

**Official Agenda and Meeting Notice
of the Board of the
Beaumont Independent School District
in the Board Room of the Beaumont ISD Administration Building**

Thursday, January 21, 2021

Regular Meeting

4:30 PM

The items on this agenda may be taken in any order.

As directed under the Texas Open Meetings Act, Texas Government Code, Chapter 551 (the "Act"), if during the course of the meeting covered by this Notice, the Board should determine that a closed session of the Board is required, then such closed session will be held by the Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the Board may conveniently meet in closed session concerning any and all purposes permitted by the Act.

4:30 PM - (CALL TO ORDER)

- I. INTRODUCTION
 - A. ROLL CALL
 1. CLOSED SESSION (CLOSED TO PUBLIC) - BOARD WILL CONVENE IN CLOSED SESSION UNDER CHAPTER 551 OF THE TEXAS GOVERNMENT CODE, SECTIONS 551.071, 551.072, 551.073, 551.074, 551.076, 551.082, 551.0821, 551.083, 551.084 AND/OR 551.087, TO DELIBERATE ON THE FOLLOWING:
 - a. LEGAL
 1. Pending or contemplated litigation matters and status report
 2. Matters on which the school district legal counsel's duties to the school district under the Texas Disciplinary Rules of Professional Conduct or the State Bar of Texas Clearly conflicts with the Texas Open Meetings Act
 3. Internal Auditor Report
 - b. PERSONNEL
 1. Deliberation regarding the appointment, employment, evaluation, reassignment, duties, proposed terminations, terminations and suspensions, proposed nonrenewals, renewals, and resignation/retirements, discipline, and/or dismissal of a public officer or employee, including the superintendent, and/or hear complaints and grievances against public officers or employees
 1. Consider Recommendation of Board Designated Hearing Officer in Level 3 Employee Grievance: Andrea Jackson
 2. Conduct Superintendent Summative Evaluation
 3. Superintendent Contract
 - c. REAL ESTATE
 1. Deliberation regarding the purchase, exchange, lease or value of real property
 - d. ECONOMIC DEVELOPMENT
 1. Deliberation regarding an offer of a financial or other incentive to a business prospect related to economic development negotiations
- II. 6:00 p.m. - OPEN BOARD MEETING - BOARD ROOM
 - A. INTRODUCTION OF REGULAR MEETING
 1. United States and Texas Flags Pledges of Allegiance
 2. Recognitions
 - B. PUBLIC COMMENTS
 - C. STUDENT OUTCOMES
 1. Superintendent's Report
 2. Cabinet Report
 - a. Board Outcome Goals Progress Monitoring Report - Dr. Anita Frank, Assistant Superintendent for Elementary Administration and Randall Maxwell, Executive Director for Secondary Administration
 3. School Reports



Board Exhibit Cover Sheet

Meeting Date: 1/21/21

Agenda Item/Exhibit Number: **II.C.3.a.**

Agenda Item Title: Head Start's Annual Report to the Public

Cabinet Level Presenter(s): Dr. Anita Frank

Additional Presenter(s): Carolyn Little

Executive Summary: The Annual Report to the Public is compiled at the end of each program year to allow transparency of the Head Start program for community, parents, and staff. The report contains information on the annual budget, audit results, program goals, school readiness goals, and program statistics. This power point is available on the Bingman Head Start website.

Recommendation: Information Item Only

Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation): N/A

Legal Review (if necessary, list attorney and firm): N/A

Anita Frank

Cabinet Level Presenter's Signature

1/14/21

Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date

Bingman Head Start's Annual Report to the Public 2020-21

Providing Quality Care and Educational Services



Budgeted Federal Funds

Regular Grant	\$3,191,642
T/TA Funds	44,433
COLA Funds	56,492
Total Federal Funds	\$3,292,567
Non-federal Funds (In-kind from BISD, volunteer hours, and consultants)	\$823,142



Annual Expenditures

	Federal Funds	Non-Federal / In-kind
Personnel Costs – Administrative, Family & Community, Instructional, Health, and Mental Health	\$2,093,104	
Fringe Benefits – Medicare, Workers Comp, Insurance, Unemployment, TRS(Teacher's Retirement System)	579,452	
Travel - trainings	22,300	
Supplies & Materials – Classroom (including ESL & Disabilities), office, and health	156,867	
Contractual – Health, Mental Health, and Instructional Consultants along with contracts to managerial system and assessments	369,294	
Other Operating Costs – Building maintenance and usage	71,550	
Total	\$3,292,567	\$823,142

PROGRAM SPECIFICATIONS



- ▶ Funded Enrollment – 510 (children/families)
- ▶ Center Based – 5 days a week
- ▶ Full Day – 7.3 hours a day
- ▶ 29 Classes
 - 17 Classes of 3 year olds (17 children per class)
 - 11 Classes of 4 year olds (20 children per class)
 - 1 Class of PPCD 3 & 4 year olds
- ▶ Transportation Provided by Grantee
- ▶ National School Lunch Program

Annual Fiscal Audit - 2019

- No Findings for this audit year.



USDA – Nutrition



- ▶ Bingman Head Start does not receive any funds directly from the USDA because the meals provided on our campus are provided through the National School Lunch and National Breakfast Programs, through the Child Nutrition Department under the guidance of Beaumont Independent School District.
- ▶ The Child Nutrition Department does not receive any money from the District general fund or from Head Start funds.
- ▶ A USDA report of meals served is presented to governing bodies monthly.

PROGRAM QUALITY



- 29 Highly Qualified Certified Teachers
- 31 Classroom Assistants with either a CDA or Associates Degree
- Full Time RN, ESL, Speech, Disabilities Services
- Developmentally Appropriate Curriculum
- Community Collaboration
- Training Initiatives
- Fully Certified Content Area Managers



MORE PROGRAM QUALITY



- » •Content Area Service Plans
- Focus on School Readiness
- Outcome Based Teaching/Learning
- Before / After School Program
- Kindergarten visits/Transitional Activities
- Parent Involvement at Every Level
- School District Collaboration

Transitioning to Kindergarten

- Kindergarten and Pre-K teachers met to discuss trends and ideas to support the students in transition.
- Parents receive training on skills and expectations of a Kindergarten student.
- All Pre-K students attend field trips to their neighborhood school to meet the Principal and teachers, take a tour of campus, and are welcomed by older siblings or students.
- Teachers start in April transitioning the students and preparing them for the changes between Head Start program and Kindergarten.
- A Summer extension program is offered to provide students with a more rigorous curriculum to prepare them for Kindergarten.



