



# Agenda of Special Session January 10, 2023 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 January 10, 2023, 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. Items do not have to be taken in the order shown on this meeting notice.

<b>I. CALL TO ORDER AND OPENING STATEMENT</b>	
<b>II. INVOCATION</b>	
<b>III. PRESENTATIONS</b>	<b>3</b>
<b>IV. PUBLIC COMMENT</b>	
Public comments at Special Sessions are limited to items listed on the agenda.	
<b>V. REPORTS OR SPECIAL DISCUSSION ITEMS</b>	
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D. Closed Session:	
1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees ( <i>Pursuant to Texas Government Code 551.074</i> )	
2. IX.C.2. Discussion of Purchase, Exchange, Lease or Value of Real Property ( <i>Pursuant to Texas Government Code Section 551.072</i> )	
<b>XI. ADJOURNMENT</b>	

*Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

The notice for this meeting was posted in compliance with the Texas Open Meetings Act on Friday, January 6, 2023 at 2:00 pm.

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For the Board of Trustees

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	Nurse Recognition		
<b>Administrator Responsible:</b>	Stacey Wood, Director of Nursing		
<b>Attachments:</b>	None		
<input type="checkbox"/> Action Needed	<input type="checkbox"/> For Discussion	<input checked="" type="checkbox"/> Presentations	<input type="checkbox"/> Report

**Administrative Information:**

That the Wichita Falls Independent School District Board of Trustees recognizes the actions of Mary Rodriguez (LVN), school nurse at Scotland Park Elementary as submitted by Stacey Wood, Director of Nursing, and recommended by Dr. Donny Lee, Superintendent.

**Explanation:**

WFISD would like to recognize Scotland Park Elementary nurse, Mary Rodriguez LVN, for the outstanding job she did by providing emergent care to a Scotland Park student in December. The student had a traumatic event that could have resulted in the permanent loss of an appendage if not for the care provided by Nurse Rodriguez.

Nursing Supervisor Daphne Tucker happened to be present at Scotland Park Elementary when the incident took place. Daphne and Mary both jumped into action immediately. However, according to Daphne, Mary's care didn't end after the student left for emergency treatment. Due to the language barrier, Mary insisted on helping the student's family with communication and translation services. She called the hospital and emergency room staff and then translated the information to the parents. Mary continued communicating back and forth between the hospital staff and the student's parents until the student was taken back to the emergency room for care. She wanted to ensure that the student received the necessary care at the hospital in a timely manner without delay since time was of the essence. Mary worked many hours after her duty time to support the student and her family.

Due to swift medical action and Mary's commitment to advocating for this student on behalf of the family, the student has made a full recovery and has resumed attendance at school.

"Mary is just one example of the incredible nurses employed with WFISD and the heroic efforts displayed by our nursing team," said Stacey Wood, Director of Nursing. "Our district nurses are truly unsung heroes who prioritize the health and safety of students and staff and selflessly serve our community. It's not just a job. It's a calling, and one we are passionate about."

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	Engage2Learn Presentation		
<b>Administrator Responsible:</b>	Debbie Dipprey, Director of School Administration		
<b>Attachments:</b>	Itemized List of Services		
<input type="checkbox"/> Action Needed	<input checked="" type="checkbox"/> Future Action	<input checked="" type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees consider a proposal from Engage2Learn regarding support services for Kirby Middle School Debbie Dipprey, Director of School Administration and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

- Chris Everett, Ed.D Chief Operating Officer of Engage2Learn will present information regarding support services for Kirby Middle School. Engage2Learn has a proven track record of success in support campuses in the school improvement process.

# WICHITA FALLS ISD BOARD OF TRUSTEES

January 10, 2023

<b>Agenda Item:</b>	Financial Reports as of November 30, 2022		
<b>Administrator Responsible:</b>	Leah Horton, Chief Financial Officer		
<b>Attachments:</b>	Financials		
<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 approves the attached year-to-date financial reports and investment reports as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

The following attachments report the revenue and expenditure position through November 30, 2022 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 5 months of operations, 41.67% of the fiscal year. As of November, 30th, of last year, the district had collected 30.88% of projected revenues, as compared to 29.23% for 2022-2023. Expenditures for 2022-2023 were 24.88% of budget, as compared to 14.37% for 2021-2022.

**For the General Fund** revenues were 33.60% last year as compared to 37.17% this year. Expenditures were 39.56% last year as compared to 35.87% this year.

**For the Food Service Fund** revenues were 51.61% last year as compared to 47.54% this year. Expenditures were 44.39% last year as compared to 34.09% this year.

**For the Debt Service Fund** revenues were 12.46% last year as compared to 13.29% this year. Expenditures were 7.25% last year as compared to 23.94% this year.

**Additional Item: Projected Revenue Report:** based on end of six weeks enrollment numbers and end of six weeks attendance percentages.

**Investments:**

Leah Horton, 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  
NOVEMBER 30, 2022

	<b>2021-2022</b>			<b>2022-2023</b>		
	<b>CURRENT BUDGET</b>	<b>ACTUAL YEAR TO DATE</b>	<b>% OF CURRENT BUDGET</b>	<b>CURRENT BUDGET</b>	<b>ACTUAL YEAR TO DATE</b>	<b>% OF CURRENT BUDGET</b>
<b>REVENUE:</b>						
GNL. OPERATING	\$127,256,630	\$42,649,364	33.51%	\$114,666,818	\$42,528,568	37.09%
ATHLETICS	\$370,000	\$234,323	63.33%	\$365,000	\$233,429	63.95%
<b>General Fund</b>	<b>\$127,626,630</b>	<b>\$42,883,687</b>	<b>33.60%</b>	<b>\$115,031,818</b>	<b>\$42,761,997</b>	<b>37.17%</b>
SP. EDUCATION	\$4,110,301	\$855,060	20.80%	\$4,155,272	\$733,376	17.65%
VOCATIONAL	\$188,221	\$48,614	25.83%	\$191,064	\$28,815	15.08%
CONS. APPLIC.	\$7,336,705	\$1,027,472	14.00%	\$8,329,365	\$671,155	8.06%
OTHER SP. REV.	\$40,860,267	\$3,442,692	8.43%	\$40,006,077	\$3,893,796	9.73%
<b>Special Revenues</b>	<b>\$52,495,494</b>	<b>\$5,373,838</b>	<b>10.24%</b>	<b>\$52,681,778</b>	<b>\$5,327,142</b>	<b>10.11%</b>
FOOD SERVICE	\$8,047,707	\$4,153,290	51.61%	\$7,503,819	\$3,567,537	47.54%
INT & SINKING	\$21,187,181	\$2,639,451	12.46%	\$21,756,639	\$2,891,780	13.29%
CONSTRUCTION FUND	\$13,700,602	\$13,831,012	100.95%	\$0	\$3,028,399	0.00%
INTERNAL SERVICE	\$0	\$67	0.00%	\$0	\$5,971	0.00%
<b>TOTAL REVENUE</b>	<b>\$223,057,615</b>	<b>\$68,881,345</b>	<b>30.88%</b>	<b>\$196,974,054</b>	<b>\$57,582,825</b>	<b>29.23%</b>
<b>EXPENDITURES:</b>						
GNL. OPERATING	\$131,960,229	\$52,269,195	39.61%	\$118,426,936	\$42,433,731	35.83%
ATHLETICS	\$1,424,000	\$495,875	34.82%	\$1,262,000	\$494,734	39.20%
<b>General Fund</b>	<b>\$133,384,229</b>	<b>\$52,765,070</b>	<b>39.56%</b>	<b>\$119,688,936</b>	<b>\$42,928,465</b>	<b>35.87%</b>
SP. EDUCATION	\$4,110,301	\$1,660,769	40.41%	\$4,155,272	\$1,500,570	36.11%
VOCATIONAL	\$188,221	\$74,896	39.79%	\$191,064	\$53,845	28.18%
CONS. APPLIC.	\$7,336,705	\$1,977,517	26.95%	\$8,329,365	\$1,671,642	20.07%
OTHER SP. REV.	\$41,702,754	\$5,342,825	12.81%	\$40,785,184	\$9,867,712	24.19%
<b>Special Revenues</b>	<b>\$53,337,981</b>	<b>\$9,056,008</b>	<b>16.98%</b>	<b>\$53,460,885</b>	<b>\$13,093,769</b>	<b>24.49%</b>
FOOD SERVICE	\$7,842,999	\$3,481,239	44.39%	\$7,276,219	\$2,480,769	34.09%
INT & SINKING	\$19,357,366	\$1,403,850	7.25%	\$21,995,847	\$5,266,173	23.94%
CONSTRUCTION FUND	\$285,157,136	\$4,886,981	1.71%	\$267,696,279	\$53,095,960	19.83%
INTERNAL SERVICE	\$478,368	\$200,269	41.87%	\$435,080	\$195,621	44.96%
<b>TOTAL EXPEND.</b>	<b>\$499,558,080</b>	<b>\$71,793,417</b>	<b>14.37%</b>	<b>\$470,553,247</b>	<b>\$117,060,756</b>	<b>24.88%</b>

WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
 FINANCIAL SUMMARY  
 NOVEMBER 30, 2022

FUND	INVESTMENTS	CHECKING ACCOUNT	11/30/2021 TOTAL CASH	INVESTMENTS	CHECKING ACCOUNT	11/30/2022 TOTAL CASH
GNL. OPERATING	36,796,230	6,915,076	43,711,305	42,001,095	11,062,501	53,063,596
ATHLETICS	-	84,128	84,128	-	20,533	20,533
SPECIAL REVENUES	-	(3,292,573)	(3,292,573)	-	(7,337,909)	(7,337,909)
FOOD SERVICE	1,848,744	191,481	2,040,225	6,180,888	102,019	6,282,907
INT & SINKING	4,169,796	1,368	4,171,164	2,474,998	618	2,475,616
CONSTRUCTION FUND	276,291,082	728,052	277,019,134	196,165,247	908,165	197,073,411
INTERNAL SERVICE	561,446	(1,510,744)	(949,298)	568,453	(1,873,214)	(1,304,760)
PAYROLL	-	91,591	91,591	-	91,258	91,258
<b>TOTAL</b>	<b>\$ 319,667,298</b>	<b>\$ 3,208,378</b>	<b>\$ 322,875,677</b>	<b>247,390,680</b>	<b>2,973,972</b>	<b>250,364,653</b>

**GENERAL FUND**

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
YEAR TO DATE REVENUES AND EXPENSES COMPARISON  
NOVEMBER 2021 and NOVEMBER 2022**

5 month has passed = 41.67%		2021-2022			2022-2023			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	\$ 48,246,906	\$ 6,553,378	13.58%	\$ 48,600,776	\$ 6,967,161	14.34%	4,560,202
5800	State Revenues	75,570,036	34,407,825	45.53%	62,817,597	35,177,020	56.00%	6,759,244
5900	Federal Revenues	3,479,486	1,909,881	54.89%	3,240,670	614,387	18.96%	152,686
	<b>Total Revenues</b>	<b>\$ 127,296,428</b>	<b>\$ 42,871,084</b>	<b>33.68%</b>	<b>\$ 114,659,042</b>	<b>\$ 42,758,568</b>	<b>37.29%</b>	<b>\$ 11,472,132</b>
<b>Expenses by Function</b>								
11	Instruction	\$ 76,031,299	\$ 31,199,368	41.03%	\$ 72,080,075	\$ 25,341,839	35.16%	4,582,420
12	Instr. Resources/Media	1,586,028	628,597	39.63%	1,500,337	441,295	29.41%	75,551
13	Curriculum Dev. & Staff Dev	1,469,538	559,117	38.05%	861,271	217,278	25.23%	35,079
21	Instructional Leadership	2,805,152	1,076,938	38.39%	2,030,981	737,740	36.32%	149,476
23	School Leadership	7,924,529	3,228,185	40.74%	7,626,386	2,884,660	37.82%	521,303
31	Guidance, Counseling & Evaluation Svcs	5,634,566	2,254,002	40.00%	4,032,379	1,541,592	38.23%	222,231
32	Social Work Services	520,170	199,490	38.35%	439,045	146,976	33.48%	29,264
33	Health Services	1,968,374	775,795	39.41%	1,950,871	567,007	29.06%	93,650
34	Student Transportation	2,621,500	1,157,516	44.15%	3,019,800	1,190,972	39.44%	333,298
35	Food Service	-	-	0.00%	-	14,106	0.00%	0
36	Co-Curricular/Extracurricular	3,897,674	1,446,853	37.12%	4,201,187	1,353,367	32.21%	286,107
41	General Administration	4,704,315	1,815,829	38.60%	3,652,130	1,367,693	37.45%	255,846
51	Plant Maint. & Operations	12,301,680	5,146,683	41.84%	12,019,408	5,213,781	43.38%	866,675
52	Security & Monitoring	976,531	268,477	27.49%	893,932	308,445	34.50%	50,816
53	Data Processing Services	3,521,810	2,018,310	57.31%	3,162,179	1,317,267	41.66%	154,655
61	Community Services	13,300	10,353	77.84%	13,848	11,147	80.49%	579
71	Debt Service	1,325,262	157,193	11.86%	1,184,062	99,187	8.38%	11,437
81	Facilities Acquisition & Construction	5,108,412	674,829	13.21%	-	-	0.00%	-
93	Payments to Fiscal Agent of SSA	100,000	-	0.00%	100,000	-	0.00%	-
95	Payments to JJAEP	20,000	8,299	41.50%	40,000	5,203	13.01%	-
99	Intergovernmental Charges	679,090	139,235	20.50%	706,046	168,910	23.92%	(0)
	<b>Total Expenditures</b>	<b>\$ 133,209,229</b>	<b>\$ 52,765,070</b>	<b>39.61%</b>	<b>\$ 119,513,936</b>	<b>\$ 42,928,464</b>	<b>35.92%</b>	<b>\$ 7,668,386</b>
<b>Other Sources and (Uses)</b>								
7900	Non-Operating Resources	330,202	12,603	3.82%	372,776	3,429	0.92%	200
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>\$ 12,603</b>	<b>8.12%</b>	<b>\$ 197,776</b>	<b>\$ 3,429</b>	<b>1.73%</b>	<b>\$ 200</b>
	<b>Net Change in Fund Balance</b>	<b>\$ (5,757,599)</b>	<b>\$ (9,881,383)</b>	<b>171.62%</b>	<b>\$ (4,657,118)</b>	<b>\$ (166,467)</b>	<b>3.57%</b>	<b>\$ 3,803,946</b>

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
YEAR TO DATE GENERAL FUND REVENUES COMPARISON  
NOVEMBER 2021 and NOVEMBER 2022**

