHER CONTRACT ABANDONMENT:**

Mr. Tom Bursey, seconded by Ms. K. Elizabeth Yeager, moved that the Wichita Falls Independent School District Board of Trustees issue a finding in accordance with Texas Education Code Section 21.210 (c) and 19 Texas Administrative Code 249.14(g), that good cause did not exist for Caili Payton, a term contract teacher to abandon her employment contract, abandon her position, and attempt to resign from Wichita Falls ISD.

**CONSIDERATION AND POSSIBLE ACTION REGARDING NOTIFICATIONS TO THE STATE BOARD FOR EDUCATOR CERTIFICATION OF TEACHER CONTRACT ABANDONMENT:**

Mr. Tom Bursey, seconded by Ms. K. Elizabeth Yeager, 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 Caili Payton, a term contract teacher for abandonment of her employment contract.

Carried unanimously by a vote of 6 – 0

***ADJOURNMENT:***

No further action was taken and Mr. Mike Rucker, board president, adjourned the meeting at 9:04 p.m.

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

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Secretary, Board of Trustees

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**February 15, 2022**

<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**

- Adams, Alisa – Instructional Coach, Franklin (5/31/22)
- Banda, Albert – Teacher, Denver (5/31/22)
- Brown, Whitnie – Teacher, Farris (5/31/22)
- Ford, Deborah – Teacher, WFHS (5/31/22)
- Ginnings, Connie – Teacher, Franklin (5/31/22)

**Clerical/Auxiliary/Support**

**Letters of Resignation:**

**Professionals**

- Breaux, Dianna – Teacher, Burgess (5/31/22)
- Buckland, Dianna – Teacher, Burgess (12/17/21)
- Helton, Jeri – Teacher, McNeil (5/31/22)
- Higgins, Jessica – Teacher, Barwise (5/31/22)
- Huckabee, Tanna “Brooke” – Teacher, Zundy (5/31/22)
- Humpert, Alysha – Teacher/Coach, Rider (1/28/22)
- Music, Christina – Teacher, McNeil (5/31/22)

**Clerical/Auxiliary/Support**

- Baird, Marque – Aide, Jefferson (5/27/22)
- Challis, Cristy – Aide, Hirschi (5/31/22)
- Halloran, Skyler – Aide, Hirschi (12/16/21)

Hernandez, Erica – Aide, Zundy (1/21/22)  
Hogan, Larry – SRO, Ed Center (2/7/22)  
Hopkins, Christina – Secretary, SPED (1/6/22)  
Jones-Ritter, Desiree – Aide, McNiel (5/27/22)  
Muniz, Isabel – Aide, Milam (1/24/22)  
Peterson, Patricia – LVN, Zundy (1/28/22)  
Sanchez, Yazmin – Clerk, Zundy (2/11/22)  
Sands, Mindy – Clerk, Rider (2/11/22)  
Viera, Kailey'Jean – Secretary, Sheppard (1/24/22)

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**February 15, 2022**

<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  
February 15, 2022**

**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>
Parker, Kristen	Core Subjects with STR (EC-6)	Midwestern State University	0	Parents as Teachers Booker T. Washington Replacing Cami Jones	Rolling Plains Management Cooperation Head Start

*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*