Enrollment Report 2019-20

Aug. - 510	Jan. - 510
Sept. - 510	Feb. - 510
Oct. - 510	Mar. - 510*
Nov. - 509	Apr. - 510*
Dec. - 510	May - 510 *



***COVID-19 Virtual Learning**
Average Attendance - 93.4%

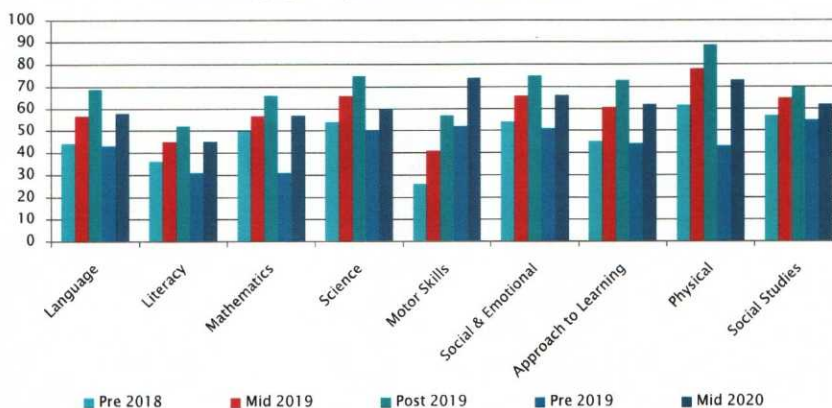
STUDENT ENROLLMENT (510 Funded)

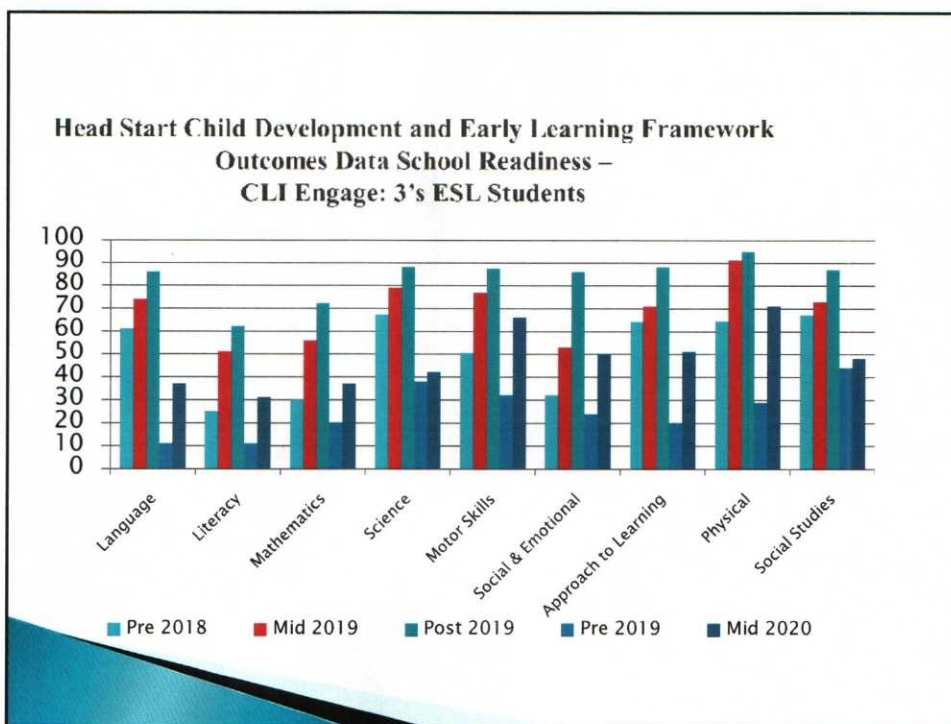
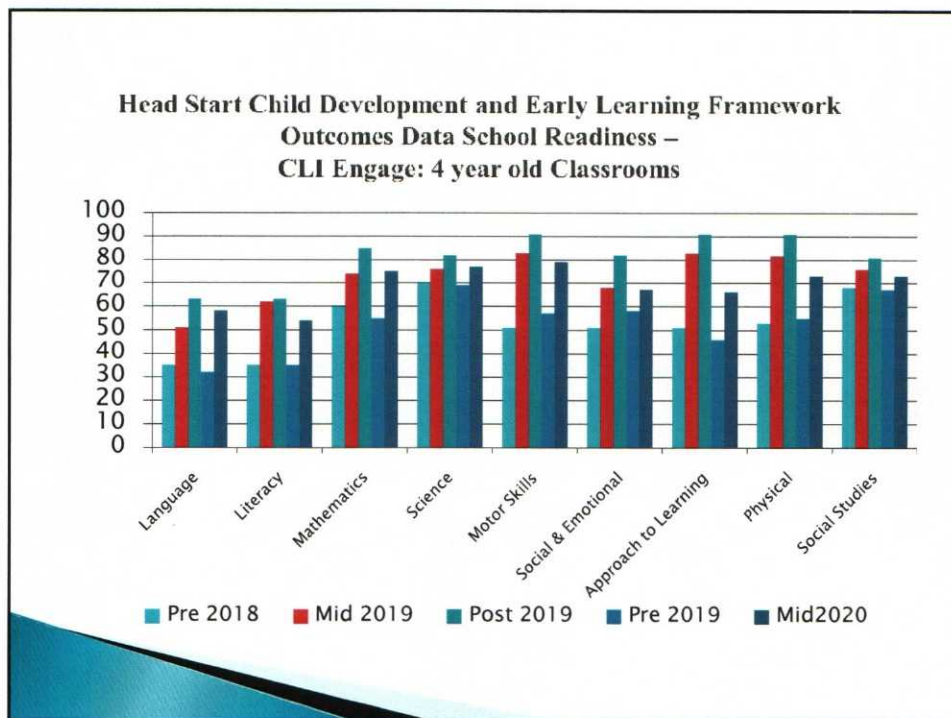
The ethnic distribution of Bingman Head Start follows:

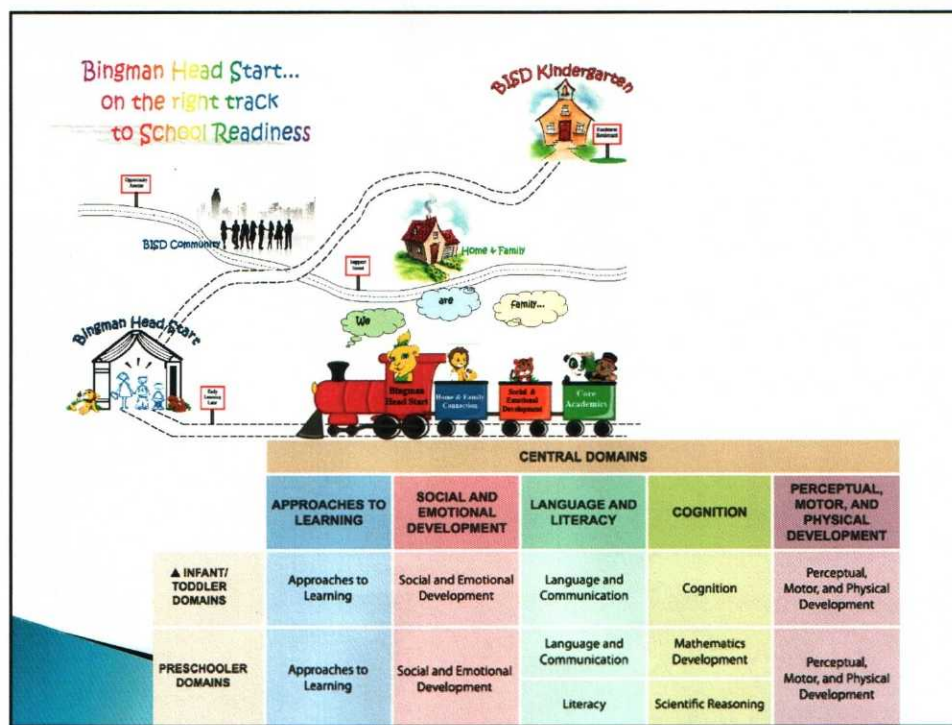
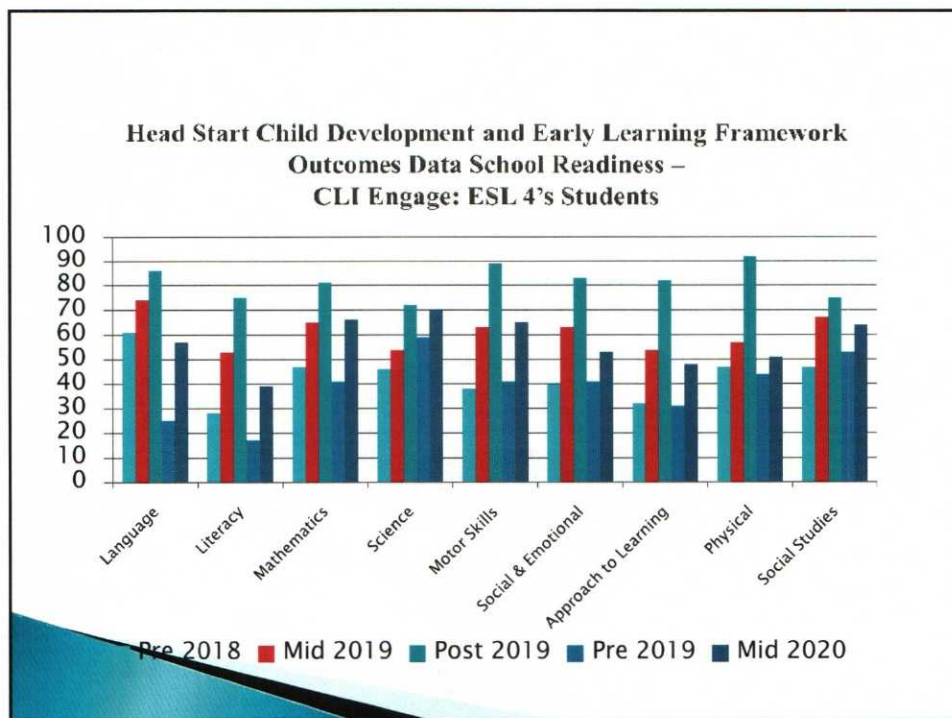
	Native American	Asian/Pacific Islander	African American	Bi-Racial	Hispanic	White
Number	0	3	429	14	48	16
Percent	0	.6%	83.9%	2.8%	9.4%	3.1%