		2021-2022			2022-2023			Current Month
		BUDGET	ACTUAL	%	BUDGET	ACTUAL	%	
<b>Local Revenues</b>								
5711	Current year tax levy	46,259,864	\$ 5,231,732	11.31%	46,542,933	\$ 5,453,376	11.72%	4,367,170
5712	Taxes-delinquent	773,144	512,531	66.29%	772,340	501,080	64.88%	22,076
5719	Tax penalties & interest	478,098	142,952	29.90%	483,767	167,182	34.56%	33,300
5735	Summer school tuition	-	-	0.00%	-	-	0.00%	-
5739	Tuition and Fess Local	30,000	30,874	102.91%	90,000	7,482	8.31%	1,548
5742	Interest income	80,000	23,018	28.77%	85,000	308,218	362.61%	106,124
5743	Facilities rental	105,800	277,706	262.48%	100,000	48,053	48.05%	2,223
5744	Gifts and local grants	-	-	0.00%	-	150,000	0.00%	-
5745	Insurance Proceeds	-	-	0.00%	-	-	0.00%	-
5749	Miscellaneous revenue	144,000	91,164	63.31%	144,000	80,208	55.70%	6,726
5755	Enterprise Revenue	7,000	7,716	110.23%	12,736	5,293	41.56%	1,296
<b>Local revenues to date before Athletics</b>		<b>47,877,906</b>	<b>6,317,693</b>	<b>13.20%</b>	<b>48,230,776</b>	<b>6,720,892</b>	<b>13.93%</b>	<b>\$ 4,540,463</b>
5752	Scoreboard Fund	19,000	17,602	92.64%	20,000	22,460	112.30%	0
5752	Athletics Fund ticket sales	350,000	218,083	62.31%	350,000	223,809	63.95%	19,736
<b>Total local revenues to date</b>		<b>48,246,906</b>	<b>6,553,378</b>	<b>13.58%</b>	<b>48,600,776</b>	<b>6,967,161</b>	<b>14.34%</b>	<b>\$ 4,560,199</b>
<b>State Revenues</b>								
5811	Available School Fund	2,577,227	643,734	24.98%	5,498,654	1,736,609	31.58%	552,618
5812	Foundation entitlements	67,016,593	30,889,236	46.09%	51,267,591	31,205,392	60.87%	5,818,733
5819	Other FSP Programs	-	128,804	0.00%	-	-	0.00%	-
5829	Misc. state programs	-	-	0.00%	-	-	0.00%	-
5831	TRS On-behalf	5,976,216	2,746,051	45.95%	6,051,352	2,235,019	36.93%	387,893
<b>Total state revenues to date</b>		<b>75,570,036</b>	<b>34,407,825</b>	<b>45.53%</b>	<b>62,817,597</b>	<b>35,177,020</b>	<b>56.00%</b>	<b>6,759,244</b>
<b>Federal Revenues</b>								
5941	Impact Aid	140,000	-	0.00%	140,000	-	0.00%	-
5946	ROTC salary reimbursement	184,500	61,531	33.35%	178,000	54,061	30.37%	12,126
5931	SHARS Revenue	2,664,679	157,444	5.91%	2,527,670	537,466	21.26%	139,614
5931	SHARS Revenue-Deferred	-	-	0.00%	-	-	0.00%	-
5919	Other Federal Revenues	272,707	-	0.00%	125,000	-	0.00%	-
5929	Miscellaneous Federal Revenue	217,600	1,690,906	777.07%	270,000	22,860	8.47%	946
5927	Indirect costs	-	-	0.00%	-	-	0.00%	-
<b>Total federal revenues to date</b>		<b>3,479,486</b>	<b>1,909,881</b>	<b>54.89%</b>	<b>3,240,670</b>	<b>614,387</b>	<b>18.96%</b>	<b>152,686</b>
<b>Non-Operating Resources</b>								
7912	Sale of assets	50,000	12,603	25.21%	30,000	3,429	11.43%	200
7915	Transfers from Other Funds	280,202	-	0.00%	342,776	-	0.00%	-
<b>Total non-operating resources</b>		<b>330,202</b>	<b>12,603</b>	<b>3.82%</b>	<b>372,776</b>	<b>3,429</b>	<b>0.92%</b>	<b>200</b>
<b>GRAND TOTAL - GENERAL FUND</b>		<b>\$ 127,626,630</b>	<b>\$ 42,883,687</b>	<b>33.60%</b>	<b>\$ 115,031,818</b>	<b>\$ 42,761,997</b>	<b>37.17%</b>	<b>\$ 11,472,329</b>

**FOOD SERVICE FUND**

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
YEAR TO DATE REVENUES AND EXPENSES COMPARISON  
NOVEMBER 2021 and NOVEMBER 2022**

5 months has passed = 41.67%		2021-2022			2022-2023			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	1,327,273	\$ 273,283	20.59%	830,901	\$ 656,820	79.05%	171,752
5800	State Revenues	36,000	-	0.00%	36,000	-	0.00%	-
5900	Federal Revenues	6,356,953	3,778,323	59.44%	6,309,437	2,790,331	44.22%	667,516
5900	After School Supper Program	272,175	101,653	37.35%	272,175	119,945	44.07%	28,415
5900	After School Snack Program	55,306	-	0.00%	55,306	-	0.00%	-
	<b>Total Revenues</b>	<b>\$ 8,047,707</b>	<b>\$ 4,153,259</b>	<b>51.61%</b>	<b>\$ 7,503,819</b>	<b>\$ 3,567,096</b>	<b>47.54%</b>	<b>\$ 867,683</b>
<b>Expenses by Function</b>								
35	Food Service	\$ 7,562,796	\$ 3,481,239	46.03%	\$ 6,933,443	\$ 2,480,769	35.78%	650,209
51	Plant Maint. & Operations	-	-	0.00%	-	-	0.00%	-
81	Facilities Acquisition & Construction	-	-	0.00%	-	-	0.00%	-
	<b>Total Expenditures</b>	<b>\$ 7,562,796</b>	<b>\$ 3,481,239</b>	<b>46.03%</b>	<b>\$ 6,933,443</b>	<b>\$ 2,480,769</b>	<b>35.78%</b>	<b>\$ 650,209</b>
<b>Other Sources and (Uses)</b>								
7900	Non-Operating Resources	\$ -	\$ 31	0.00%	\$ -	\$ 441	0.00%	-
8900	Other Uses-Non-operating	(280,203)	-	0.00%	(342,776)	-	0.00%	-
	<b>Total Other Sources and Uses</b>	<b>\$ (280,203)</b>	<b>\$ 31</b>	<b>0.01%</b>	<b>\$ (342,776)</b>	<b>\$ 441</b>	<b>0.13%</b>	<b>\$ -</b>
	<b>Net Change in Fund Balance</b>	<b>\$ 204,708</b>	<b>\$ 672,051</b>	<b>328.30%</b>	<b>\$ 227,600</b>	<b>\$ 1,086,768</b>	<b>477.49%</b>	<b>\$ 217,474</b>

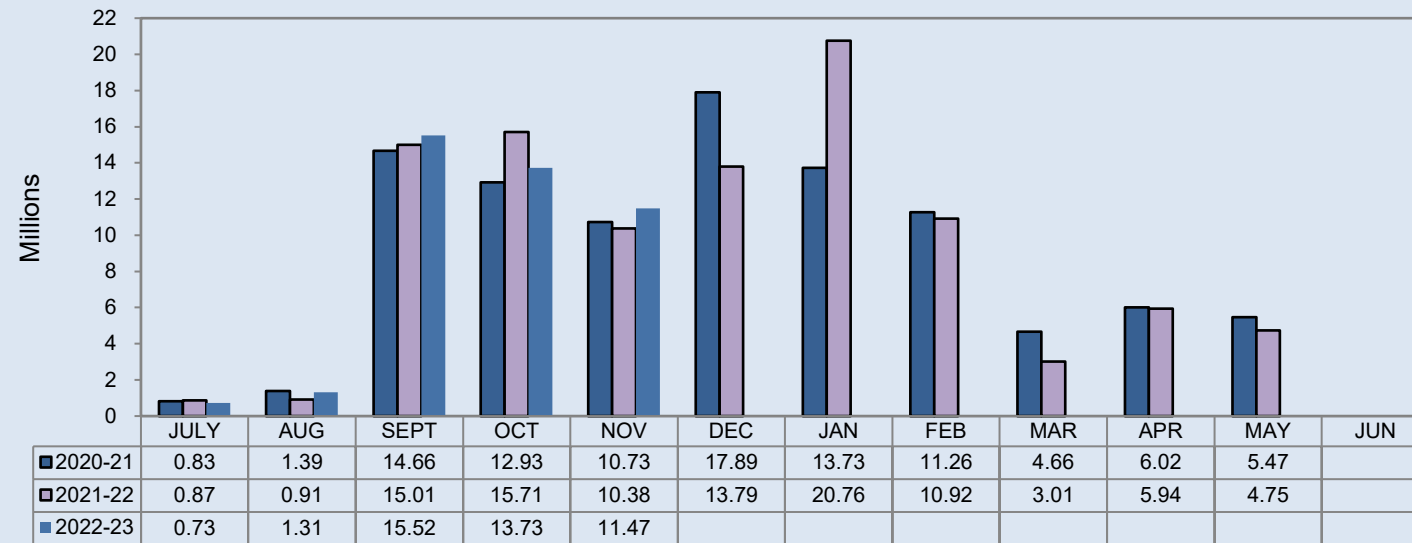
**DEBT SERVICE AND  
CAPITAL PROJECTS FUNDS**

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
YEAR TO DATE REVENUES AND EXPENSES COMPARISON  
NOVEMBER 2021 and NOVEMBER 2022**

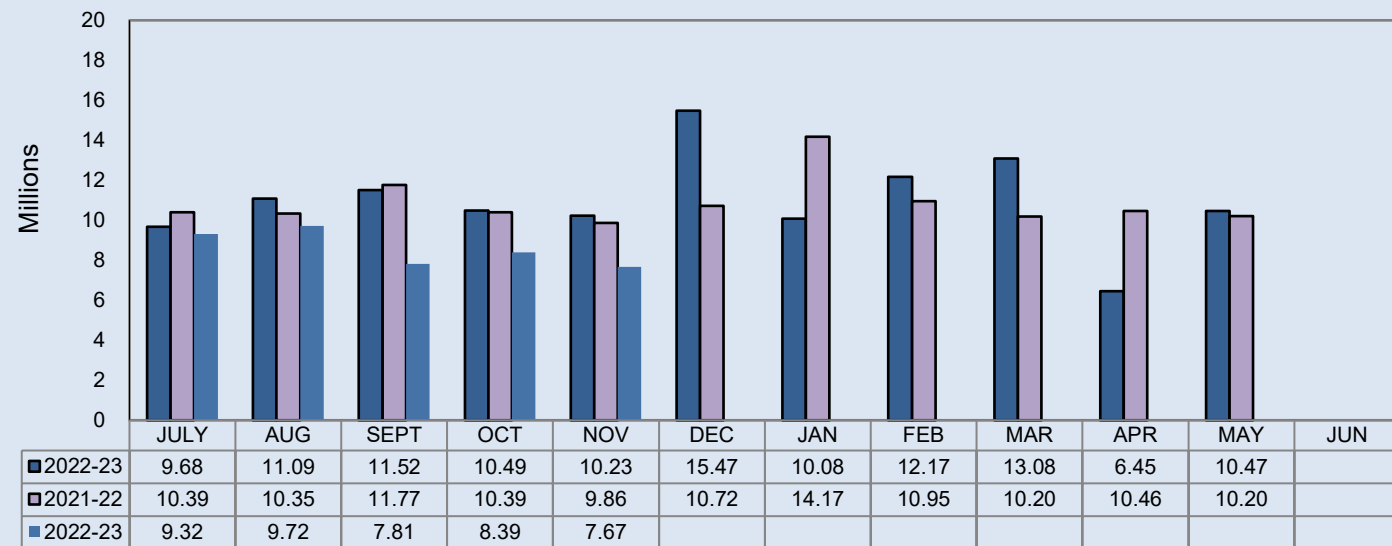
DEBT SERVICE FUND 5 months has passed = 41.67 %		2021-2022			2022-2023			CURRENT MONTH
		CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	CURRENT BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE %	
<b>Revenues</b>								
5700	Local Revenues	21,169,093	\$ 2,482,274	11.73%	21,756,639	\$ 2,891,779	13.29%	2,136,344
5800	State Revenues	18,088	157,177	868.96%	-	-	0.00%	-
5900	Federal Revenues		-	0.00%	-	-	0.00%	-
	<b>Total Revenues</b>	<b>\$ 21,187,181</b>	<b>\$ 2,639,451</b>	<b>12.46%</b>	<b>\$ 21,756,639</b>	<b>\$ 2,891,779</b>	<b>13.29%</b>	<b>\$ 2,136,344</b>
<b>Expenses by Function</b>								
71	Debt Service	\$ 19,357,366	\$ 1,403,850	7.25%	\$ 21,995,847	\$ 5,266,173	23.94%	3,000
	<b>Total Expenditures</b>	<b>\$ 19,357,366</b>	<b>\$ 1,403,850</b>	<b>7.25%</b>	<b>\$ 21,995,847</b>	<b>\$ 5,266,173</b>	<b>23.94%</b>	<b>\$ 3,000</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>\$ 1,829,815</b>	<b>\$ 1,235,601</b>	<b>67.53%</b>	<b>\$ (239,208)</b>	<b>\$ (2,374,394)</b>	<b>992.61%</b>	<b>\$ 2,133,344</b>
<b>CAPITAL PROJECTS FUND</b> 5 months has passed = 41.67%								
		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	-	\$ 130,410	0.00%	-	\$ 3,028,399	0.00%	414,612
5800	State Revenues	-	-	0.00%	-	-	0.00%	-
5900	Federal Revenues	-	-	0.00%	-	-	0.00%	-
	<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 130,410</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ 3,028,399</b>	<b>0.00%</b>	<b>\$ 414,612</b>
<b>Expenses by Function</b>								
11	Instruction	-	-	0.00%	-	-	0.00%	-
51	Plant M&O	-	-	0.00%	-	-	0.00%	-
71	Debt Services	115,602	113,710	98.36%	-	-	0.00%	-
81	Facilities Acquisition & Construction	285,041,534	4,773,272	1.67%	267,696,279	53,095,960	19.83%	14,511,150
	<b>Total Expenditures</b>	<b>\$ 285,157,136</b>	<b>\$ 4,886,982</b>	<b>1.71%</b>	<b>\$ 267,696,279</b>	<b>\$ 53,095,960</b>	<b>19.83%</b>	<b>\$ 14,511,150</b>
<b>Other Sources and (Uses)</b>								
7900	Non-Operating Resources	13,700,602	13,700,602	100.00%	-	-	0.00%	-
8900	Other Uses-Non-operating	-	-	0.00%	-	-	0.00%	-
	<b>Total Other Sources and (Uses)</b>	<b>\$ 13,700,602</b>	<b>\$ 13,700,602</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
	<b>Net Change in Fund Balance</b>	<b>\$ (271,456,534)</b>	<b>\$ 8,944,030</b>	<b>3.29%</b>	<b>\$ (267,696,279)</b>	<b>\$ (50,067,561)</b>	<b>18.70%</b>	<b>\$ (14,096,538)</b>