**Head Start Child Development and Early Learning Framework
Outcomes Data School Readiness –
CLI Engage: 3 year old Classrooms**







School Readiness Goals



- ▶ **Goal I: PHYSICAL DEVELOPMENT AND HEALTH** – Students and parents will understand the importance of being physically fit, what is good for the body, and develop good gross and fine motor skills.
- ▶ **Goal II: SOCIAL & EMOTIONAL DEVELOPMENT** – Students and parents will possess the social skills necessary for parent/ child separation, as well as developing a positive attitude toward peers, adults, and school authorities. All students will gain a positive sense of self worth and confidence to succeed.

School Readiness Goals – cont.



- ▶ **Goal III: APPROACHES TO LEARNING** – Students and parents will be able to express themselves in a positive way through creative expression while developing a strong interest in learning and the academic environment.
- ▶ **Goal IV: LANGUAGE & LITERACY** – Parents will be given opportunities to experience the importance of labeling items and using expressive language at home which students will build upon daily. Students and parents will gain interest in books, literature, and an awareness of all pre-reading skills and begin reading basic sight words as developmentally ready.
- ▶ **Goal V: COGNITION & GENERAL KNOWLEDGE** – Parents will be given opportunities to learn questioning techniques and reasoning skills to help students at home. Students will develop basic thinking and reasoning skills through academic content areas of Math, Science and Social Studies.

Program Goals



STRATEGIC PLANNING RESULTS

Nine Goals/Long and Short Term Actions



- ❶ To increase student growth by having a 50% increase of students moving from Tier 3 to upper Tiers on Istation by May 2021.
- ❷ To increase Literacy and Math scores on the CLI (Children's Learning Institute) Engage by 25% by May 2021.
- ❸ To provide staff with professional development and resources needed to ensure student success.

STRATEGIC PLANNING RESULTS

Nine Goals/Long and Short Term Actions cont.

- ④ Provide professional development and coaching to assist in teacher growth moving 90% of T-TESS scores to a Proficient level.
- ⑤ To promote parent awareness and education through trainings and participation. Parent participation will increase from 10 % to 15% through various parent offerings.
- ⑥ To ensure that all areas are monitored regularly and documentation is current.
- ⑦ To promote Social & Emotional development, students will demonstrate growth from 49% to 60% by May 2021.

STRATEGIC PLANNING RESULTS

Nine Goals/Long and Short Term Actions cont.



- ⑧ All classrooms will be monitored using the CLASS observation tool to meet Head Start regulations.
- ⑨ The campus will strive to increase the attendance rate from 93% to 95% by the end of the 2020-2021 school year. Documentation will show efforts to work with parents on the importance of attendance.

*“When we build people... a good
community emerges.”*





Board Exhibit Cover Sheet

Meeting Date: January 21, 2021

Agenda Item/Exhibit Number: **II.D.1**

Agenda Item Title: Update on Personnel Activities

Cabinet Level Presenter(s): Derwin Samuels, Jr., Executive Director of Human Resources

Additional Presenter(s): N/A

Executive Summary: Attached is a listing of newly hired and separated employees for December 2020

Recommendation: Informational Item Only


Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation):

Legal Review (if necessary, list attorney and firm):



Cabinet Level Presenter's Signature



Date

*CFO Signature (required if there is a budget impact)

Date

New Employee Assignment Report
Hiring Date Range: 12-01-2020 through 12-31-2020

Campus/Department	Assignment	Employee Name	Start Date
ELEMENTARY SCHOOLS			
Caldwood Elementary School	Nurse	Amanda Hensley	12/14/2020
Guess Elementary School	Physical Education Aide	Sherille McAfee	12/9/2020
Regina Elementary School	District Aide	Andrea Martinez	12/10/2020
Regina Elementary School	Special Education Aide	Victoria Loza	12/9/2020

Campus/Department	Assignment	Employee Name	Start Date
HIGH SCHOOL			
Beaumont United High School	Title I Aide	Morgan Jones	12/14/2020

Campus/Department	Assignment	Employee Name	Start Date
TRANSPORTATION			
Bus Driver	Transportation Bus Driver	Felicia Lazard	12/8/2020

Campus/Department	Assignment	Employee Name	Start Date
MAINTENANCE			
Custodial Services	Custodian	Latoya Booker Michael	12/14/2020
Custodial Services	Custodian - 200 Days	Chelsie Gray	12/14/2020
Custodial Services	Custodian - 200 Days	Tunjala Semien	12/8/2020

Campus/Department	Assignment	Employee Name	Start Date
PURCHASING			
Purchasing	Records/Assets Specialist	Carrie Sarver	12/14/2020

Campus/Department	Assignment	Employee Name	Start Date
TEXTBOOKS			
Textbooks	Temporary Textbook Helper	Demonte Madison	12/11/2020