**Board Graphs**  
November 30, 2022

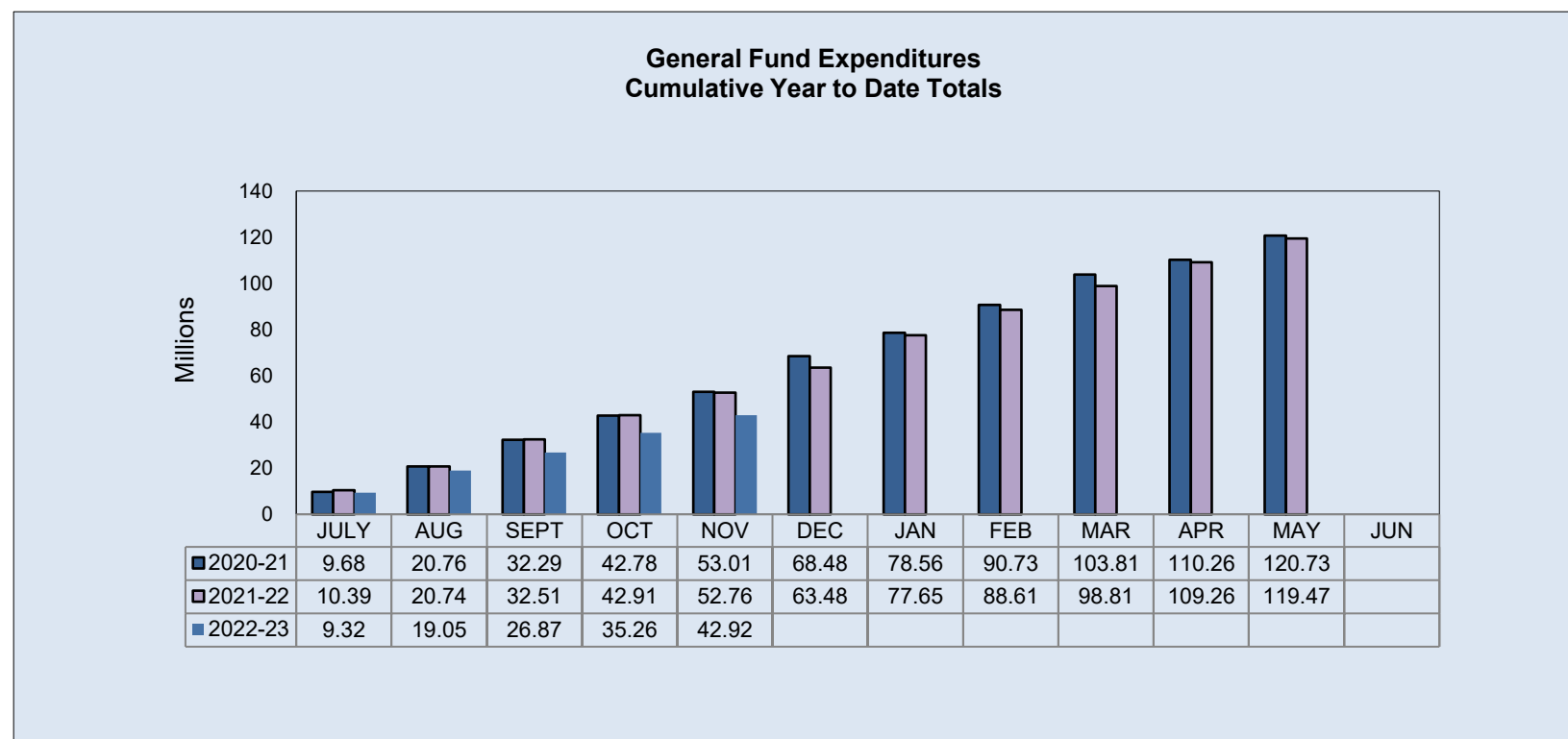
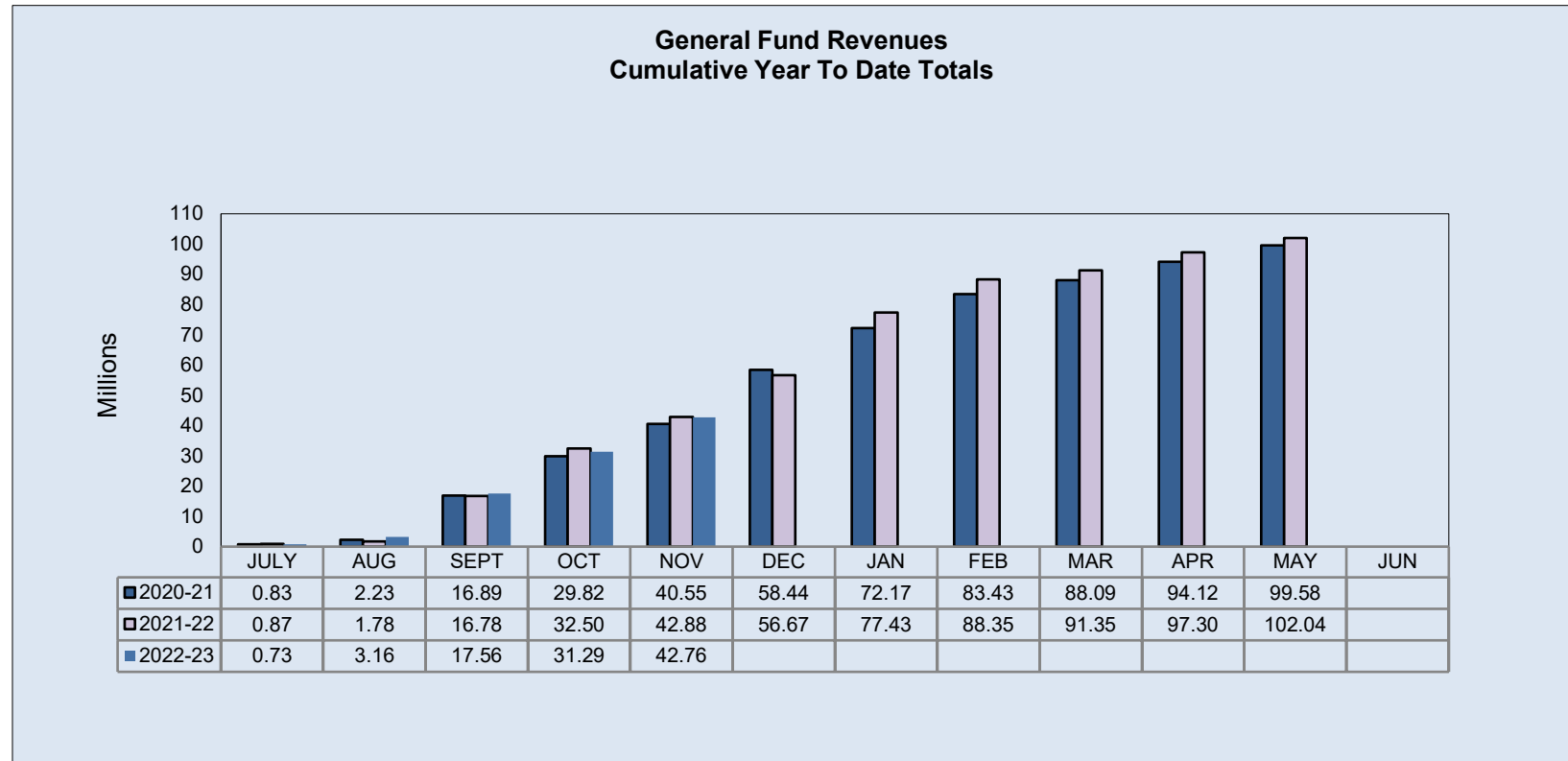
**General Fund Revenues by Month**



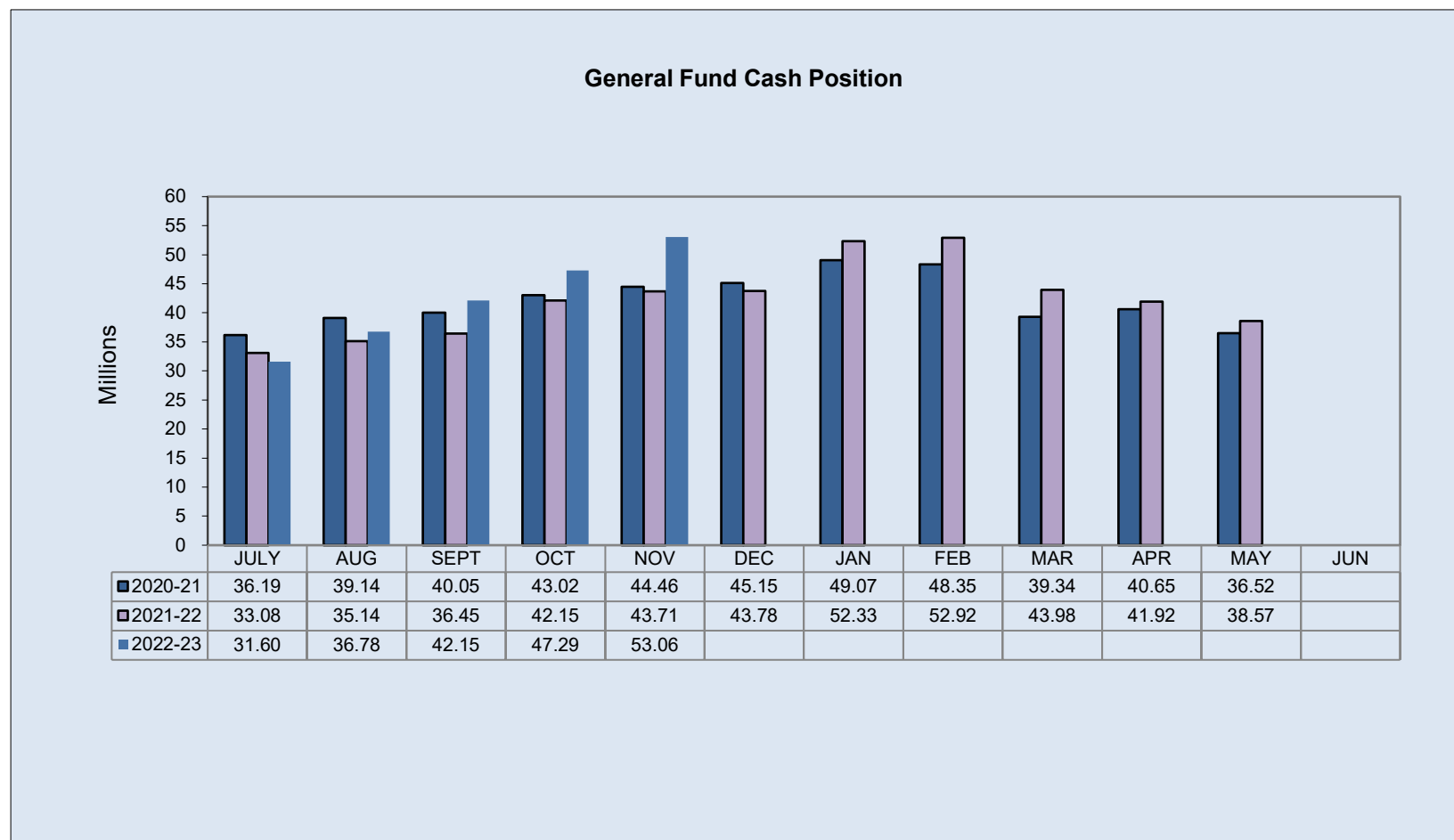
**General Fund Expenditures by Month**



**Board Graphs**  
November 30, 2022



**Board Graphs**  
November 30, 2022



**WICHITA FALLS ISD**  
**Investments Report**  
**November 30, 2022**

INVESTMENTS	YIELD RATE	PAR VALUE	PURCHASE COST	CURRENT BOOK VALUE	MARKET VALUE @ 11/30/2022	INTEREST CURRENT MONTH	INTEREST YEAR TO DATE
<b>GENERAL OPERATING FUND</b>							
American National MMKT	0.9000%	\$3,347,304.61	\$3,347,304.61	\$3,347,304.61	\$3,347,304.61	\$2,474.26	\$11,386.24
TexasTERM Balance	3.6500%	\$1,176,658.45	\$1,176,658.45	\$1,176,658.45	\$1,176,658.45	\$3,518.92	\$12,436.22
TEXPOOL BALANCE	3.6110%	\$25,019,917.48	\$25,019,917.48	\$25,019,917.48	\$25,019,917.48	\$63,763.64	\$152,665.15
TEXPOOL Prime BALANCE	3.9170%	\$2,986,493.99	\$2,986,493.99	\$2,986,493.99	\$2,986,493.99	\$9,584.09	\$34,017.10
TEXPOOL TMN BALANCE	3.6110%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
First National Bank -ICS	3.2030%	\$3,187,321.27	\$3,187,321.27	\$3,187,321.27	\$3,187,321.27	\$8,330.37	\$30,609.14
American National CDARS MMKT	0.7500%	\$153,364.96	\$153,364.96	\$153,364.96	\$153,364.96	\$94.48	\$367.13
American National Bank -ICS	3.8900%	\$6,130,034.31	\$6,130,034.31	\$6,130,034.31	\$6,130,034.31	\$18,358.06	\$66,736.80
INTRA-MONTH CD ACTIVITY							
PREVIOUS MONTH'S MATURITIES							\$0.00
<b>TOTAL GENERAL FUND</b>		<b>\$42,001,095.07</b>	<b>\$42,001,095.07</b>	<b>\$42,001,095.07</b>	<b>\$42,001,095.07</b>	<b>\$106,123.82</b>	<b>\$308,217.78</b>
<b>FOOD SERVICE FUND</b>							
TEXPOOL BALANCE	3.6110%	\$6,171,810.78	\$6,171,810.78	\$6,171,810.78	\$6,171,810.78	\$16,796.32	\$52,370.64
TEXPOOL Prime BALANCE	3.9170%	\$9,076.84	\$9,076.84	\$9,076.84	\$9,076.84	\$29.14	\$103.30
INTRA-MONTH CD ACTIVITY							
PREVIOUS MONTH'S MATURITIES							\$0.00
<b>TOTAL FOOD SERVICE FUND</b>		<b>\$6,180,887.62</b>	<b>\$6,180,887.62</b>	<b>\$6,180,887.62</b>	<b>\$6,180,887.62</b>	<b>\$16,825.46</b>	<b>\$52,473.94</b>
<b>INTEREST AND SINKING FUND</b>							
TEXPOOL BALANCE	3.6110%	\$2,473,638.78	\$2,473,638.78	\$2,473,638.78	\$2,473,638.78	\$5,329.17	\$12,196.54
TEXPOOL Prime BALANCE	3.9170%	\$1,358.92	\$1,358.92	\$1,358.92	\$1,358.92	\$4.39	\$15.58
INTRA-MONTH CD ACTIVITY							
PREVIOUS MONTH'S MATURITIES							\$0.00
<b>TOTAL INTEREST AND SINKING FUND</b>		<b>\$2,474,997.70</b>	<b>\$2,474,997.70</b>	<b>\$2,474,997.70</b>	<b>\$2,474,997.70</b>	<b>\$5,333.56</b>	<b>\$12,212.12</b>
<b>BOND CONSTRUCTION FUND</b>							
American National MMKT	0.9000%	\$2,631,498.55	\$2,631,498.55	\$2,631,498.55	\$2,631,498.55	\$1,945.15	\$3,111.81
TEXPOOL BALANCE	3.6110%	\$65,685.24	\$65,685.24	\$65,685.24	\$65,685.24	\$9,094.60	\$73,924.24
TEXPOOL Prime BALANCE	3.9170%	\$99,256,857.41	\$99,256,857.41	\$99,256,857.41	\$99,256,857.41	\$321,582.24	\$1,151,566.26
BOND SAFEKEEPING (Bonds/Treasury Notes Investments)		\$94,211,205.49	\$94,211,205.49	\$94,211,205.49	\$94,211,205.49	\$81,990.00	\$674,063.46
INTRA-MONTH CD ACTIVITY							
PREVIOUS MONTH'S MATURITIES							\$0.00
<b>TOTAL BOND CONSTRUCTION FUND</b>		<b>\$196,165,246.69</b>	<b>\$196,165,246.69</b>	<b>\$196,165,246.69</b>	<b>\$196,165,246.69</b>	<b>\$414,611.99</b>	<b>\$1,902,665.77</b>
<b>WORKER'S COMPENSATION FUND</b>							
TEXPOOL BALANCE	3.6110%	\$568,453.40	\$568,453.40	\$568,453.40	\$568,453.40	\$1,682.17	\$5,970.62
PREVIOUS MONTH'S MATURITIES							
<b>TOTAL WORKER'S COMPENSATION FUND</b>		<b>\$568,453.40</b>	<b>\$568,453.40</b>	<b>\$568,453.40</b>	<b>\$568,453.40</b>	<b>\$1,682.17</b>	<b>\$5,970.62</b>
<b>TOTAL WFISD INVESTMENTS &amp; INTEREST EARNINGS</b>		<b>\$247,390,680.48</b>	<b>\$247,390,680.48</b>	<b>\$247,390,680.48</b>	<b>\$247,390,680.48</b>	<b>\$544,577.00</b>	<b>\$2,281,540.23</b>
<b>TEXPOOL HIGHEST BALANCE 11/10/2022:</b>							
GENERAL OPERATING FUND		\$27,011,271.29					
FOOD SERVICE		\$5,800,957.50					
INTEREST & SINKING FUND		\$1,782,341.74					
BOND CONSTRUCTION		\$112,751,597.47					
WORKER'S COMPENSATION		\$566,771.23					
MAINTENANCE TAX NOTE		\$0.00					
<b>TOTAL</b>		<b>\$147,912,939.23</b>					

**Wichita Falls ISD**  
Property Tax Collections Report  
November 30, 2022

This statement is compiled from the tax collections monthly statement for the month of November 2022 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>		Nov 2022	FYTD	YTD	2022-23
\$ 48,220,148	\$ (188,643.08)	\$ 42,119,208	Current	Collections	Collected	Collected	Budget
\$ 1,737,685	\$ (105,700.86)	\$ 1,543,262	Prior Years				
Current Year				\$ 4,314,923.28	5,912,296.69	5,912,296.69	\$ 46,542,933
Prior Years				10,719.15	496,918.80	88,722.22	772,340
Penalty, Interest, & Misc Fees Collected				31,770.90	169,813.95	73,747.63	483,767
Refunds				(73,435.07)	(142,284.27)	(114,131.86)	
Adjustments				(123,756.64)	(319,661.57)	(294,343.94)	
<b>Totals</b>				<b>\$ 4,160,221.62</b>	<b>6,117,083.60</b>	<b>5,666,290.74</b>	<b>47,799,040</b>
Uncollected Levy						<b>\$ 43,662,470</b>	

**Interest & Sinking**

<u>Original Levy</u>	<u>Adjustments</u>	<u>Adjusted Levy</u>		Nov 2022	FYTD	YTD	2022-23
\$ 23,515,276	\$ (91,994.76)	\$ 20,540,061	Current	Collections	Collected	Collected	Budget
\$ 355,736	\$ (51,546.71)	\$ 286,213	Prior Years				
Current Year				\$ 2,104,236.89	\$ 2,883,219.70	2,883,219.70	\$ 21,533,486
Prior Years				(8,415.48)	175,031.19	17,976.44	144,744
Penalty, Interest, & Misc Fees Collected				5,366.47	43,867.24	15,296.25	73,410
Refunds				(31,537.78)	(57,082.12)	(46,609.27)	
Adjustments				(60,351.88)	(154,986.91)	(143,541.47)	
<b>Totals</b>				<b>\$ 2,009,298.22</b>	<b>\$ 2,890,049.10</b>	<b>2,726,341.65</b>	<b>21,751,640</b>
<b>Uncollected Levy</b>						<b>\$ 20,826,274</b>	