EMPLOYEE SEPARATION REPORT

Separation Date Range: 12-01-2020 through 12-31-2020

Campus/Department	Assignment	Last Work Day	Employee Name	Sep Type
ELEMENTARY SCHOOL				
Blanchette Elementary School – 127	Title I Aide	12/18/2020	Compean, Vanessa	Resign
Charlton-Pollard Elementary -130	Teacher Elementary School	12/7/2020	Jackson, Gladys	Resign
Fehl-Price Elementary School – 131	Campus PEIMS Data Clerk	12/18/2020	Davis, Donna Marie	Retire
Fletcher Elementary School – 110	Elementary ISS Aide	12/18/2020	Lovett, Natalie Domingue	Retire
Fletcher Elementary School - 110	Teacher Elementary School	12/2/2020	Goetschius, Arbry D	Death
Guess Elementary School – 112	ROAR Liaison	12/11/2020	Martin, Lettie	Resign
Jones-Clark Elementary School – 129	District Aide	12/18/2020	Leblanc, Cheryl L	Retire
Lucas Pre K – 133	District Aide	12/18/2020	Harrison, Marlene B	Retire
Lucas Pre K – 133	District Aide	12/18/2020	Thomas, Gustavia M	Retire
Regina Elementary School – 188	Physical Education Aide	12/18/2020	Jackson, Carolyn E	Retire
Regina Elementary School – 188	Special Education Aide	12/18/2020	Bryan, Rhonda S	Retire

Campus/Department	Assignment	Last Work Day	Employee Name	Sep Type
MIDDLE SCHOOL				
King Middle School – 043	Clerk Assistant Principal	12/7/2020	Jolivette, Melissa	Resign
Smith Middle School – 042	English as a Second Language Aide	12/31/2020	Gilmore, Brandii J	Resign
Vincent Middle School – 048	Reading Coach	12/18/2020	Mcgill, Karen Leigh	Resign

Campus/Department	Assignment	Last Work Day	Employee Name	Sep Type
HIGH SCHOOL				
Beaumont United High School – 014	Teacher High School	12/18/2020	Keedy-Wall, Marilynne	Retire
Beaumont United High School – 014	Teacher High School	12/18/2020	Smith, Mary K	Retire
Beaumont United High School – 014	Title I Aide	12/18/2020	Angulo, Monica	Resign
Pathways – 006	Teacher High School	12/18/2020	Comeaux, Melanie Moye	Retire

Campus/Department	Assignment	Last Work Day	Employee Name	Sep Type
TRANSPORTATION				
Bus Driver – 531	Transportation Bus Driver	12/18/2020	Moye, Cynthia Marie	Resign
Bus Driver – 531	Transportation Bus Driver	12/18/2020	Woods, Jacqueline T	Retire

Campus/Department	Assignment	Last Work Day	Employee Name	Sep Type
BUSINESS OFFICE				
Purchasing	Records / Assets Specialist	12/18/2020	Robideaux, Donna C	Retire

Campus/Department	Assignment	Last Work Day	Employee Name	Sep Type
CUSTODIAL SERVICES				
Custodial Services – 513	Custodian – 200 Days	12/10/2020	Dixon, Whitney A	Resign
Custodial Services – 513	Custodian – 200 Days	12/14/2020	Chopane, Ivory Michelle	Termination
Custodial Services – 513	Custodian – 200 Days	12/17/2020	Taylor, Rudolph A	Resign
Custodial Services – 513	Custodian – 200 Days	12/28/2020	Gill, Monroe	Death
Custodial Services – 513	Custodian – 200 Days	12/17/2020	Brachett, Ezekiel	Retire

Campus/Department	Assignment	Last Work Day	Employee Name	Sep Type
POLICE DEPARTMENT				
Police Department – 510	Public Safety Officer	12/18/2020	Clark, Mitchell R	Resign
Police Department – 510	Secretary / Dispatcher Police	12/2/2020	Celestine, Twinetta A	Resign

Campus/Department	Assignment	Last Work Day	Employee Name	Sep Type
MAINTENANCE				
Maintenance – 514	Assistant Director Maintenance	12/18/2020	Klock, Timothy W	Retire

Campus/Department	Assignment	Last Work Day	Employee Name	Sep Type
SPECIAL EDUCATION				
Special Education – 814	Specialist, Medicaid	12/15/2020	Meaux, Amanda Harris	Resign

Campus/Department	Assignment	Last Work Day	Employee Name	Sep Type
CURRICULUM - 801				
Curriculum – 801	Coordinator of Secondary Math	12/18/2020	Whitley, Elizabeth A	Retire

Campus/Department	Assignment	Last Work Day	Employee Name	Sep Type
CHILD NUTRITION				
Food and Nutrition Service – 833	Food Service Worker – 6 Hours	12/18/2020	Adams, Shaniquia	Resign
Food and Nutrition Service	Food Service Worker – 7 Hours	12/4/2020	Jones, Jasmine Elaina	Resign
Food and Nutrition Service	Food Service Worker – 7 Hours	12/18/2020	Pickett, Daisy M	Retire
Food and Nutrition Service	Food Service Worker – 7 Hours	12/18/2020	Williams, Carolyn K	Retire
Food and Nutrition Service	Food Service Worker – 8 Hours	12/18/2020	Delafosse, Irma J	Retire



Board Exhibit Cover Sheet

Meeting Date: January 21, 2021

Agenda Item/Exhibit Number: **II.D.2.**

Agenda Item Title: Report – Tax Collections

Cabinet Level Presenter(s): Cheryl Hernandez

Additional Presenter(s):

Executive Summary: N/A

Recommendation: N/A

Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements):

Policy Reference (if applicable, list policy/regulation):

Legal Review (if necessary, list attorney and firm):

Cheryl Hernandez
Cabinet Level Presenter's Signature

1/11/2021
Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date

Tax Collection Report
December 31, 2020

	Taxes Collected			
	12/31/20		12/31/19	
	M & O	I & S	M & O	I & S
Current	22,522,160.32	5,920,689.18	20,855,598.49	5,462,231.25
Delinquent	137,833.01	34,643.55	68,307.26	16,016.12
Penalties & Interest	68,948.90	16,419.29	46,051.89	8,878.95
Totals	22,728,942.23	5,971,752.02	20,969,957.64	5,487,126.32

Current Taxes			
Tax Levy	Collections for 12/31/2020	YTD Current Collections	Collected Percentage
138,510,945.18	28,442,849.50	36,888,983.45	26.63%

Two Year Comparison	
Current Year as of 12/31/2020	Prior Year as of 12/31/2019
26.63%	25.08%

AGENDA:
January 21, 2021

BEAUMONT INDEPENDENT SCHOOL DISTRICT
GENERAL FUND
 Budget vs. Expenditures
 December 31, 2020

	Amended Budget	Month To Date	Year to Date Transactions	Outstanding Encumbrances	Balances
REVENUES					
Property Tax Collection (including delinquencies)	99,421,746	22,728,942	28,910,115	-	70,511,631
Sources of Misc Income (Foreign Trade Zone, Athletics...)	7,731,906	66,640	421,584	-	7,310,322
State Program Revenues	59,797,548	1,360,240	35,502,531	-	24,295,017
Federal Program Revenues	3,655,285	1,070,280	3,367,623	-	287,662
Other Financing Sources	25,000	47	93,693	-	(68,693)
Total Revenues	170,631,485	25,226,150	68,295,546	-	102,335,939
EXPENDITURES					
11 Classroom	93,105,114	6,882,757	41,125,859	1,078,294	50,900,961
12 Library	1,740,264	126,992	862,961	40,821	836,482
13 Staff Development	660,485	7,025	151,649	76,144	432,693
21 Asst Sups, Directors, Supervisors, Curriculum Coordinato	4,070,777	269,292	1,775,689	56,792	2,238,296
23 Principal, Asst. Principals, Office Clerical	11,303,779	1,426,595	5,310,663	17,415	5,975,701
31 Counselors	5,707,255	411,742	2,651,532	151,994	2,903,729
32 Social Workers	405,917	14,474	124,354	-	281,563
33 Nurses	2,037,456	159,429	846,269	5,475	1,185,712
34 Transportation	6,498,595	429,116	2,414,740	532,275	3,551,580
36 After School Activites	5,633,465	258,762	1,987,908	284,899	3,360,658
41 Administration	7,370,818	429,419	3,054,624	218,197	4,097,996
51 Maintenance and Utilites	30,570,176	1,343,056	11,126,007	4,385,419	15,058,749
52 Police and Monitoring Services	3,286,422	243,491	1,214,575	41,899	2,029,948
53 Data Processing Personnel	3,734,406	119,899	1,881,565	207,266	1,645,575
61 Parent involment Liaisons, Day Car Workers	173,245	4,304	7,234	-	166,011
71 Debt Service	1,114,965	-	1,114,964	-	1
81 Facilities Acquisition & Construction	1,896,930	197,778	977,596	582,079	337,255
93 Fiscal Agent - Shared Service for Deaf Program	339,300	-	171,299	-	168,002
95 Juvenile Justice Alternative Ed Program	150,000	-	150,000	-	-
99 Tax Appraisal & Collections	1,500,000	360,128	403,113	-	1,096,887
Total Expenditures	181,299,369	12,684,259	77,352,600	7,678,971	96,267,797
Net increase (decrease)	(10,667,884)				6,068,141

**CAMPUS ACTIVITY FUND
EXPLANATION OF AMENDMENTS
DECEMBER 2020**

West Brook High School	\$ 30,856.00
Explanation: Car Registrations, Textbook Fines, Program Ads	
Beaumont United High School	\$ 1,621.00
Explanation: Textbook Fines, Car Registrations	
Smith Middle School	\$ 355.00
Explanation: Vendor Refund	
King Middle School	\$ 5,465.00
Explanation: Dormant Account Transfers	
Marshall Middle School	\$ 6,610.00
Explanation: Yearbooks, Commissions/Vending Machines, Gym Suits	
Odom Academy	\$ 5,711.00
Explanation: Textbook Fines, Fundraiser Proceeds, Vendor Refund	
Vincent Middle School	\$ 964.00
Explanation: Student IDs	
Amelia Elementary	\$ 85.00
Explanation: Chromebook Fees	
Caldwood Elementary	\$ 3,495.00
Explanation: Dormant Account Transfers, Textbook Fines Fundraiser Proceeds	
Curtis Elementary	\$ 343.00
Explanation: Chromebook Fees	
Fletcher Elementary	\$ 123.00
Explanation: Commissions/Vending Machines	
Guess Elementary	\$ 350.00
Explanation: Commissions/Vending Machines, Textbook Fines	
Regina Howell Elementary	\$ 368.00
Explanation: Commissions/Vending Machines	
Homer Drive Elementary	\$ 398.00
Explanation: Commissions/Vending Machines	
Pietzsch Elementary	\$ 1,389.00
Explanation: Commissions/Vending Machines	
Dishman Elementary	\$ 128.00
Explanation: Commissions/Vending Machines	
Blanchette Elementary	\$ 465.00
Explanation: Vendor Refund	
Martin Elementary	\$ 200.00
Explanation: Vendor Refund, Chromebook Fees	

**CAMPUS ACTIVITY FUND
EXPLANATION OF AMENDMENTS, CONTINUED
DECEMBER 2020**

Jones-Clark Elementary	\$ 2,355.00
Explanation: Commissions/Vending Machines, Chromebook Fees	
Charlton-Pollard Elementary	\$ 48.00
Explanation: Library Fees, Chromebook Fees	
Fehl Price Elementary	\$ -
Explanation:	
Bingman Pre-K Center	\$ -
Explanation:	
Lucas Pre-K Center	\$ -
Explanation:	
Pathways Learning Center	\$ -
Explanation:	
Taylor Career Center	\$ -
Explanation:	
Brown Center	\$ 600.00
Explanation: Chromebook Replacement Fees	
Transportation Dept	\$ 18.00
Explanation: Commissions/Vending Machines	
Maintenance Dept	\$ -
Explanation:	
Administration/Annex Building	\$ -
Explanation:	
Police Dept.	\$ -
Explanation:	
Early College H.S.	\$ 1,171.00
Explanation: Donations	
School for the Deaf (Deaf Ed.)	\$ 1,000.00
Explanation: Donations	

DONATION REPORT - DECEMBER 2020

MONETARY DONATIONS

<u>Donor Name/Organization</u>	<u>Recipient</u>	<u>Account Number</u>	<u>Amount Given</u>
Greater Houston Community Foundation	Early College High School	496.00.5749.00.013.00.000	218
Beaumont Public Schools Foundation	Charlton-Pollard Elementary - ExxonMobil Partner School	487.00.5749.00.130.00.EXX	600
Beaumont Public Schools Foundation	King Middle School - ExxonMobil Partner School	487.00.5749.00.043.00.EXX	600
Beaumont Public Schools Foundation	Amelia Elementary - ExxonMobil Partner School	487.00.5749.00.101.00.EXX	600
Beaumont Public Schools Foundation	Pietzsch-MacArthur Elementary - ExxonMobil Partner School	487.00.5749.00.125.00.EXX	600
Beaumont Public Schools Foundation	Early College High School - ExxonMobil Partner School	487.00.5749.00.013.00.EXX	600
ExxonMobil Foundation	Curriculum Department - STEM Grant - District-Wide STEM	487.00.5749.00.801.00.STM	20,000
ExxonMobil Foundation	Charlton-Pollard Elementary - STEM Grant - Math/Science	487.00.5749.00.130.00.STM	2,500
ExxonMobil Foundation	Amelia Elementary - STEM Grant - Math/Science	487.00.5749.00.101.00.STM	2,500
ExxonMobil Foundation	King Middle School - STEM Grant - Mentoring Program	487.00.5749.00.043.00.STM	4,500
Tri-Con Inc.	Homer Elementary - STEM Grant	487.00.5749.00.123.00.STM	500

Total Amount Donated	33,218
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DONATION REPORT - DECEMBER 2020

RECORD OF DONATED ITEMS

<u>Donor Name/Organization</u>	<u>SAF Club/Department</u>	<u>Description of Items</u>	<u>Estimated Value</u>
Office Depot	Pietzsch-MacArthur Elementary - General Campus	eGift Cards (5)	558
100 Black Men - Johnny Brown	King Middle School - General Student	#2 Pencils (1,000)	78
100 Black Men - Johnny Brown	King Middle School - General Student	One Subject Spiral Notebooks (500)	930
100 Black Men - Johnny Brown	King Middle School - General Student	Clear or Mesh Backpacks	787



Board Exhibit Cover Sheet

Meeting Date: January 21, 2021

Agenda Item/Exhibit Number: **II.D.5.**

Agenda Item Title: 2021 – 2022 BISD Middle and High School Course Catalog

Cabinet Level Presenter(s): Jenny Angelo, Executive Director of Curriculum & Instruction

Additional Presenter(s): Lydia Sylvester, Director of Guidance & Counseling

Executive Summary: The updated Beaumont ISD Course Catalog for the 21 – 22 School Year will be presented as an informational item. A brief presentation showing the Course Catalog creation timeline, participants in the process, and new courses of study added will be provided.

Recommendation:

Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements):

Policy Reference (if applicable, list policy/regulation):

Legal Review (if necessary, list attorney and firm):


Cabinet Level Presenter's Signature


Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date

Beaumont ISD Course Catalog 2021-2022 School Year



Developed in collaboration with:

- Department of Curriculum and Instruction and
- Campus Leadership Teams and designated Teachers

Process Facilitated by:

- Lydia Sylvester, Director of Guidance and Counseling

Purpose

How to Use the Course Catalog

Planning Your Course of Study

Planning your course of study during middle school and high school is a crucial step in planning your future. The decisions you make, along with the course of study you pursue, will affect your post-secondary plans, including college and career readiness.