CURRENT YEAR INFORMATION

Start Financial Year

09/21/2022

Start Value	Start Exemption	Start Taxable	Rate	Calc Start Levy	Actual Start Levy	Start Frozen Loss	Start + Frozen
8,742,377,417	2,927,913,398	5,814,464,019	1.296500	75,384,526.01	71,735,423.72	3,649,099.07	75,384,522.79
Adjusted Value	Adjusted Exempti	Adj Taxable	Rate	Calc Adj Levy	Actual Current Levy	Adj Frozen Loss	Act Levy + Act Frozen
8,738,603,501	2,942,158,543	5,796,444,958	1.296500	75,150,908.88	71,454,785.88	3,693,560.29	75,148,346.17
Start Value	Net Value Adj	Start Value + Net Value Adj			Actual Current Value	Other Loss	
8,742,377,417	-3,773,916	8,738,603,501			8,738,603,501	2,559.42	
Start Exemption	Net Exmp Adj	Start Exemp + Net Exmp Adj			Actual Current Exemption		
2,927,913,398	14,245,145	2,942,158,543			2,942,158,543		

YEAR	NET START BALANCE	NET MTD ADJ	NET YTD ADJ	NET MTD PAID	NET YTD PAID	CALC BALANCE	REFUNDS DUE	COL %
						AS OF 11/30/2022		
						43.23	0.00	0.00
1975	43.23	0.00	0.00	0.00	0.00	9.70	0.00	0.00
1976	9.70	0.00	0.00	0.00	0.00	46.70	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	155.82	0.00	0.00
1979	155.82	0.00	0.00	0.00	0.00	70.48	0.00	0.00
1980	70.48	0.00	0.00	0.00	0.00	223.19	0.00	0.00
1981	223.19	0.00	0.00	0.00	0.00	236.98	0.00	0.00
1982	236.98	0.00	0.00	0.00	0.00	315.24	0.00	0.00
1983	315.24	0.00	0.00	0.00	0.00	198.27	0.00	0.00
1984	198.27	0.00	0.00	0.00	0.00	345.84	0.00	0.00
1985	345.84	0.00	0.00	0.00	0.00	366.02	0.00	0.00
1986	366.02	0.00	0.00	0.00	0.00	326.70	0.00	0.00
1987	326.70	0.00	0.00	0.00	0.00	243.69	0.00	0.00
1988	243.69	0.00	0.00	0.00	0.00	550.51	0.00	0.00
1989	550.51	0.00	0.00	0.00	0.00	1,121.76	0.00	0.00
1990	1,121.76	0.00	0.00	0.00	0.00	561.42	0.00	0.00
1991	561.42	0.00	0.00	0.00	0.00	579.27	0.00	0.00
1992	579.27	0.00	0.00	0.00	0.00	1,941.55	0.00	0.00
1993	1,941.55	0.00	0.00	0.00	0.00	2,397.90	0.00	0.00
1994	2,397.90	0.00	0.00	0.00	0.00	2,856.19	0.00	0.00
1995	2,856.19	0.00	0.00	0.00	12.72	1,835.92	(0.08)	0.68
1996	1,848.64	0.00	0.00	0.00	0.00	3,127.82	0.00	0.00
1997	3,129.16	(1.34)	(1.34)	0.00	0.00	3,810.54	0.00	0.00
1998	3,810.54	0.00	0.00	0.00	0.00	4,556.40	0.00	0.00
1999	4,556.40	0.00	(15.44)	0.00	2.71	4,902.50	(204.00)	0.05
2000	4,920.65	0.00	(23.99)	20.38	51.06	3,611.08	0.00	1.39
2001	3,686.13	(5.84)	(18.39)	18.76	37.60	4,884.18	(0.01)	0.76
2002	4,940.17	0.00	(18.39)	3.21	23.82	7,762.60	(0.01)	0.30
2003	7,804.81	0.00	(18.39)	0.00	658.76	14,567.24	0.00	4.32
2004	15,244.39	0.00	(18.39)	40.50	722.32	18,223.25	0.00	3.81
2005	18,963.96	0.00						

2006	20,173.23	(9.52)	(30.83)	0.00	655.80	19,486.60	0.00	3.25
2007	18,193.97	(11.65)	(29.83)	134.03	296.89	17,867.25	0.00	1.63
2008	17,998.84	(11.75)	(25.85)	9.79	151.05	17,821.94	0.00	0.84
2009	23,513.28	(11.76)	(25.87)	6.58	144.19	23,343.22	0.00	0.61
2010	25,320.31	(11.76)	(25.87)	0.00	208.92	25,085.52	0.00	0.82
2011	30,418.61	(60.01)	(73.02)	152.20	473.24	29,872.35	0.00	1.55
2012	49,348.76	(221.87)	(234.94)	8.53	185.86	48,927.96	0.00	0.37
2013	59,131.43	(231.86)	(244.87)	12.26	141.43	58,745.13	0.00	0.24
2014	67,460.11	(207.24)	(248.14)	108.01	534.43	66,677.54	0.00	0.79
2015	65,453.21	(224.58)	(267.34)	207.73	705.01	64,480.86	0.00	1.08
2016	82,639.28	(220.56)	(276.67)	317.01	1,296.39	81,066.22	0.00	1.57
2017	100,900.97	(279.86)	(417.38)	1,927.57	3,804.70	96,678.89	0.00	3.78
2018	151,119.76	(375.25)	(380.55)	7,836.27	14,970.03	135,769.18	0.00	9.93
2019	206,793.02	(352.64)	(135.34)	10,376.13	24,517.21	182,140.47	0.00	11.86
2020	309,816.20	(6,824.61)	(21,646.41)	37,279.01	45,980.95	242,188.84	(49.29)	15.95
2021	783,598.55	(92,444.45)	(133,070.33)	(56,154.30)	11,123.57	639,404.65	(49.29)	1.70
2022	71,735,423.72	(82,601.97)	(280,637.84)	6,419,160.17	8,795,516.39	62,659,269.49	(275.80)	12.30
TOTAL	73,828,845.26	(184,108.52)	(437,885.41)	6,421,463.84	8,902,215.05	64,488,744.80	(578.48)	

WICHITA FALLS INDEPENDENT SCHOOL DISTRICT  
 PROJECTED REVENUE REPORT  
 December 31, 2022

	<u>1st Six Weeks</u>	<u>2nd Six Weeks</u>	<u>3rd Six Weeks</u>	<u>Difference</u>
Enrollment	13,342	13,263	13,219	-123
Percent in Attendance	95.10%	93.70%	92.30%	-1.40
Refined Average Daily Attendance	12,177	12,003	11,789	-174
Career & Tech FTE	709.9	694.4	684.5	-15.50
Special Ed FTE	489.8	501.0	495.6	5.80
Projected FSP/ASF State Aid	\$66,432,737	\$65,264,742	\$63,833,177	(\$2,599,560)

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

**Agenda Item:** December, 2022 Budget Amendments

**Administrator Responsible:** Leah Horton, Chief Financial Officer

**Attachments:** Attachment

Action Needed     Future Action     Information     Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approves the attached budget amendments to the 2022-2023 budgets, as detailed on the attached Budget Amendment report. These amendments are submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, 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 and expenditures reflect no change resulting in a total budgeted deficiency of expenditures over revenues of \$4,657,118.

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:** Dr. Donny Lee, Superintendent  
**From:** Leah Horton, Chief Financial Officer  
**Date:** January 10, 2023  
**Subject:** December 2022 Budget Amendments/Revisions

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

<u>Campus/Dept.</u>	<u>Amount</u>	<u>From Function</u>	<u>To Function</u>
002 – Rider High School Drama Supply Needs	\$257	36	11
112 – Franklin Elementary Extra Curricular Needs	\$365	11	36
815 – Risk Management Finger Printing/Background Cks	\$1,000	51	41
860 – Div of Curriculum & Instruction Ed Center Open House & Party	\$750	13	21
935 – Special Education Extra Duty Pay	\$274	13	11

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

<u>Campus/Dept.</u>	<u>Account</u>	<u>Amount</u>
---------------------	----------------	---------------

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

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

	Original Operating Fund 199 Dec	Proposed Transfers & Revisions Increase/ (Decrease)	Amended Operating Fund 199 Dec
<b>Revenues:</b>			
5700 - Local Revenues	\$ 48,600,776	\$ -	\$ 48,600,776
5800 - State Program Revenues	62,817,597	-	62,817,597
5900 - Federal Program Revenues	3,240,670	-	3,240,670
<b>Total Revenues</b>	<b>\$ 114,659,043</b>	<b>\$ -</b>	<b>\$ 114,659,043</b>
<b>Expenditures</b>			
11 - Instruction	\$ 72,080,075	166	\$ 72,080,241
12 - Instructional Resources and Media Services	1,500,337	-	1,500,337
13 - Curriculum and Instructional Staff Development	861,271	(1,024)	860,247
21 - Instructional Leadership	2,030,981	750	2,031,731
23 - School Leadership	7,626,386	-	7,626,386
31 - Guidance, Counseling and Evaluation Services	4,032,379	-	4,032,379
32 - Social Work Services	439,045	-	439,045
33 - Health Services	1,950,871	-	1,950,871
34 - Student Transportation	3,019,800	-	3,019,800
36 - Cocurricular/Extracurricular Activities	4,201,187	108	4,201,295
41 - General Administration	3,652,130	1,000	3,653,130
51 - Plant Maintenance and Operations	12,019,408	(1,000)	12,018,408
52 - Security and Monitoring Services	893,932	-	893,932
53 - Data Processing Services	3,162,179	-	3,162,179
61 - Community Services	13,848	-	13,848
71 - Debt Service	1,184,062	-	1,184,062
81 - Facilities Acquisition and Construction	-	-	-
93 - Payments to Fiscal Agent	100,000	-	100,000
95 - Payments to JJAEP	40,000	-	40,000
99 - Other Intergovernmental Charges	706,046	-	706,046
<b>Total Expenditures</b>	<b>\$ 119,513,936</b>	<b>\$ -</b>	<b>\$ 119,513,936</b>
<b>Other Financing Sources (Uses)</b>			
Sale of Real & Personal Property	\$ 30,000	\$ -	\$ 30,000
Transfer in from Food Service Fund	342,776	\$ -	342,776
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)
	-	-	-
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>\$ (4,657,118)</b>	<b>\$ -</b>	<b>\$ (4,657,118)</b>

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

	Original Child Nutrition Funds 240 & 242 Dec	Increase/ (Decrease)	Amended Child Nutrition Funds 240 & 242 Dec
<b>Revenues:</b>			
Local Revenues	\$ 830,901	\$ -	\$ 830,901
State Program Revenues	36,000	-	36,000
Federal Program Revenues	6,636,918	-	6,636,918
Total Revenues	\$ 7,503,819	\$ -	\$ 7,503,819
<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	\$ 6,933,443	\$ -	\$ 6,933,443
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	\$ 6,933,443	\$ -	\$ 6,933,443
<b>Other Financing Sources (Uses)</b>			
Operating Transfers In			
Operating Transfers Out to General Operating Fund	\$ (342,776)	\$ -	\$ (342,776)
Excess (Deficiency) of Revenues Over Expenditures	\$ 227,600	\$ -	\$ 227,600

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

	Original Debt Service Fund 599 Dec	Increase/ (Decrease)	Amended Debt Service Fund 599 Dec
<b>Revenues:</b>			
Local Revenues	\$ 21,756,639	\$ -	\$ 21,756,639
State Program Revenues	0	-	0
Federal Program Revenues	-		
Total Revenues	\$ 21,756,639	\$ -	\$ 21,756,639
<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	\$ 21,995,847	-	\$ 21,995,847
Facilities Acquisition and Construction			
Payments to Fiscal Agent			
Total Expenditures	\$ 21,995,847	\$ -	\$ 21,995,847
<b>Other Financing Sources (Uses)</b>			
Sale of Bonds			
Excess (Deficiency) of Revenues Over Expenditures	\$ (239,208)	\$ -	\$ (239,208)

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	2021-2022 Purchasing Cooperatives' Fees Report
<b>Administrator Responsible:</b>	Leah Horton, Chief Financial Officer
<b>Attachments:</b>	No Attachments
<input type="checkbox"/> Action Needed <input type="checkbox"/> For Discussion <input type="checkbox"/> Information <input checked="" type="checkbox"/> Report	

**Administrative Information:**

That the Wichita Falls Independent School District Board of Trustees receives a report of the purchasing cooperatives that were utilized during the 2021-2022 fiscal year. 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, as presented by Leah Horton, Chief Financial Officer, and approved by Dr. Donny Lee, Superintendent of Schools.

Organization	Fee	Rebate
Central Texas Purchasing Alliance	\$150.00	n/a
State of Texas Cooperative Purchasing Program	\$100.00	n/a
Region 7 Purchasing and Vendor Services	\$7,200.00	n/a
TASB BuyBoard	n/a	\$1,729.00
The Interlocal Purchasing System (TIPS)	n/a	\$675.47
State of Texas - Texas SmartBuy	n/a	n/a

Organization	Fee	Rebate
Choice Partners	n/a	Starting 22-23
Houston-Galveston Area Co-op (H-GAC)	n/a	n/a
OMNIA Partners	n/a	n/a
TexBuy	n/a	n/a
Allied States Cooperative	n/a	n/a
Purchasing Association of Cooperative Entities	n/a	n/a
Sourcewell	n/a	n/a

**Explanation:**

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. \*(For the 2021-2022 FY WFISD received rebate checks from TASB BuyBoard (\$1,729.00, December 2022), and TIPS (\$675.47) and a rebate credit from CitiBank (\$2,809.07) which were deposited into the General Fund.)

Texas Education Code, Section 44.0331, requires school districts that enter into a purchasing contract valued at \$25,000 or more, or under any other cooperative purchasing program authorized for school districts by law, shall document any contract-related fee, including any management fee, and the purpose of each fee under the

contract. The amount, purpose, and disposition of any fee must be presented in a written report and submitted annually in an open meeting of the Board of Trustees of the school district. The written report must appear as an agenda item.

**Fiscal Note:**

Currently the CTPA fee (\$150) and the State of Texas Comptroller membership fees (\$100) are paid out of Purchasing Department budgeted funds. The fees for Region VII (\$7,200.00) are currently paid by WFISD but are reimbursed by ABM.

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	RFP 23-11 Managed Wide Area Network (WAN) Solutions and Equipment, Category 1 Services
<b>Administrator Responsible:</b>	Leah Horton, 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 RFP 23-11 Managed Wide Area Network (WAN) Solutions and Equipment, Category 1 Services to Zayo Group and Category 1 Equipment to Netsync Network Solutions, Inc., as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

RFP 23-11 was advertised twice in the Times Record News, and issued on WFISD’s electronic bidding platform as well as on the Universal Service Administrative Company (USAC) Portal, as required by law. One-hundred seventy-five (175) vendors received notification of bid with two (2) submitting a response for services and one (1) submitting a response for equipment. All responses were evaluated by Curtis Shahan, Director of Technology, Melissa Varazlic, Infrastructure Manager and Josh Snow, Network Analyst.

Zayo Group is the recommended vendor for Category 1 Services (Wide Area Network/WAN services) which provides intranet and internet connections for the two new high schools. Both campuses will have a physical link to two different fiber rings within the WFISD network. Services will benefit from e-rate funding (80%). First year of services includes build-out cost, with District portion of Year 1 expenditure totaling \$73,794, and the expenditure total of Years 1-5 is \$81,546.

Netsync is the recommended vendor for the Category 1 Equipment, which consists of technology equipment to put the fiber connections in service and tie them into our District network.

**Services**

Vendor Name	City, State	Service	Year 1 Total Cost	Year 1 20% Cost	Years 1-5 Total Cost	Years 1-5 20% Cost	RFP Score
Comcell	Windthorst, Texas	Lit Fiber	\$240,000	\$48,000	\$1,200,000	\$240,000	75.46
<b>Zayo Group</b>	<b>Boulder, Colorado</b>	<b>Dark Fiber</b>	<b>\$368,970</b>	<b>\$73,794</b>	<b>\$407,730</b>	<b>\$81,546</b>	<b>88.18</b>

**Equipment**

Vendor Name	City, State	Total Cost	District 20% Cost	RFP Score
<b>Netsync Network Solutions, Inc.</b>	<b>Houston, Texas</b>	<b>\$65,176.60</b>	<b>\$13,035.32</b>	<b>98.70</b>

**Fiscal Note:**

Funds for 20% of Service and Equipment expenditures will be moved from Fund Balance to Technology (\$73,794.00 in Year 1, \$1,938.00 in each of Years 2-5), with the remaining 80% paid by E-rate/USAC Funding.