College students change their majors an average of three times. This is typical, and you, too, will probably reconsider your career goals several times. The decisions you make now, regarding both your program of study and the activities in which you engage, will affect your options beyond high school. It is best to pursue a broad, well-rounded program of study that will prepare you for a variety of opportunities. Beaumont ISD offers a wide range of programs designed to give our students a firm foundation for entering college, business or technical school, military services, or the workforce. As a student, you are strongly encouraged to pursue a rigorous, challenging program that is best suited for your needs.

The following pages contain information on graduation programs, graduation requirements, and information on career planning. The Catalog contains course descriptions, information on prerequisites, and grade level placements.

We are confident that you will find the educational opportunities offered at Beaumont ISD campuses to be among the best in the state. Please use this catalog as a guide to plan your coursework and your future. You have many important decisions to make—take them seriously and make them count!

<p>High School Students and Parents:</p> <ul style="list-style-type: none">❑ Review the graduation requirements. Review the 4-year plan that you have completed and/or review records of the high school courses you have already taken.❑ Think about your post-secondary education plans and career goals. Decide which college and/or articulated credit opportunities you might want to pursue in high school. <p>For information about:</p> <ul style="list-style-type: none">o Ways to earn college credito Ways to earn credits outside the normal school day <ul style="list-style-type: none">❑ Career preparation courses and license options❑ Update your Graduation Plan and/or 4-year plan.❑ Choose courses for next year's schedule that support your 4-year plan and career goals. Be sure you have completed the prerequisite requirements for the courses you select.❑ Complete the Course Selection process that was issued by your campus and submit it by the required deadline.	<p>Middle School Students and Parents:</p> <ul style="list-style-type: none">❑ Review the Middle School Course of Study❑ Familiarize yourself with the requirements of the Foundation High School Plan (FHSP) Endorsements.❑ Study the content and requirements of the catalog of courses available for your grade level❑ Think about your future goals for high school and college. Consider the examples of ways to earn high school credit while in middle school.❑ Make a final decision about the courses you plan to take for next year. Complete the Course Selection process provided by your campus to indicate your requests for next year and submit it by the required deadline.
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- This guide contains important information to help direct and assist parents and students in making informed decisions concerning programs, course registration and requirements throughout middle and high school.
 - Information on graduation requirements, grading and class rank system, course selection, specialized programs and other academic topics
 - Descriptions of courses that our middle and high schools generally make available to students
 - Note: All course offerings are subject to change. Sufficient numbers of student requests for specific courses, staffing, and other factors impact whether or not a course is scheduled.

Process and Timeline



September 25, 2020 – Initial Committee Meeting

- Meeting held to establish process and receive all updates and changes electronically.

October 19, 2020- Committee Meeting

Course Catalog Committee reviews the process for submitting new courses, revisions and/ or deleting courses and other catalog information .

- New courses are developed in collaboration with campus teams and curriculum leaders
- Proposed new courses are approved by corresponding curriculum supervisor and submitted for approval
- Information is shared between Curriculum and Instruction and Student Services so updates are made in the our student information software accordingly
- All departments are charged to work diligently to submit items in a timely fashion

November 3, 2020- Status Update

- A virtual check in requiring committees to submit a status update verifying which departments are on track in completing updates

November 10, 2020- Deadline for all submissions

December 10, 2020 - Draft Completion Date.

- The 21-22 draft sent to the committee with a notice of final review.

December 17, 2020- Deadline to make any MINOR corrections to the draft.

January 21, 2021- Presented to the Board as an informational item



Courses for 2021-2022

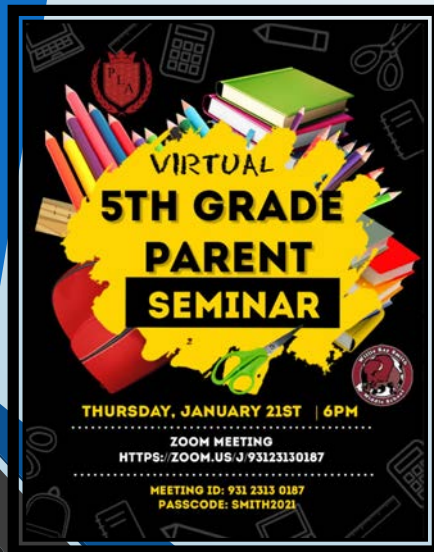
New High School Core Courses

- Astronomy
 - This course will offer an alternative to students not ready for Chemistry their sophomore year
- African American Studies
 - To study the contribution of African Americans to our society
- Mexican American Studies
 - To study the contributions of Mexican Americans to our society
- Early College High School
 - Calculus for Business
 - Required math course for an Associate of Arts in Business

New High School CTE Courses

- In alignment with the district's CCMR board outcome goals, programs of study are expanding in an effort to double the number of students enrolling/entering some form of higher education.
 - Programs of Study: refers to courses intended to lead to a degree, diploma, or certificate.
 - High Education: military service, industry-based certification, two-year community college, or four-year university
- Taylor Career Center
 - Level 3- Audio/Video Production II/Lab
 - Level 4- Practicum in Audio/Video Production
- Beaumont United
 - Criminal Investigations
- West Brook High School
 - Level 1- Principles of Arts, A/V Technology, and Communications
 - Level 2- Audio/Video Production I

Course Selection and Registration



A screenshot of a web form titled 'Odom Academy 6th Grade Course Selection (Current 5th Graders) 2021-2022'. The form includes a header image of colored pencils, a title, and a paragraph of instructions: 'This form is your course selection for your 6th grade year. You will pick only your electives. Choose electives thoughtfully. Elective changes are NOT guaranteed. Elective changes must be made no later than Running Start. Electives will be scheduled in order of request if available. Unrequested electives may be scheduled to make academic courses work in the schedule. List in priority order. Do NOT leave any blanks. The 1 or 2 next to the elective indicates the number of semesters the course lasts.' Below the instructions is a red asterisk and the word 'Required'. The form has three input fields: 'Last Name *' with 'Your answer' below it, 'First Name *' with 'Your answer' below it, and 'Student I.D. #' with 'Your answer' below it.

- Course Catalog will be posted online prior to the end of January 2020
- Parent Informational Seminars are held virtually at the Middle and High School levels throughout the month of January.

MS and HS Parent Informational Seminars Time: 6:00PM

- Odom MS - January 25, 2021
- P-Mac MS - January 19, 2021
- Marshall MS - January 19, 2021
- M.L. King MS - January 19, 2021
- PLA@ Smith - January 21, 2021
- Vincent MS - January 21, 2021
- West Brook HS- January 26, 2021
- Beaumont United HS- January 28, 2021
- High School Personal Graduation 4-year Planning conferences will be held throughout the month of February.
- Course Registration for all grade levels will begin prior to Spring Break and once the calendar for 2021-2022 is approved.

**OFFICIAL MINUTES OF THE BOARD OF THE
BEAUMONT INDEPENDENT SCHOOL DISTRICT
IN THE BOARD ROOM OF THE BEAUMONT ISD ADMINISTRATION BUILDING
3395 HARRISON AVENUE BEAUMONT, TEXAS**

DECEMBER 15, 2020

*Regular Meeting Minutes as Directed Under the Provisions of the Texas Open Meetings Act,
Texas Government Code, Chapter 551*

The Board Members of the Beaumont Independent School District met in regular meeting on Tuesday, December 15, 2020, in the Board Room of the Administration Building located at 3395 Harrison Avenue in Beaumont, Jefferson County, Texas. The meeting was called to order at 4:12 p.m. by Thomas Sigeo, Presiding Officer.

CALL TO ORDER

President, Thomas Sigeo established a quorum.

ROLL CALL

PRESENT: Thomas P. Sigeo, Sr., Trustee & President
Denise Wallace-Spooner, Trustee & Vice President (arrived at 4:30 p.m.)
Robert Dunn, Sr., Trustee & Secretary
Zenobia Randall Bush, Trustee
Tillie Hickman, Trustee
Kevin W. Reece, Trustee (arrived at 4:30 p.m.)
Dr. Shannon Allen, Superintendent

ABSENT: Darrell Antwine, Sr., Trustee

At 4:13 p.m., the board went in to closed session.

1. CLOSED SESSION (CLOSED TO PUBLIC) - BOARD WILL CONVENE IN CLOSED SESSION UNDER CHAPTER 551 OF THE TEXAS GOVERNMENT CODE, SECTIONS 551.071, 551.072, 551.073, 551.074, 551.076, 551.082, 551.0821, 551.083, 551.084 AND/OR 551.087, TO DELIBERATE ON THE FOLLOWING:
 - a. LEGAL
 1. Pending or contemplated litigation matters and status report
 2. Matters on which the school district legal counsel's duties to the school district under the Texas Disciplinary Rules of Professional Conduct or the State Bar of Texas Clearly conflicts with the Texas Open Meetings Act

3. Consider revision to board polices DGBA (Local), FNG (Local), and GF (Local)

NO ACTION.

4. Internal Auditor Update

NO ACTION.

b. PERSONNEL

1. Deliberation regarding the appointment, employment, evaluation, reassignment, duties, proposed terminations, terminations and suspensions, proposed nonrenewals, renewals, and resignation/retirements, discipline, and/or dismissal of a public officer or employee, including the superintendent, and/or hear complaints and grievances against public officers or employees

1. Consider Recommendation of Board Designated Hearing Officer in Level 3 Employee Grievance: Andrea Jackson

NO ACTION.

2. Superintendent Self Evaluation

NO ACTION.

c. REAL ESTATE

1. Deliberation regarding the purchase, exchange, lease or value of real property

NO ACTION.

d. ECONOMIC DEVELOPMENT

1. Deliberation regarding an offer of a financial or other incentive to a business prospect related to economic development negotiations

NO ACTION.

II. **5:45 p.m. - PUBLIC HEARING**

- A. School FIRST (Financial Integrity Rating System of Texas) Report - Cheryl Hernandez, CFO, presented the following information to the Board:

- Indicators – 92 out of 100
- Statement of Net Position
- Statement of Activities
- Financial Highlights
- Government Auditing Standards
- Opinions

III. **6:00 p.m. - BOARD ROOM (REGULAR OPEN BOARD MEETING)**

A. INTRODUCTION OF REGULAR MEETING

1. United States and Texas Flags Pledges of Allegiance-The West Brook High School NJROTC posted the Colors, and the pledges were led by West Brook junior Madyson Lemell, who is also president of the West Brook Art Club.
2. Recognitions
 - a. District Recognitions – Denise McClean, Director Community & Media Relations presented the following recognitions:
 - ExxonMobil check presentation, WB Art Club/Blanchette playground project, Fine Arts Christmas video

B. PUBLIC COMMENTS

2½ Minutes

1. **Linda Gilmore**, 4695 Beale, signed up to address the board regarding 'Time to Change'.

1½ Minutes

1. **NONE**

C. STUDENT OUTCOMES

1. Superintendent's Report – Dr. Shannon Allen, Superintendent of Schools, presented the following information to the Board:
 - Vision and Mission Statement
 - Core Beliefs
 - Process of Learning - Virtual Flip
 - Pivot to Remote Learning
 - Updated TEA Guidance
 - Rapid Testing
 - 20-21 Calendar Adjustments

2. Cabinet Report

- a. Board outcome Goals Progress Monitoring – Dr. Anita Frank, Assistant Superintendent for Elementary Administration, presented the following information to the Board:

- 2020-2024 Board Outcome Goals
- Performance Objectives
- mClass Assessment
- Plan of Action
- Renaissance Star 360 Data
- 2020-2021 MOY Star 360 Reading
- Circle Progress Monitoring System

D. INFORMATION ITEMS

1. Update on Personnel Activities—Derwin Samuels, Executive Director for Human Resources, updated the Board on the newly hired employees and separations report during the month of November.
2. Report for Tax Collections—Cheryl Hernandez, CFO, presented a report for the month of November for the M&O and the Debt Service.
3. Report for General Fund Revenue and Expenditures—Cheryl Hernandez, CFO, presented a report on the general fund revenue and expenditures for the month of November 2020.
4. Report for Campus Activities Funds and Donations — Cheryl Hernandez, CFO, presented a report on the month of November 2020 Campus Activity Funds.
5. Report of the Facilities Subcommittee – Cheryl Hernandez, CFO, presented the following information to the Board:
 - Different options for the transportation department
 - Looking at the Babe Zaharias location

E. CONSENT AGENDA

1. Minutes of November 17, 2020, Regular Meeting
2. Approve Hiring for Personnel that includes Chapter 21 and Director Employees
3. Approve Staff Development Minutes Waiver

It was moved by Zenobia Bush, and seconded by Denise Spooner, to approve the Consent Agenda.

President Thomas Sigeo called for a vote on the motion:

YAYS: Thomas Sigeo, Denise Spooner, Robert Dunn, Zenobia Bush, Tillie Hickman, and Kevin Reece

NAYS: None

MOTION PASSED: 6-0

F. ACTION ITEMS

1. Action, if any, on items discussed in closed session.
2. Approve Budget Amendments

It was moved by Robert Dunn, and seconded by Zenobia Bush, to approve Budget Amendments.

President Thomas Sigeo called for a vote on the motion:

YAYS: Thomas Sigeo, Denise Spooner, Robert Dunn, Zenobia Bush, Tillie Hickman, and Kevin Reece

NAYS: None

MOTION PASSED: 6-0

3. Approve Purchases of \$50K or More

It was moved by Robert Dunn, and seconded by Tillie Hickman, to approve Purchases of \$50K or More.

President Thomas Sigeo called for a vote on the motion:

YAYS: Thomas Sigeo, Denise Spooner, Robert Dunn, Zenobia Bush, Tillie Hickman, and Kevin Reece

NAYS: None

MOTION PASSED: 6-0

4. Approve 2019-2020 Annual Financial Report

It was moved by Tillie Hickman, and seconded by Robert Dunn, to approve 2019-2020 Annual Financial Report.

President Thomas Sigeo called for a vote on the motion:

YAYS: Thomas Sigeo, Denise Spooner, Robert Dunn,

NAYS: None

MOTION PASSED: 6-0

- 5. Approve Targeted Improvement Plans for TEA School Improvement Requirements

It was moved by Robert Dunn, and seconded by Denise Spooner, to approve the Targeted Improvement Plans for TEA School Improvement Requirements.

President Thomas Sigee called for a vote on the motion:

YAYS: Thomas Sigee, Denise Spooner, Robert Dunn, Zenobia Bush, Tillie Hickman, and Kevin Reece

NAYS: None

MOTION PASSED: 6-0

- 6. Approve the renaming of the BISD Stadium Facility

It was moved by Robert Dunn, and seconded by Zenobia Bush, to table the renaming of the BISD Stadium Facility.