This is a multi-year contract and an expenditure over \$100,000 which requires the Board of Trustees approval per policy, CH Local.

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	RFP 23-12 Internal Connections Equipment, Category 2
<b>Administrator Responsible:</b>	Leah Horton, 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 RFP 23-12 Internal Connections Equipment, Category 2 to Netsync Network Solutions, Inc., as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

RFP 23-12 was advertised twice in the Times Record News, and issued on WFISD’s electronic bidding platform as well as on the Universal Service Administrative Company (USAC) Portal, as required by law. One-hundred seventy-one (171) vendors received notification of bid and six (6) submitted a response. All responses were evaluated by Curtis Shahan, Director of Technology, Melissa Varazlic, Infrastructure Manager and Josh Snow, Network Analyst.

Category 2 Equipment specified on RFP 23-12 includes all physical networking equipment for the two new high schools. Both campuses will have a robust local area network (wired) as well as complete coverage through an expansive wireless network. The networks will be supported by backup power systems as well. Netsync Network Solutions, Inc. is the recommended vendor.

Vendor Name	City, State	Total Cost	District 20%	RFP Score
Netsync Network Solutions, Inc.	Houston, Texas	\$1,112,865.68	\$222,573.14	95.10
Red River Technology LLC	Claremont, New Hampshire	\$1,123,919.00	\$224,783.80	88.63
CDW Government LLC	Vernon Hills, Illinois	\$1,040,855.20	\$208,171.04	81.00
Connection Public Sector Solutions	Rockville, Maryland	\$1,534,604.64	\$306,920.93	64.25
ConvergeOne, Inc	Bloomington, Minnesota	\$554,743.94 NS – Inferior product	n/a	12.67
SOLID IT NETWORKS, INC	Houston, Texas	\$141,0928.28 Incomplete	n/a	9.00

**Fiscal Note:**

Funds for 20% of Service and Equipment expenditures will be moved from Fund Balance to Technology (\$222,573.14), with the remaining 80% paid by E-rate/USAC Funding. This is an expenditure over \$100,000 which requires the Board of Trustees approval per policy, CH Local.

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	A/C and Heating Instruments		
<b>Administrator Responsible:</b>	Dr. Peter Griffiths, Associate Superintendent		
<b>Attachments:</b>	None		
<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 a transfer of \$250,000 of fund balance to maintenance to update/replace A/C and heating instruments as submitted by Dr. Peter Griffiths, Associate Superintendent, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

With some of our facilities, the instruments needed to continue to properly air condition and heat the buildings are wearing out and there will be a need to update and replace the controllers. Buildings and approximate costs, based on preliminary discussions, are as follows:

- Barwise Middle School-Replacement: \$154,481.12
- Brook Village-Replacement: \$48,250. 79
- Kirby Middle School-Upgrade: \$24,740.55
- Carrigan: \$5,735.84 (Maintenance has budgeted funds to cover cost)

There are not enough available funds in the maintenance budget to cover the additional needs of Barwise, Brook Village or Kirby. Request is to transfer \$250,000 from fund balance to cover the three facilities.

\*Note: Barwise and Brook Village are in the most need, Kirby could be postponed a year. If the board wishes to postpone the Kirby upgrade, the request would be reduced to approximately \$205,000.

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	3 Tier Start/End Times for the 23-24 SY		
<b>Administrator Responsible:</b>	Dr. Peter Griffiths, Associate Superintendent		
<b>Attachments:</b>	None		
<input type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input checked="" type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees discuss a 3 Tier Start/End Times for the 23-24 School Year as submitted by Dr. Peter Griffiths, Associate Superintendent, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

With the additional 10 minutes approved by the board at the September 16, 2022 meeting, the consolidation / closure of campuses in the next few years, and expected increase in bussing needs due to the locations of the two new high schools and future changes at the middle schools' attendance zones, it was discussed that there needs to be a change in the operation of campus times to minimize the financial impact of bussing more students. After discussions with other districts of the same size and situations, a 3 tier start/end time has been recommended for the 23-24 school year to reduce district financial burdens.

- High School: 7:30 am to 3:00 pm (current 7:45 am to 3:05 pm)
- Elementary: 8:10 am to 3:40 pm (current 8:15 am to 3:35 pm)
- Middle School: 8:50 am to 4:20 pm (current 7:45 am to 3:05 pm)

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	Adoption of the WFISD 2023-2024 School Calendar		
<b>Administrator Responsible:</b>	Ashley Thomas, Communications Officer		
<b>Attachments:</b>	Calendar Draft A Calendar Draft A Explanation Calendar Draft B		
<input checked="" type="checkbox"/> Action Needed <input type="checkbox"/> For Discussion <input type="checkbox"/> Presentations <input type="checkbox"/> Report			

**Administrative Information:**

That the Wichita Falls Independent School District Board of Trustees adopts the 2023-2024 School Calendar Draft A as presented by Ashley Thomas, Communications Officer, and recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation**

This school year, the decision was made to utilize the District Advisory Committee (DAC) to develop the 23-24 school calendar instead of forming a separate calendar committee. The DAC is voted on annually and is composed of teachers, administrators, campus support professionals, parents and community members.

The DAC met in October, November and December to discuss the 2023-2024 School Calendar.

In October 2022, members of the DAC were informed of their role in the development of the calendar and the parameters of the calendar.

In November 2022, the DAC received calendar options to review. Modifications were made to the calendar options and two draft calendar options were developed. On November 4, members of the DAC received an email with both calendar drafts and they were asked to review them and respond with any changes prior to the calendar options being shared with district staff. On November 8, a district-wide email was sent to all staff and they were asked to vote via a Google Form on their calendar preference - Draft A or Draft B. The form remained open through November 28.

Prior to the December DAC meeting, members of the DAC received the results of the calendar survey along with any comments that were submitted.

652 Survey Responses

Draft A (Staff Development Day in September) - 58.4%

Draft B (Staff Development Day in November) - 41.6%

On December 1, The DAC voted to adopt Calendar Draft A.



**DRAFT A**

# 2023-2024 DISTRICT CALENDAR

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
30	31																										

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
							31																				

MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																					30						

## Grading Periods

### Elementary

- 1st: Aug. 16 - Oct. 6 (36)
- 2nd: Oct. 11 - Dec. 15 (42)
- 3rd: Jan. 3 - March 8 (46)
- 4th: March 18 - May 23 (45)

### Secondary

- | 1st Semester                 | 2nd Semester                |
|------------------------------|-----------------------------|
| 1st: Aug. 16 - Sept. 21 (26) | 4th: Jan. 3 - Feb. 16 (32)  |
| 2nd: Sept. 25 - Nov. 3 (28)  | 5th: Feb. 20 - April 5 (27) |
| 3rd: Nov. 6 - Dec. 15 (24)   | 6th: April 8 - May 23 (32)  |

## Legend

- Staff/Student Holiday
- Staff Development (Student Holiday)
- Teacher Planning/Workday (Student Holiday)
- Early Release\*
- Parent Conferences (Student Holiday)
- Inclement Weather Day
- First/Last Day of School
- New Teacher Orientation
- Opt-Out Day (For Teachers)

187 teacher days  
 169 student days @ 450 minutes = 76,050 minutes  
 2 early release days = 480 minutes  
 2 staff development days = 720 minutes  
 Total minutes = 77,250  
 Required Student minutes: 75,600  
 Difference = 1,650 minutes  
Difference is equal to 3 additional inclement weather days and 2 additional late starts

First Day for Returning Teachers: August 9  
 First Day of School: August 16  
 Staff Development Days (2): Sept. 22 and Feb. 19  
 Parent/Teacher Conferences: October 10  
 Teacher Planning/Workdays (6): October 9, January 2, April 1\*, May 17\*, May 24  
 Opt-Out Days (3): Nov. 20 & 21, March 29  
 Teacher Holidays: Sept. 4, Nov. 22-24, Dec. 18-Jan.1, Jan. 15, March 11-15  
 Early Release: Dec. 15 & May 23  
 Last Day of School: May 23  
 \*If more than 3 inclement weather days are used, students will attend school these days

## Calendar Draft A - STUDENTS

169 days August 16 - May 23 (169 days @ 450 minutes = 76,050 minutes and 2 days @ 240 minutes = 480), totaling 76,530 minutes

- 12 days in August
  - August 16 - first day of school
- 19 days in September
  - September 4 - Labor Day (Staff/Student Holiday)
  - September 22 - Staff Development Day (Student Holiday)
- 20 days in October
  - October 9 - Teacher Planning/Work Day (Student Holiday)
  - October 10 - Parent Conference Day at all Campuses (Student Holiday)
- 17 days in November
  - November 20 & 21 - Teacher Opt Out Days (Student Holiday)
  - November 22-24 - Thanksgiving Break (Staff/Student Holiday)
- 11 days in December (10 days at 450 minutes and 1 day at 240 minutes)
  - December 15 - Last Day of Semester/Early Release
  - December 18-29 - Winter Break (Staff/Student Holiday)
- 20 days in January
  - January 1 - New Year's Day (Staff/Student Holiday)
  - January 2 - Teacher Planning/Work Day (Student Holiday)
  - January 15 - MLK Day (Staff/Student Holiday)
- 20 days in February
  - February 19 - Staff Development Day (Student Holiday)
- 15 days in March
  - March 11-15 - Spring Break (Staff/Student Holiday)
  - March 29 - Good Friday (Teacher Opt Out Day/Student Holiday)
- 21 days in April
  - April 1 - Inclement Weather Day #1 (Teacher Work Day/Student Holiday)
- 16 days in May (15 days at 450 minutes and 1 day at 240 minutes)
  - May 17 - Inclement Weather Day #2 (Teacher Work Day/Student Holiday)
  - May 23-25 - Graduation
  - May 23 - Last Day of Semester/Early Release
  - May 24 - Teacher Work Day
  - May 27 - Memorial Day (Staff Holiday)

171 days = 169 days @ 450 minutes plus 2 days at 240 minutes = 76,530 minutes

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

- Day 1 is September 22
- Day 2 is February 19

Total Minutes = 77, 250

Required Student Minutes = 75,600

Difference = 1,650 Minutes

*The difference is equal to 3 additional inclement weather days and 2 additional late starts.*

**First Semester = 79 Days**

**Second Semester = 92 Days**

## Calendar Draft A - TEACHERS

5 Days of Staff Development (August 9-15)

171 Student Days: August 16 - May 23

- 12 days in August
  - August 16 - first day of school
- 19 days in September
  - September 4 - Labor Day (Staff/Student Holiday)
  - September 22 - Staff Development Day (Student Holiday)
- 20 days in October
  - October 9 - Teacher Planning/Work Day (Student Holiday)
  - October 10 - Parent Conference Day at all Campuses (Student Holiday)
- 17 days in November
  - November 20 & 21 - Teacher Opt Out Days (Student Holiday)
  - November 22-24 - Thanksgiving Break (Staff/Student Holiday)
- 11 days in December (10 days at 450 minutes and 1 day at 240 minutes)
  - December 15 - Last Day of Semester/Early Release
  - December 18-29 - Winter Break (Staff/Student Holiday)
- 20 days in January
  - January 1 - New Year's Day (Staff/Student Holiday)
  - January 2 - Teacher Planning/Work Day (Student Holiday)
  - January 15 - Teacher Planning/Work Day (Student Holiday)
- 20 days in February
  - February 19 - Staff Development Day (Student Holiday)
- 15 days in March
  - March 11-15 - Spring Break (Staff/Student Holiday)
  - March 29 - Good Friday (Teacher Opt Out Day/Student Holiday)
- 21 days in April
  - April 1 - Inclement Weather Day #1 (Teacher Work Day/Student Holiday)
- 16 days in May (15 days at 450 minutes and 1 day at 240 minutes)
  - May 17 - Inclement Weather Day #2 (Teacher Work Day/Student Holiday)
  - May 23-25 - Graduation
  - May 23 - Last Day of Semester/Early Release
  - May 24 - Teacher Work Day
  - May 27 - Memorial Day (Staff Holiday)

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

- Day 1 is September 22
- Day 2 is February 19

5 Teacher Planning/Work Days (October 9, January 2, April 1, May 17, May 24)

1 Parent Teacher Conference Day (October 10)

3 Opt Out Days (November 20 & 21, March 29)

**Total = 187 Teacher Work Days**

Note:

- There are no Inclement Weather Days scheduled after the last day of school.
- Teachers will no longer have to work on the Saturday after the last day of school. *(The staff of the high school that graduates on Saturday will be able to exchange time on Thursday or Friday for the time required to work on Saturday for graduation.)*



**DRAFT B**

# 2023-2024 DISTRICT CALENDAR

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
30	31																										

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
							31																				

MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																					30						

187 teacher days  
 169 student days @ 450 minutes = 76,050 minutes  
 2 early release days = 480 minutes  
 2 staff development days = 720 minutes  
 Total minutes = 77,250  
 Required Student minutes: 75,600  
 Difference = 1,650 minutes  
Difference is equal to 3 additional inclement weather days and 2 additional late starts

First Day for Returning Teachers: August 9  
 First Day of School: August 16  
 Staff Development Days (2): Nov. 3 and Feb. 19  
 Parent/Teacher Conferences: October 10  
 Teacher Planning/Workdays (6): October 9, January 2, April 1\*, May 17\*, May 24  
 Opt-Out Days (3): Nov. 20 & 21, March 29  
 Teacher Holidays: Sept. 4, Nov. 22-24, Dec. 18-Jan.1, Jan. 15, March 11-15  
 Early Release: Dec. 15 & May 23  
 Last Day of School: May 23  
 \*If more than 3 inclement weather days are used, students will attend school these days

**Grading Periods**

**Elementary**

- 1st: Aug. 16 - Oct. 6 (37)
- 2nd: Oct. 11 - Dec. 15 (41)
- 3rd: Jan. 3 - March 8 (46)
- 4th: March 18 - May 23 (45)

**Secondary**

- |                              |                             |                     |
|------------------------------|-----------------------------|---------------------|
|                              | <b>1st Semester</b>         | <b>2nd Semester</b> |
| 1st: Aug. 16 - Sept. 21 (27) | 4th: Jan. 3 - Feb. 16 (32)  |                     |
| 2nd: Sept. 25 - Nov. 2 (27)  | 5th: Feb. 20 - April 5 (27) |                     |
| 3rd: Nov. 6 - Dec. 15 (24)   | 6th: April 8 - May 23 (32)  |                     |

**Legend**

- Staff/Student Holiday
- Staff Development (Student Holiday)
- Teacher Planning/Workday (Student Holiday)
- Early Release\*
- Parent Conferences (Student Holiday)
- Inclement Weather Day
- First/Last Day of School
- New Teacher Orientation
- Opt-Out Day (For Teachers)

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	Monthly Personnel Report		
<b>Administrator Responsible:</b>	Dayna Hardaway, 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 Dr. Donny Lee, Superintendent of Schools, in accordance with the requirements of Policy DFE (Local).

**Letters of Retirement:**

**Professionals**

Dooley, Jim – Teacher, Southern Hills (01/31/23)  
McElhannon, Deborah – Diagnostician, Ed Center (12/16/22)  
Ward, Stephen – Teacher/Coach, Rider (01/31/23)

**Clerical/Auxiliary/Support**

Clampitt, Genda – Manager, Child Nutrition (05/25/23)

**Letters of Resignation:**

**Professionals**

Graph, Marci – SLP, Ed Center (3/10/23)  
Halloran, Skyler – Teacher, Hirschi (12/16/22)  
Mayle, Harleigh – Teacher, Zundy (12/09/22)

**Clerical/Auxiliary/Support**

Bowens, Ruthie – Para, WFHS (12/05/22)  
Carnahan, Trisha – Para, Sheppard (1/13/23)  
Jordan, Kevin – Para, Kirby (12/9/22)  
Wall, Yahaira – Secretary, Lamar (12/16/23)



**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2022**

<b>Agenda Item:</b>	Applicant Pool		
<b>Administrator Responsible:</b>	Dayna Hardaway, 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 Dayna Hardaway, Director of Human Resources, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**APPLICANTS TO BE APPROVED BY THE BOARD OF EDUCATION  
January 10, 2023**

**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>
Arnold, Dequaveon	PE EC-12***	Abilene Christian University	0	Teacher Booker T. Washington Replacing Eric Ward	NA
Goehring, Brittney	Core Subjects EC-6 PE EC-12 Health EC-12	Midwestern State University (Bachelors) Concordia University (Masters)	8	Teacher Fain Replacing Kacy Moses	Breckenridge ISD
Flores, Jaeda	Core Subjects EC-6***	Midwestern State University	0	Teacher Sheppard Replacing Stephanie Benson	NA
Johnston, James	SPED EC-12*	Midwestern State University	0	Teacher/Coach Kirby Replacing Kelley Bryant	NA
Purdy, Donald	Biology 6-12 PE 6-12 Science Composite 6-12 Mathematics 6-12	Texas A&M (Bachelors) Tarleton State (Masters)	20+	Teacher WFHS Replacing Dan Whitehead	Denton ISD

*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

*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*

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	Minutes		
<b>Administrator Responsible:</b>	Dr. Donny Lee, Superintendent of Schools		
<b>Attachments:</b>	Minutes of Work Session, December 6, 2022 Minutes of Regular Meeting, December 12, 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 work session on December 6, 2022 and a regular meeting, December 12, 2022, as submitted and recommended by Dr. Donny Lee, Superintendent.

**Explanation:**

Following are copies of the minutes of a work session, December 6, 2022, and a regular meeting, December 12, 2022. These minutes will become official upon approval by the Board.

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES  
WFISD ADMINISTRATION BUILDING – BOARD ROOM  
WORK SESSION MEETING DECEMBER 6, 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 Mr. Mike Rucker, board president.

Board members present: Mr. Mike Rucker, Ms. Katherine McGregor, Mr. Jim Johnson, Mr. Mark Lukert, Mr. Dale Harvey, Ms. Susan Grisel, and Ms Sandra Camp. Mr. Mike Rucker noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Dr. Peter Griffiths, Associate Superintendent, Ms. Dayna Hardaway, Director of Human Resources, Ms. Ashley Thomas, Communications Officer, Ms. Denise Brown, Director of Finance, Ms. Lauren Zotz, Director of Purchasing, Mr. Jeff Hill, Director of Elementary Curriculum, Ms. Misti Spear, Director of Strategic Planning, Ms. Trish Potts, Internal Auditor, Mr. Wayne Toulon, Accounting Supervisor, Ms. Vanessa Dishman, Administrative Assistant to the Superintendent, Ms. Keli Sims, Administrative Assistant to the Director of Human Resources, Mr. Scot Hafley, Director of Athletics, Anthony Smith, Chief of Police, WFISD and Ms. Ana Griffiths, Director of State and Federal Programs.

Also present were Richard Camp, Sarah Schneider, Julie Johnson, Emily Vann, David Potter, Architect with DP4 Consult and Huckabee, Inc and a reporter for KFDX.

***INVOCATION:***

Mr. Mike Rucker gave the invocation.

***BOARD MATTERS:***

Wichita County Judge Woody Gossom administered the Oath of Office to ~~swear in newly elected officers~~THE NEWLY ELECTED Wichita Falls Independent School District Board of Trustees; Sandra Camp, Jim Johnson, Susan Grisel and Mark Luckert. All swore and repeated the Oath of Office.

***PUBLIC COMMENT:***

No public comment

***REPORTS OR SPECIAL DISCUSSION ITEMS:***

**CONSTRUCTION UPDATE ON WF LEGACY HIGH SCHOOL AND WF MEMORIAL HIGH SCHOOL:**

Mr. David Potter, Architect with DP4 Consult and Huckabee, Inc, gave a detailed report on the construction at Wichita Falls Legacy High School and Wichita Falls Memorial High School. Ms McGregor asked about the progress on ONCOR/City of Wichita Falls and allowing the HVAC early install. Mr. Potter stated he is still meeting with both entities and one to two months away from a resolution. Mr. Harvey asked about the progress on the parking lots and Mr. Potter stated they are about ten percent complete and will be progressing quickly.

**SILENT PANIC ALERT TECHNOLOGY (SPAT) GRANT:**

Mr. Mark Luckert, seconded by Mr. Dale Harvey, moved to approve the application for the 2022 – 2024 Silent Panic Alert Technology (SPAT) Grant as submitted by Anthony Smith, Chief of Police, and recommended by Dr. Donny Lee, Superintendent.

Carried unanimously by a vote of 7 – 0

***FINANCIAL SERVICES:***

**FINANCIAL REPORTS AS OF OCTOBER 31, 2022:**

Ms. Denise Brown, Director of Finance, recommended that the Wichita Falls Independent School District Board of Trustees approves the attached year to date financial reports and investment reports as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

This item will be placed on the consent agenda for the Board of Trustees regular meeting on December 12, 2022

**OCTOBER BUDGET AMENDMENTS:**

Ms. Denise Brown, director of Finance, recommended that the Wichita Falls Independent School District Board of Trustees approve the budget amendments to the 2022-2023 budgets as submitted by Ms. Leah Horton, Chief Financial Officer. Mr. Mark Lukert, seconded by Mr. Dale Harvey, moved that the Wichita Falls Independent School District Board of Trustees approve the recommended budget amendments to the 2022-2023 budgets.

Carried unanimously by a vote of 7 – 0

***DISTRICT SERVICES AND OPERATIONS***

**SUMMER CAFETERIA UPGRADES:**

Dr. Peter Griffiths introduced Farai Sithole, Chartwells Resident Manager (Child Nutrition Services) to present information for a proposed future agenda item. Per TDA, a Child Nutrition Department can only have 3 months’ worth of operating budget in fund balance. Current fund balance is in excess of the 3 months’ worth at approximately \$2,000,000.00. The plan is to spend the excess funds to make cafeteria upgrades to Booker T Washington, Hirschi High and Rider High and to expand the walk-in refrigerator at the main office. More detailed information will be provided at the January Board of Trustees Meeting.

***HUMAN RESOURCES:***

**POLICY CHANGE FOR TRANSFER REQUIREMENTS:**

Ms. Dayna Hardaway, Director of Human Resources recommended that the Wichita Falls Independent School District Board of Trustees add, revise or delete DK(LOCAL) policy as submitted by Dayna Hardaway, Director of Human Resources, and as recommended by Dr. Donny Lee, Superintendent of Schools.

A teacher may make written application for a transfer to another program/campus within the District if he or she meets all of the following qualifications:

1. The teacher has served a minimum of three **(remove) one full school years (90 instructional days or more)** in their current assignment **or most recent placement**.
2. The teacher currently holds certification for the position sought.
3. The teacher is on a continuing or term contract. **(remove)**
4. The teacher’s overall performance in the current assignment is “proficient” as evidenced by teacher appraisal.

The original intent of the three-year requirement was to keep teachers on high need campuses but there were unintended consequences associated with the three-year requirement. The district lost teachers to other districts or they quit the profession all together due to the 3-year minimum limitation on transfer requests.

This item will be placed on the consent agenda for the Board of Trustees regular meeting on December 12, 2022

**EARLY RETIREMENT/RESIGNATION INCENTIVE PAY:**

Mr. Dale Harvey, seconded by Mr. Mark Lukert, moved to approve the recommendation to allow for a ‘Incentive Pay’ for campus level professional staff that are on a term or continuing contract that submit an early notice of retirement or resignation beginning January 17, 2023 and received by 8:00 am on Wednesday, March 1, 2023 for the end of the 2022-2023 contract year as submitted by Dayna Hardaway, Director of Human Resources and as recommended by Dr. Donny Lee, Superintendent of Schools. Offering a monetary incentive motivates early notification by employees that may normally wait until the end of their contract term to inform the district of their intent to retire or resign. This knowledge is beneficial in staffing for the upcoming academic year and for early recruitment of campus professional staff. \$1,500.00 incentive amount for Retirement Early Notification by campus level professional staff  
\$750.00 incentive for Resignation Early Notification by campus level professional staff.

Carried by a vote of 6 – 0, 1 abstained

**PERSONNEL REPORT:**

Ms. Dayna Hardaway, 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 Dr. Donny Lee, Superintendent of Schools, in accordance with the requirements of Policy DFE (LOCAL).

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

None

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

**Professionals**

Egan, Catherine – Counselor, Ed Center (12/16/22)

**Clerical/Auxiliary/Support**

Hicks, Michael – Network Analyst I, Technology (11/30/22)

Jacquez Serrano, Elma – Clerk, WFHS (11/11/22)

Orozco, Pamela – Aide, Haynes (11/30/22)

Pendergraft, Savannah – Aide, Cunningham (11/04/22)

Reeder, Jason – Warehouse Manager, Warehouse (12/30/22)

**TEACHER APPLICANT POOL:**

Mr. Mark Lukert, seconded by Mr. Dale Harvey, moved that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool (Exhibit A) and the addendum (Exhibit B).

Carried unanimously by a vote of 7 – 0

***BOARD MATTERS:***

**ELECTION OF OFFICERS:**

Ms. Sandra Camp, board member, nominated Mr. Mark Luckert for board president; Mr. Mike Rucker, board president, nominated Mr. Dale Harvey for board president; Ms Katherine McGregor, board member, nominated herself for board president. No majority vote received so vote was taken again with same result. After a call was made to attorney for clarification, a third vote was taken.

Ms. Katherine McGregor approved as board president by vote of 4-2-1

Ms Katherine McGregor, board member, nominated Mr. Mark Lukert for board vice president; Mr. Mike Rucker, board president, nominated Mr. Dale Harvey for board vice-president.

Mr. Mark Lukert approved as board vice-president by vote of 5-2

Mr. Mark Lukert, board member, nominated Ms Sandra Camp for board secretary.

Ms Sandra Camp approved as board secretary, no other nominations.

**BOARD MINUTES:**

Minutes of a special session, November 8, 2022, a public hearing, November 14, 2022, a regular meeting, November 14, 2022 and a work session, November 28, 2022.

These items will be placed on the consent agenda for the Board of Trustees regular meeting on December 12, 2022

**RECESS:**

Mr. Mike Rucker, board president, recessed the work session to go into closed session at 1:08 p.m.

**CLOSED SESSION:**

1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code Section 551.074)
2. Discussion of Purchase, Exchange, Lease or Value of Real Property (Pursuant to Texas Government Code Section 551.072)

**ADJOURNED:**

No further action was taken and Mr. Mike Rucker, board president, adjourned the meeting at 1:48 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 MEETING DECEMBER 12, 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 6:00 p.m. by Ms Katherine McGregor, board president.

Board members present: Ms. Katherine McGregor, Mr. Jim Johnson, Mr. Mark Lukert, Mr. Dale Harvey, Ms. Susan Grisel, and Ms Sandra Camp. Ms Katherine McGregor noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Dr. Peter Griffiths, Associate Superintendent, Ms. Debbie Dipprey, Executive Director of School Administration, Ms. Dayna Hardaway, Director of Human Resources, Ms. Ashley Thomas, Communications Officer, Ms. Denise Brown, Director of Finance, Ms. Vanessa Dishman, Administrative Assistant to the Superintendent, Ms. Keli Sims, Administrative Assistant-Human Resources, Ms. Michelle Wood, Director of Career Education Center, Anthony Smith, Chief of Police, WFISD, SGM Salvador Montez, USA (Ret), Lead JROTC Instructor, Ms Erin Dillard, Teacher and Ms Jennifer Fix, Teacher.

Also present were David Gray, Carol Wagner, Christi Montellano, Julian Garza, Mary Lynn Boyd, Dennis Bass Jr, Jeanette Perry, Trish Choate, TRN reporter and a reporter for KFDX.

***PRESENTATION OF COLORS:***

Colors were presented by the JROTC from Wichita Falls High School.

***INVOCATION:***

Mr. Mark Lukert gave the invocation.

***STUDENT RECOGNITIONS:***

Chief Anthony Smith recognized three WFISD students, Elijah Williams (Kirby Middle School), Braeylon Williams and Rickie Williams (Hirschi High School) for selflessly and heroically rescuing a mother and her three children from a vehicle accident that happened outside their home before school one morning in November. Chief Smith presented the students with a PlayStation 5 and a Game Stop gift card from funds collected by the WFISD police department as a “Thank you”.

Dr Peter Griffiths recognized nine members of the CEC's and McNiel Middle School's Texas Association of Future Educators (TAFE) that traveled to the Area 7 contest at Angelo State University. Eight students are advancing to the state contest that will take place in March, the most state qualifiers in WFISD history. Leila Dillard and Huston Smith are advancing in 2 contests. Sumaiya Alam will be an 2023-2024 Area 7 Officer and Leila Dillard will serve as an alternate. Leila is making a return trip to the state contest, after advancing last year and competing at the National level and placing 4th.

**Hirschi High School**

Abigail Buchanan (Breakout Session over Brain Breaks)

**Rider High School**

Huston Smith (Portfolio & Interactive Bulletin Board)

Reese Wood (Interactive Bulletin Board)

Isabella Chapel (Exploring Support Services Careers)

Emily Kintner (Children's Literature PreK-K)

Sumaiya Alam (Impromptu Speaking and 23-24 Area 7 Officer)

Leila Dillard (Public Speaking & Breakout Session over Brain Breaks)

- 21-22 State and National Qualifier (Exploring Support Services Careers)
- 4th Place at Nationals

Lakyn Jaimes (Breakout Session over Brain Breaks)

***PUBLIC COMMENT:***

Mr. David Grey, former WFISD student, spoke to the Board of Trustees about the importance of tradition and keeping the Wichita Falls High School and Rider High School mascots and colors for the new high schools. He also asked about why there is not two separate accounts for the bond funds.

SGM Salvador Montez, USA (Ret), Lead JROTC Instructor WFHS, spoke to the Board of Trustees about the WFHS JROTC program being transferred to one of the two new high schools.

Ms Carol Wagner, former student and community member, spoke to the Board of Trustees about the possibility of the financial burden of not keeping the WFHS and SH Rider High School mascots for the new high schools.

Ms Christie Montellano, parent and community member, spoke to the Board of Trustees about the importance of tradition and how the Board should find a way for all three current high school mascots to continue.

Ms. Jennifer Fix, parent and current teacher, spoke to the Board of Trustees about the significance of feeling like you belong and the tradition of the current mascots helps with that.

Mr. Julian Garza, current high school student, spoke to the Board of Trustees about keeping the mascots and names of WFHS and SH Rider High School.

Ms Mary Lynn Boyd, former student and community member, spoke to the Board of Trustees about keeping the mascots and names of WFHS and SH Rider High School.

Mr. Dennis Bass, Jr. parent and community member, spoke to the Board of Trustees about the transfer process changes and how the requirements could possibly affect the mental health of the affected students. Asked for a new plan to be implemented to address any issues caused by the change. He did not specifically state what changes he was referencing but mentioned forced relocations.

Ms Jeanette Perry, community member, spoke to the Board of Trustees about not keeping the mascots and names of WFHS and SH Rider High School and about the need to move forward with what has already been decided. That the Board should focus on students and not mascots and names.

***CONSENT AGENDA:***

Mr. Mark Lukert, seconded by Ms Susan Grisel, moved that the Wichita Falls Independent School District Board of Trustees approve the consent agenda with the following items: Finance Reports as of October 31, 2022, Policy Change for Transfer Requirements and Minutes.

Carried unanimously by a vote of 6 – 0

***SCHOOL ADMINISTRATION:***

Mr. Dale Harvey, seconded by Mr. Jim Johnson, moved that the Wichita Falls Independent School District Board of Trustees give the approval to submit a waiver to the Texas Education Agency for remote homebound instruction for one general education student as submitted by Debbie Dipprey, Executive Director of School Administration, and as recommended by Dr. Donny Lee, Superintendent of Schools.

***Explanation:***

Under current TEA rules and policies, remote instruction not delivered through the Texas Virtual School Network (TxVSN) is not eligible for state funding unless a waiver is submitted by the school district and approved by TEA. The district currently has a student who suffers from cancer. The treatment compromises the student's

immunity. The doctor stated that the homebound teacher not be in the home if sick or recently sick or exposed to anyone sick. The student is full-time homebound. The student is provided homebound service through Google Hangout on a Chromebook. The homebound services were agreed on by the 504 committee and documented in the student's IAP. When the student is in attendance via Google Hangout, with an approved waiver, he/she can be counted as "present" for their remote time of instruction and therefore eligible for state funding.

Fiscal Note:

There is no additional cost to the district to provide this instruction.

Carried unanimously by a vote of 6 – 0

**TEACHER APPLICANT POOL:**

Mr. Mark Lukert, seconded by Mr. Dale Harvey, moved that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool (Exhibit A) and contract change (Exhibit B).

Carried unanimously by a vote of 6 – 0

**BOARD MATTERS:**

**RECESS:**

Ms. Katherine McGregor, board president, recessed the work session to go into closed session at 1:08 p.m.

**CLOSED SESSION:**

1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code Section 551.074)
2. Discussion of Purchase, Exchange, Lease or Value of Real Property (Pursuant to Texas Government Code Section 551.072)

**ADJOURNED:**

No further action was taken and Ms. Katherine McGregor, board president, adjourned the meeting at 7: 39 p.m.

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President, Board of Trustees

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Secretary, Board of Trustees

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	Wichita Falls ISD Superintendent Evaluation Instrument		
<b>Administrator Responsible:</b>	Dr. Donny Lee, Superintendent of Schools		
<b>Attachments:</b>	Superintendent Evaluation Instrument		
<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 Wichita Falls ISD Superintendent Evaluation Instrument as submitted and recommended by Dr. Donny Lee, Superintendent.

# Wichita Falls ISD Superintendent Evaluation Instrument

## General Information

In completing the evaluation, the board will consult data provided by the superintendent and other legally appropriate data the board deems relevant.

At the start of the evaluation cycle, the board and superintendent shall agree upon the process for evaluation and weight given to each part. Please note that the commissioner's recommended appraisal process and criteria in 19 Tex. Admin. Code § 150.1031 requires that a student performance domain, "at a minimum," be considered in the evaluation. Other procedures and criteria are determined by the board. In addition, the information in a district's annual performance report as set forth in Tex. Educ. Code § 39.306 must be a primary consideration of the board for the superintendent's evaluation. Tex. Educ. Code § 39.307(3)(C).

Reflecting the philosophy that the Superintendent Evaluation Instrument is a planning document, at the same meeting when the board and superintendent review the Instrument for the coming year, agreement is reached on which areas of Part Two will be included. Not all may be relevant in a particular evaluation cycle. In this manner, the board may customize Part Two of the instrument.

### Rating Scale:

E Exceptional	Progress exceeds expectation and criteria noted in the instrument
P Proficient	Progress meets the expectation and criteria noted in the instrument
N Needs Improvement	Progress does not meet the expectations and criteria noted in the instrument

Comments may be added on any item. Any rating of "Needs Improvement" must be accompanied by a comment indicating the nature of the deficiency or a statement of what the board expected to see in performance that was not evident.

## Educational Leadership

The superintendent provides leadership and direction for an educational system that is based on desired student outcomes.

- A. Student Outcomes (District Goal 1):** The superintendent manages an assessment and improvement system for student learning in the major academic subjects that results in the ongoing improvement in student achievement. The board will reference District Goal 1: Student Outcomes and the District Commitments included in the District Monitoring Document when applying a rating.

District Commitments to consider include:

- The district establishes a plan of action and monitoring protocols to address the unique needs of low-performing campuses and provides prioritized access to resources, staffing, and support.
- The district develops a list of approved high-quality instructional materials aligned to grade-level TEKS, provides training and support to campus leaders and teachers, and monitors the implementation and effectiveness of those identified materials.
- The district ensures training and ongoing support in the High Reliability Schools program and monitors the implementation and effectiveness of the program.

Examples of artifacts to support the District Commitments may include, but are not limited to:

- Information on how the district determines deficiencies or areas for improvement in instruction and curriculum.
- An annual report of instructional areas needing attention, as revealed by the system.
- Annual reports of remediation and instructional improvement efforts implemented, cost, progress, and results as they become available.
- A trend of ongoing improvement as reflected in longitudinal data on student scores.
- Other (Insert specific data or reports to be furnished by the administration.)

**Rating:**

**Comments:**

- B. Staff Development and Professional Growth (District Goals 1 & 3):** The superintendent oversees a program of staff development designed to improve district performance. The board will reference District Goals 1: Student Outcomes and 3: Strategic Staffing and the District Commitments included in the District Monitoring Document when applying a rating.

District Commitments to consider include:

- The district develops a list of approved high-quality instructional materials aligned to grade-level TEKS, provides training and support to campus leaders and teachers, and monitors the implementation and effectiveness of those identified materials.

Adopted

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- The district ensures training and ongoing support in the High Reliability Schools program and monitors the implementation and effectiveness of the program.
- The district develops a recruitment and retention plan that ensures training, evaluation, and placement of teachers, substitute teachers, and administrators.

Examples of artifacts to support the District Commitments may include, but are not limited to:

- An annual summary of the staff development plan, including goals for the program tied to district assessment data and staff appraisal data, and administration-defined measures for assessing program success.
- An annual report on the success of the staff development program as demonstrated by administration-defined measures.
- Other (Insert specific data or reports to be furnished by the administration.)

**Rating:** [Click or tap here to enter text.](#)

**Comments** [Click or tap here to enter text.](#)

### District Management

The superintendent demonstrates effective planning and management of the district administration, finances, operations, and personnel.

- A. Safe and Efficient Environments (District Goal 5):** The superintendent maintains a management system designed to produce ongoing efficiencies in major district operations, including transportation, food services, and building maintenance and operations.

District Commitments to consider include:

- The district conducts a detailed analysis of building security and develops a plan to maximize student and staff safety at all campuses.
- The district monitors the ongoing construction of secondary facilities to ensure optimal instructional environments, efficient use of existing facilities, new construction needs, and long-term building maintenance.
- The district establishes a clear communication plan for all stakeholders in the event of an emergency.
- The district tracks threat assessment data and other relevant security information in order to conduct proactive prevention strategies.

Examples of artifacts to support the District Commitments may include, but are not limited to:

- An annual report on success in terms of the goals, including longitudinal data.

Adopted [\(Date\)](#)

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- A general trend toward improvement in each area, as defined by the goals, targets, and benchmarks used.
- Other (Insert specific data or reports to be furnished by the administration.)

**Rating:** [Click or tap here to enter text.](#)

**Comments:** [Click or tap here to enter text.](#)

**B. Fiscal Responsibility (District Goal 4):** The superintendent manages a budget development, implementation, and monitoring process that reflects sound business and fiscal practices and that supports district goals. The board will reference District Goal 4: Fiscal Responsibility and the District Commitments included in the District Monitoring Document when applying a rating.

District Commitments to consider include:

- The district implements a budget development process that ensures resources are identified, prioritized, aligned, and allocated to reflect the District Goals and Commitments.
- The district conducts a systematic program evaluation of operational categories (e.g. instruction, maintenance, transportation, etc.) to improve district operating efficiency.
- The district maintains an appropriate operating fund balance.
- The district develops a process for monitoring student data that will lead to improved data quality and maximize potential revenue.
- The district analyzes student enrollment and staffing patterns in relation to current facilities and attendance zones to make fiscally responsible adjustments.

Examples of artifacts to support the District Commitments may include, but are not limited to:

- Budget assumptions and priorities, prior to development of the budget.
- Contingency plans for addressing any anticipated changes in district circumstances that could affect district finances in future years.
- Recommended budget in line with established assumptions and strict priorities. Quarterly financial reports showing implementation compared to adopted budget.
- End of year results that are generally consistent with adopted budget.
- Administrative procedures instituted to reduce the risk of fraud.
- Other (Insert specific data or reports to be furnished by the administration.)

**Rating:** [Click or tap here to enter text.](#)

**Comments:** [Click or tap here to enter text.](#)

**C. Strategic Staffing (District Goal 3):** The superintendent oversees a comprehensive human resources program (recruitment, retention, staff organization, compensation and benefits, staff recognition, and support), tied to defined goals and targets developed by administration for board review. The board will reference District Goal 3: Strategic Staffing and the District Commitments included in the District Monitoring Document when applying a rating.

District Commitments to consider include:

- The district develops and implements a systemic staffing plan that prioritizes the needs of low-performing campuses and ensures these campuses are fully staffed.
- The district staffing plan includes providing incentives for the strongest teachers and leaders to work on the lowest-performing campuses.
- The district utilizes an evaluation system that identifies proficiency levels and establishes protocols for removal of low performing staff.
- The district develops a recruitment and retention plan that ensures training, evaluation, and placement of teachers, substitute teachers, and administrators.

Examples of artifacts to support the District Commitments may include, but are not limited to:

- An annual list of goals, targets, or benchmarks for human resource services, related to one or more of the major functions listed above.
- An annual report of district success toward meeting the year’s goals, targets, or benchmarks.
- Other (Insert specific data or reports to be furnished by the administration.)

**Rating:**

**Comments:**

### Collaborative Culture

The superintendent maintains a positive and productive working relationship with the board of trustees and the community.

- A. Collaborative Culture--Board Relations (District Goal 2):** The superintendent maintains a positive and productive working relationship with the board of trustees. The board will reference District Goal 2: Collaborative Culture and the District Commitments included in the District Monitoring Document when applying a rating.

District Commitments to consider include:

- The board of trustees commits to strengthening a collaborative culture among the team of eight.

Examples of artifacts to support the District Commitments may include, but are not limited to:

- Evidence that during the prior evaluation year the board was kept informed of significant issues as they arose.

- Evidence that during the prior evaluation year the superintendent responded in a timely and complete manner to board requests for information that were consistent with board policy and established procedures.
- Recommendations and appropriate supporting materials on matters for board decision.
- Evidence that the superintendent’s actions appropriately supported board policy and decisions with the staff and community.
- Other (Insert specific data or reports to be furnished by the administration.)

*(The board acknowledges that individual members’ judgment on the indicators above may vary from member to member and from incident to incident. Differences among members of the board about superintendent performance in this area should be discussed among the board so that consistent direction and expectations can be provided to the superintendent.*

*Board members should assess this item based on whether or not the members feel the superintendent exercised sound judgment on a **generally** consistent basis in meeting the corporate body’s expectations in the above areas. The board’s rating on this item should reflect the assessment of a majority of the board.)*

**Rating:**

**Comments:**

**B. Collaborative Culture--Community Relations (District Goal 2):** The superintendent maintains a positive and productive working relationship with the community. The board will reference District Goal 2: Collaborative Culture and the District Commitments included in the District Monitoring Document when applying a rating.

District Commitments to consider include:

- The district communicates goals and expectations to campus staff and provides systems for effective communication between the central office and campuses.
- The district aligns staffing at central office and campuses to increase accountability and to facilitate a service model designed to support identified needs at each campus.
- The district develops and implements a comprehensive marketing and communication plan to increase engagement and support among all stakeholders.
- The district tracks and responds to pertinent school culture data (e.g. discipline referrals, attendance, campus climate) to foster a positive school culture.
- The district implements the High Reliability Schools framework to develop schoolwide behavioral support systems and discipline management plans.

Examples of artifacts to support the District Commitments may include, but are not limited to:

- Information detailing the district’s internal and external communication strategies.

- Evidence of methods for community and business involvement in schools. Evidence of methods or programs to encourage community and business participation in and with the school district.
- Other (Insert specific data or reports to be furnished by the administration.)

**Rating:**

**Comments:**

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**January 10, 2023**

<b>Agenda Item:</b>	Renewal of Membership in Walsh Gallegos’s Retainer Program		
<b>Administrator Responsible:</b>	Dr. Donny Lee, Superintendent of Schools		
<b>Attachments:</b>	Legal Services Retainer Agreement For Wichita Falls ISD		
<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 renewal of membership in Walsh Gallegos’s Retainer Program as submitted and recommended by Dr. Donny Lee, Superintendent.



December 13, 2022

Dr. Donny Lee  
Superintendent  
Wichita Falls ISD  
P.O. Box 97533  
Wichita Falls, Texas 76307

RE: Renewal of Membership in Walsh Gallegos' Retainer Program

Dear Dr. Lee:

It is our privilege to serve Wichita Falls Independent School District through the Walsh Gallegos Retainer Program. The District's membership is up for renewal on January 1, 2023, and so enclosed you will find our Legal Services Retainer Agreement. If the District chooses to continue its membership, please sign and return the agreement. The invoice for the renewal will be sent on or around 1/1/2023 with your regular monthly statement so there is no need to send a check with the signed agreement. This program includes the following valuable benefits for just \$1,000.00 per year:

- No-charge telephone consultation on day-to-day general and special education matters with attorneys in any of our offices,
- Reduced rates for legal work,
- Reduced fees for inservices,
- Reduced rates for practical Walsh Gallegos products such as the web-based Student Code of Conduct, The Legal Guide to DAEP & Expulsion and the Extracurricular Code of Conduct,
- A free subscription to our bi-monthly general education newsletter "*Time Out with Walsh Gallegos*,"
- A free subscription to our monthly special education newsletter "*This Just In*," and
- Email updates about the latest developments in education law.

More information about these services and other advantages of the retainer program are included in the attached description. Also enclosed is information about our EFT/ACH payment program that provides a convenient, efficient, secure, and less costly method of payment than paper checks.

It is an honor to be of service to Wichita Falls Independent School District. Many districts have adopted the Texas Association of School Boards' policy BDD (Local) which requires approval of the agreement by the Board of Trustees; check your policy to see who is authorized to approve and sign the Agreement. Additionally, please note that in accordance with the requirements of HB 1295 we have filed Form 1295 with the Texas Ethics Commission and are enclosing a certification of filing of Form 1295 for your records.

We look forward to receiving your signed contract. In the meantime, please remember that you can call any of our offices and speak with the attorney of your choice to get the guidance you need, when you need it. I am pleased to be your shareholder contact regarding the retainer program. Should you have any questions about the Retainer Agreement or wish to reach me directly, please contact me at (800) 231-4207.

Sincerely,

A handwritten signature in blue ink, appearing to read "Laura Rodriguez McLean".

Laura Rodriguez McLean

LM/glo  
Enclosures

cc: Mrs. Katherine McGregor, Board President  
Ms. Alefia Paris-Toulon, Director of Special Education



**WALSH GALLEGOS**  
TREVINO KYLE & ROBINSON P.C.

**LEGAL SERVICES RETAINER AGREEMENT  
FOR WICHITA FALLS INDEPENDENT SCHOOL DISTRICT**

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The Wichita Falls Independent School District (hereinafter "District"), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Walsh Gallegos Treviño Kyle & Robinson P.C. (hereinafter "Law Firm"), to provide the services to the District set forth below.

1. Telephone Consultation: The Law Firm shall provide telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director, or designee pertaining to questions arising out of the general operation of the District. The District shall have access to a statewide toll-free telephone number for calls to the Law Firm.
2. Additional Legal Work: The District shall be entitled to reduced hourly rates for additional legal work over and above general telephone consultation. Examples of such additional legal work are research, opinion letters, and legal advice or representation in adversarial matters. Expenses incurred by the Law Firm in providing such additional legal work shall be charged.
3. Publications: The Law Firm shall provide at no charge the monthly publication This Just In, dealing with special education law issues, and the bi-monthly general school law publication Time Out with Walsh Gallegos, both published by the Law Firm.
4. E-mail Updates: The Law Firm shall send periodic e-mail updates to designated District personnel and trustees relating to developments in school law. The content and publication schedule of such updates shall be determined solely by the Law Firm.
5. Retainer Term and Cost: There shall be a fee of \$1,000.00 for this Retainer Agreement due upon execution and annually thereafter on the anniversary of the execution date below. This Retainer Agreement shall remain in effect until notice of cancellation is received.
6. Compliance with Texas Government Code Chapter 2271: Pursuant to Texas Government Code Chapter 2271, as amended, the Law Firm verifies that it does not boycott Israel and will not boycott Israel during the term of this Agreement.

7. Compliance with Texas Government Code Chapter 2252: Pursuant to Texas Government Code Chapter 2252, as amended, the Law Firm verifies that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152.
8. Compliance with Texas Government Code Chapter 2274 and 809: Pursuant to Texas Government Code Chapters 2274 and 809, as amended, the Law Firm verifies that it does not boycott energy companies and will not boycott energy companies during the term of this Agreement.
9. Compliance with Texas Government Code Chapter 2274: Pursuant to Texas Government Code Chapter 2274, as amended, the Law Firm verifies that it does not discriminate against firearm entities or firearm trade associations and will not discriminate against firearm entities or firearm trade associations during the term of this Agreement.
10. Scope of Attorney-Client Relationship: This Retainer Agreement establishes a limited attorney-client relationship only between the Law Firm and the District. The relationship exists only as to the consultations and additional legal work that are initiated by the District and accepted by the Law Firm pursuant to this Agreement. The Retainer Agreement does not impose any duty upon the Law Firm to provide advice or work to the District regarding legal matters absent a request by the District's Board President, Superintendent, Special Education Director, or designee for such advice or work on a matter. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustees or Employees of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or Employee of the District, the Law Firm may require the execution of one or more separate Letters of Engagement prior to undertaking an attorney-client relationship in the matter.
11. Texas Lawyer's Creed: Under rules of the Texas Supreme Court and the State Bar of Texas, we advise our clients of the contents of the Texas Lawyer's Creed, a copy of which is enclosed. In addition, we advise clients that the State Bar of Texas investigates and prosecutes complaints of professional misconduct against attorneys licensed in Texas. A brochure entitled Attorney Complaint Information is available at all of our offices and is likewise available upon request. A client that has any questions about the State Bar's disciplinary process should call the Office of the General Counsel of the State Bar of Texas at 1-800-932-1900 (toll free).

WICHITA FALLS INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

WALSH GALLEGOS TREVIÑO KYLE & ROBINSON P.C.



By: \_\_\_\_\_

Joe A. De Los Santos  
Managing Shareholder

12/1/2022

(Date)

## **THE TEXAS LAWYER'S CREED -- A MANDATE FOR PROFESSIONALISM**

*The Texas Supreme Court and the Texas Court of Criminal Appeals adopted this Creed, with the requirement that lawyers advise their clients of its contents when undertaking representation.*

I am a lawyer. I am entrusted by the People of Texas to preserve and improve our legal system. I am licensed by the Supreme Court of Texas. I must therefore abide by the Texas Disciplinary Rules of Professional Conduct, but I know that professionalism requires more than merely avoiding the violation of laws and rules. I am committed to this creed for no other reason than it is right.

### **I. OUR LEGAL SYSTEM**

A lawyer owes to the administration of justice personal dignity, integrity, and independence. A lawyer should always adhere to the highest principles of professionalism. I am passionately proud of my profession. Therefore, "My word is my bond." I am responsible to assure that all persons have access to competent representation regardless of wealth or position in life. I commit myself to an adequate and effective pro bono program. I am obligated to educate my clients, the public, and other lawyers regarding the spirit and letter of this Creed. I will always be conscious of my duty to the judicial system.

### **II. LAWYER TO CLIENT**

A lawyer owes to a client allegiance, learning, skill, and industry. A lawyer shall employ all appropriate means to protect and advance the client's legitimate rights, claims, and objectives. A lawyer shall not be deterred by any real or imagined fear of judicial disfavor or public unpopularity, nor be influenced by mere self-interest. I will advise my client of the contents of this creed when undertaking representation. I will endeavor to achieve my client's lawful objectives in legal transactions and in litigation as quickly and economically as possible. I will be loyal and committed to my client's lawful objectives, but I will not permit that loyalty and commitment to interfere with my duty to provide objective and independent advice. I will advise my client that civility and courtesy are expected and are not a sign of weakness. I will advise my client of proper and expected behavior. I will treat adverse parties and witnesses with fairness and due consideration. A client has no right to demand that I abuse anyone or indulge in any offensive conduct. I will advise my client that we will not pursue conduct which is intended primarily to harass or drain the financial resources of the opposing party. I will advise my client that we will not pursue tactics which are intended primarily for delay. I will advise my client that we will not pursue any course of action which is without merit. I will advise my client that I reserve the right to determine whether to grant accommodations to opposing counsel in

all matters that do not adversely affect my client's lawful objectives. A client has no right to instruct me to refuse reasonable requests made by other counsel. I will advise my client regarding the availability of mediation, arbitration, and other alternative methods of resolving and settling disputes.

### III. LAWYER TO LAWYER

A lawyer owes to opposing counsel, in the conduct of legal transactions and the pursuit of litigation, courtesy, candor, cooperation, and scrupulous observance of all agreements and mutual understandings. Ill feelings between clients shall not influence a lawyer's conduct, attitude, or demeanor toward opposing counsel. A lawyer shall not engage in unprofessional conduct in retaliation against other unprofessional conduct. I will be courteous, civil, and prompt in oral and written communications. I will not quarrel over matters of form or style, but I will concentrate on matters of substance. I will identify for other counsel or parties all changes I have made in documents submitted for review. I will attempt to prepare documents which correctly reflect the agreement of the parties. I will not include provisions which have not been agreed upon or omit provisions which are necessary to reflect the agreement of the parties. I will notify opposing counsel, and, if appropriate, the Court or other persons, as soon as practicable, when hearings, depositions, meetings, conferences, or closings are cancelled. I will agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided legitimate objectives of my client will not be adversely affected. I will not serve motions or pleadings in any manner that unfairly limits another party's opportunity to respond. I will attempt to resolve by agreement my objections to matters contained in pleadings and discovery requests and responses. I can disagree without being disagreeable. I recognize that effective representation does not require antagonistic or obnoxious behavior. I will neither encourage nor knowingly permit my client or anyone under my control to do anything which would be unethical or improper if done by me. I will not, without good cause, attribute bad motives or unethical conduct to opposing counsel nor bring the profession into disrepute by unfounded accusations of impropriety. I will avoid disparaging personal remarks or acrimony towards opposing counsel, parties, and witnesses. I will not be influenced by any ill feeling between clients. I will abstain from any allusion to personal peculiarities or idiosyncrasies of opposing counsel. I will not take advantage, by causing any default or dismissal to be rendered, when I know the identity of an opposing counsel, without first inquiring about that counsel's intention to proceed. I will promptly submit orders to the Court. I will deliver copies to opposing counsel before or contemporaneously with submission to the Court. I will promptly approve the form of orders which accurately reflect the substance of the rulings of the Court. I will not attempt to gain an unfair advantage by sending the Court or its staff correspondence or copies of correspondence. I will not arbitrarily schedule a deposition, court appearance, or hearing until a good faith effort has been made to schedule it by agreement. I will readily stipulate

to undisputed facts in order to avoid needless costs or inconvenience for any party. I will refrain from excessive and abusive discovery. I will comply with all reasonable discovery requests. I will not resist discovery requests which are not objectionable. I will not make objections nor give instructions to a witness for the purpose of delaying or obstructing the discovery process. I will encourage witnesses to respond to all deposition questions which are reasonably understandable. I will neither encourage nor permit my witness to quibble about words where their meaning is reasonably clear. I will not seek Court intervention to obtain discovery which is clearly improper and not discoverable. I will not seek sanctions or disqualification unless it is necessary for protection of my client's lawful objectives or is fully justified by the circumstances.

#### IV. LAWYER AND JUDGE

Lawyers and judges owe each other respect, diligence, candor, punctuality, and protection against unjust and improper criticism and attack. Lawyers and judges are equally responsible to protect the dignity and independence of the Court and the profession. I will always recognize that the position of judge is the symbol of both the judicial system and administration of justice. I will refrain from conduct that degrades this symbol. I will conduct myself in Court in a professional manner and demonstrate my respect for the Court and the law. I will treat counsel, opposing parties, the Court, and members of the Court staff with courtesy and civility. I will be punctual. I will not engage in any conduct which offends the dignity and decorum of proceedings. I will not knowingly misrepresent, mischaracterize, misquote or miscite facts or authorities to gain an advantage. I will respect the rulings of the Court. I will give the issues in controversy deliberate, impartial and studied analysis and consideration. I will be considerate of the time constraints and pressures imposed upon the Court, Court staff and counsel in efforts to administer justice and resolve disputes.



## Program for EFT/ACH Payments

Walsh Gallegos Trevino Kyle & Robinson P.C. is working to improve our services to you and assist you in saving time and money. To that end, we now offer our clients the option to pay their invoices electronically by either Electronic Funds Transfer (EFT) or Automated Clearing House (ACH) payment--instead of the traditional paper, check-by-mail method.

An EFT/ACH payment authorizes the client's bank to move funds from its bank account to the bank account of the authorized merchant (Walsh, Gallegos). This movement of funds is done between banks electronically—thus the term Electronic Funds Transfer (EFT) or Automated Clearing House (ACH). This electronic movement of funds between banks is more convenient, efficient, secure, and far less costly than the handling of paper checks.

If your district is interested in participating in our EFT/ACH payment program, please e-mail a request to [WA-EFT@wabsa.com](mailto:WA-EFT@wabsa.com) or call Karla Alvarado at (800) 252-3405 to receive our bank account information for EFT/ACH payments.

We are excited to be able to extend this opportunity to our clients. Please feel free to contact us if you have any questions.



**FEE SCHEDULE AS OF JULY 16, 2022**  
**LEGAL SERVICES RETAINER AGREEMENT**

**For Retainer Program Clients**

Annual retainer fee is \$1,000 billed each year on the anniversary of the client joining the program.

Telephone consultation with school officials in this program regarding general routine legal matters is free of charge. The firm has toll-free telephone numbers that are made available to these clients.

An hourly rate of \$250/hour for associates licensed less than one year, \$275/hour for associates licensed one to two years, \$315/hour for associates licensed over two years, or \$335/hour for shareholders is charged for time spent on research, opinion letters, office visits, board meetings, and other work of a general nature.

For matters requiring more in-depth work, such as document review, negotiation of a contract, grievance, nonrenewal, review of constructions documents, litigation, administrative appeals, and the like, all time, including telephone calls, is charged at the current hourly retainer rates shown above, plus expenses. A new file is set up so that the billings show legal fees attributable to that particular matter.

**For Non-retainer Program Clients**

An hourly rate of \$250/hour for associates licensed less than one year, \$275/hour for associates licensed one to two years, \$335/hour for associates licensed over two years, or \$355/hour for shareholders is charged for time spent on any work, including all telephone calls, office visits, litigation, research, opinion letters, hearings, and the like.

**The above rates are subject to change at any time.**



## BENEFITS OF THE RETAINER PROGRAM

1. **FREE TELEPHONE CONSULTATION:** The law firm provides telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director or any designee pertaining to questions arising out of the general operation of the District. Last year, our member clients received an average of 10.27 free hours of telephone consultation. That is a \$3,047.00 value in telephone calls alone!

As a retainer client, the District has exclusive access to the statewide toll-free telephone numbers for calls to the law firm. Before making decisions with legal consequences, use our exclusive toll-free number to reach any Walsh Gallegos attorney:

- Austin (800) 252-3405
- San Antonio (800) 232-9169
- Irving (800) 231-4207
- Houston (888) 565-6864
- Rio Grande Valley (866) 770-6864
- Amarillo (800) 622-6864
- Albuquerque (800) 771-6864

2. **REDUCED RATES FOR ADDITIONAL LEGAL WORK:** The District receives reduced hourly rates for additional works that goes beyond the initial general telephone consultations, such as analyzing documents, writing opinion letters, attending school board meetings, or follow up phone consultations. Though the hourly rates are reduced for retainer clients, any actual expenses (copy costs or mileage, for example) incurred by the law firm in providing such additional work are charged.

3. **FREE SUBSCRIPTIONS TO FIRM PUBLICATIONS:** Membership in the Walsh Gallegos Retainer Program also entitles the District to receive free subscriptions to both of the firm's newsletters:

- (1) the informative bi-monthly newsletter "*Time Out with Walsh Gallegos*" that provides timely reminders and practical suggestions about general education law issues arising throughout the school year, and
- (2) the monthly publication "*This Just In*" which addresses legal issues specific to the special needs of students with disabilities

4. **E-MAIL UPDATES:** As another benefit of the Retainer Program, Walsh Gallegos sends periodic e-mail updates to you (and to any other District personnel or trustees you designate) to help

keep the District abreast of the latest developments in school law. These updates, averaging more than one per month, address a broad range of timely topics and are designed to keep you informed and better prepared in your work for the District. Examples of the topics of our updates include:

- New Rules for Public Comment
- New Legislation Regarding PIA Requests and Retention of Information
- Thinking of alternatives to TRS-ActiveCare for your District's employees?
- Planning Ahead for FEMA
- Potential Forms of COVID-19 Related District Funding
- Best Practices on Addressing and Preventing Cyberbullying in a Time of COVID-19 Closures
- Staying Current With FERPA As Virtual Instruction Expands
- Final Title IX Sexual Harassment Regulations Released
- Graduation Ceremonies During the Pandemic
- The Digital Millennium Copyright Act, Copyright Infringement, & Your School District
- Time Flies! Has Your District Completed the Required Cybersecurity Training Yet?

Don't let your District personnel miss our next update!

5. **REDUCED RATES ON ALL WALSH GALLEGOS INSERVICES:** Our Retainer Program members also receive reduced rates on all inservices presented at the District. Our up-to-date training programs are presented by attorneys with firsthand experience and knowledge about the current legal issues confronting Texas school districts. Our retainer clients also receive priority scheduling for inservice training.
6. **REDUCED RATES ON ALL WALSH GALLEGOS PRODUCTS:** To assist clients in their day-to-day operations, we have developed several practical products to save you time and head off potential problems during the school year. These products are easy to navigate, written in plain language, and are full of useful suggestions. As a member of the Retainer Program, clients receive reduced rates on these helpful tools, including:
  - Interactive Student Code of Conduct
  - Discipline Guide for DAEP & Expulsion
  - Administrator's Anti-Bullying Toolkit
  - Sexual Harassment Investigation Guide
  - Operating Guidelines for Cameras in Special Education Settings
7. **ONE FREE ON-DEMAND WEBINAR:** Our retainer clients are also eligible for one free On-Demand webinar of the District's choice, to be selected from our published webinar schedule. Our On-Demand webinars provide excellent training for school administrators without having to leave the district.



WICHITA FALLS ISD E-MAIL UPDATE FORM

The Walsh Gallegos E-mail Update program is designed to keep our clients informed of the latest developments in school law. These updates address a broad range of topics related to legal issues confronting school districts. In addition, e-mail update recipients will also be notified of upcoming audio/video conferences and specialty publications produced by Walsh Gallegos.

Below is the list of personnel and/or Board of Trustees that are currently in our system. Please review carefully and make any necessary changes or additions. Also note that there may be some names without an e-mail address or position. Please provide a current e-mail address, indicate whether the individual should remain one of our e-mail update recipients, and provide the named position of the individual. If you are having difficulty receiving our e-mail updates, please ask your technology department to add mypinpointe.com to the list of accepted domains.

<u>Name</u>	<u>Title</u>	<u>E-mail</u>
Dr. Donny Lee	Superintendent	dlee@wfid.net
Mrs. Katherine McGregor	Board President	kmcgregor@wfid.net
Ms. Alefia Paris-Toulon	Director of Special Education	aparis-toulon@wfid.net
Ms. Dayna Hardaway	Director of Human Resources	dhardaway@wfid.net
Ms. Leah Horton	Chief Financial Officer	<a href="mailto:lhorton@wfid.net">lhorton@wfid.net</a>
Ms. Vanessa Dishman	Superintendent's Assistant	vdishman@wfid.net
Ms. Debbie Dipprey	Director of School Administration	ddipprey@wfid.net
Mr. Mark Lukert	Board Vice-President	<a href="mailto:mlukert@wfid.net">mlukert@wfid.net</a>
Mr. Mike Rucker	Board Member	<a href="mailto:mrucker@wfid.net">mrucker@wfid.net</a>

Attach additional sheets if necessary. Please return this form to Client Services. If you have any questions or need additional information, please contact Client Services at (800) 252-3405.

**VIA FAX**  
(512) 467-9318

**VIA MAIL**  
Client Services  
Walsh Gallegos  
P.O. Box 2156  
Austin, TX 78768

**VIA E-MAIL**  
[info@wabsa.com](mailto:info@wabsa.com)

# CERTIFICATE OF INTERESTED PARTIES

FORM **1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING**

Certificate Number:  
2022-956916

Date Filed:  
11/17/2022

Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
Walsh Gallegos Treviño Kyle & Robinson P.C., or just Walsh Gallegos  
Austin, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
Wichita Falls Independent School District

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
29997  
Legal Services Retainer Agreement

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Kyle, Paige	Austin, TX United States	X	
	Trevino, Oscar	Austin, TX United States	X	
	Gallegos, Elena	Austin, TX United States	X	
	Walsh, Jim	Austin, TX United States	X	

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is Diana Stangl, and my date of birth is 9/29/1957.

My address is 2603 Tip Cove, Austin, TX, 78704, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of Texas, on the 17th day of November, 2022.  
(month) (year)

**Diana Stangl - Firm Administrator**

Signature of authorized agent of contracting business entity  
(Declarant)