TABLED.

- 7. Approve Agreement Between Beaumont ISD and Green Dot Public Schools Southeast Texas

It was moved by Robert Dunn, and seconded by Zenobia Bush, to approve the Agreement between Beaumont ISD and Green Dot Public Schools Southeast Texas.

President Thomas Sigee called for a vote on the motion:

YAYS: Thomas Sigee, Denise Spooner, Robert Dunn, Zenobia Bush, Tillie Hickman, and Kevin Reece

NAYS: None

MOTION PASSED: 6-0

- 8. Approve Resolution regarding Extension of Leave Benefits

It was moved by Robert Dunn, and seconded by Denise Spooner, to approve the Resolution regarding Extension of Leave Benefits.

President Thomas Sigeo called for a vote on the motion:

YAYS: Thomas Sigeo, Denise Spooner, Robert Dunn,
Zenobia Bush, Tillie Hickman, and Kevin Reece

NAYS: None

MOTION PASSED: 6-0

9. Approve the 2020-2021 Class Size Waivers

It was moved by Zenobia Bush, and seconded by Denise Spooner, to approve the 2020-2021 Class Size Waivers.

President Thomas Sigeo called for a vote on the motion:

YAYS: Thomas Sigeo, Denise Spooner, Robert Dunn,
Zenobia Bush, Tillie Hickman, and Kevin Reece

NAYS: None

MOTION PASSED: 6-0

IV. **ADJOURNMENT**

It was moved and seconded to adjourn the meeting, the meeting adjourned at 8:05 p.m.



Board Exhibit Cover Sheet

Meeting Date: January 21, 2021

Agenda Item/Exhibit Number: **II.E.2.**

Agenda Item Title: Approve Hiring Chapter 21 and Director Employees

Cabinet Level Presenter(s): Derwin Samuels, Executive Director of Human Resources

Additional Presenter(s): N/A

Executive Summary: Listed below are Chapter 21 recently hired within the District

Recommendation: Approve Administration's Hiring Recommendation of:

- o Amanda Hensley

Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation):

Legal Review (if necessary, list attorney and firm):

 _____ Cabinet Level Presenter's Signature	 _____ Date
_____ *CFO Signature (required if there is a budget impact)	_____ Date
_____ General Counsel's Signature	_____ Date



Board Exhibit Cover Sheet

Meeting Date: January 21, 2021

Agenda Item/Exhibit Number: **II.E.3.**

Agenda Item Title: Approve local policy amendments contained in TASB Policy Update 116

Cabinet Level Presenter(s): Dr. Shannon Allen, Superintendent

Additional Presenter(s): Sierra Fisher, General Counsel

Executive Summary: Consider approval of revision to local board policies as recommended by TASB in Update 116. A list of policies impacted is below with a summary of all changes in the board packet.

CQB (LOCAL): TECHNOLOGY RESOURCES - CYBERSECURITY
DCD (LOCAL): EMPLOYMENT PRACTICES - AT-WILL EMPLOYMENT
DCE (LOCAL): EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS
FFAC (LOCAL): WELLNESS AND HEALTH SERVICES - MEDICAL TREATMENT
GKA (LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES

Recommendation: Approve local policy amendments in accordance with TASB Policy Update 116.

Budget Impact* (if applicable):

Funding Source (if applicable):

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation):

Legal Review (if necessary, list attorney and firm): N/A

Shannon Allen
Cabinet Level Presenter's Signature

1/7/2021
Date

*CFO Signature (required if there is a budget impact)

Sierra P. Fisher
General Counsel's Signature

Date

1/7/2021
Date

Explanatory Notes

TASB Localized Policy Manual Update 116

Beaumont ISD

ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

New! Local Policy Overview for Update 116: The newly redesigned publication *Local Policy Overview* is available in the myTASB Policy Service Resource Library. *Local Policy Overview* is presented in both video and written document formats and replaces *Vantage Points*, previously provided on yellow paper in mailed update packets and available online.

Like *Vantage Points*, the *Local Policy Overview* provides a general, high-level overview of the changes to the (LOCAL) policies included in TASB updates. This resource has been redesigned to better present the information and to meet accessibility standards for individuals with visual impairments. Both the video and written formats of the *Local Policy Overview* are available on myTASB in [Policy Manual Update Re-sources](#). From there, you may forward them electronically or print the written document for distribution to staff and board members.

(LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.

A25(INDEX) CROSS-INDEX

The cross-index has been updated to reflect new terms and revisions to content and coding in the policy manual.

AIA(LEGAL) ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

Revisions from Administrative Code rules incorporate details previously included in the [Local Accountability Systems Guide](#). The *Guide* is no longer adopted by reference in the Administrative Code but is available online.

AIB(LEGAL) ACCOUNTABILITY: PERFORMANCE REPORTING

We have added revised Administrative Code rules addressing Results Driven Accountability, a framework to evaluate district performance in regard to certain populations of students in select program areas.

AIC(LEGAL) ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Provisions regarding Monitoring Reviews and On-Site Investigations have been revised to better reflect statute.

BE(LEGAL) BOARD MEETINGS

Provisions at Persons with Hearing Impairments have been revised to better reflect statute.

BJCB(LEGAL) SUPERINTENDENT: PROFESSIONAL DEVELOPMENT

Details from revised Administrative Code rules have been added to the provision requiring superintendents to receive training on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.

C(LEGAL) BUSINESS AND SUPPORT SERVICES

The title of CX has been revised to Contracts for Facilities to better reflect the content.

CBB(LEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL

Extensive revisions to this legally referenced policy are based on Office of Management and Budget (OMB) amendments to federal regulations addressing awards and grants.

Explanatory Notes

TASB Localized Policy Manual Update 116

Beaumont ISD

CCG(LLEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES

Provisions, effective January 1, 2021, from Senate Bill 2, 86th Legislative Session, have been added and address:

- Use and submission of the comptroller's tax rate calculation forms to calculate the no-new-revenue and voter-approval tax rates; and
- Taxpayer injunctions restraining the collection of taxes and prohibiting a district from adopting a tax rate if certain requirements are not met.

Guidance from the Texas Tax Code on calculating the voter approval tax rate has also been added.

CE(LLEGAL) ANNUAL OPERATING BUDGET

We have added a provision requiring the board to attach the forms used to calculate the no-new-revenue and voter-approval tax rates as an appendix to the district's budget. The provision is effective January 1, 2021, and is from Senate Bill 2, 86th Legislative Session.

CFC(LLEGAL) ACCOUNTING: AUDITS

Revised Administrative Code rules clarify that the district's independent auditor must be associated with a certified public accountancy firm licensed by the Texas State Board of Public Accountancy or a state licensing agency from another state.

CKB(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: ACCIDENT PREVENTION AND REPORTS

New Administrative Code rules on mandatory school drills have been added.

CO(LLEGAL) FOOD AND NUTRITION MANAGEMENT

We have updated web links in this legally referenced policy.

COA(LLEGAL) FOOD AND NUTRITION MANAGEMENT: PROCUREMENT

We have updated web links in this legally referenced policy.

COB(LLEGAL) FOOD AND NUTRITION MANAGEMENT: FREE AND REDUCED-PRICE MEALS

We have updated web links in this legally referenced policy.

CQA(LLEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

A new required internet posting has been added from revised Administrative Code rules. A district with a local accountability system must post on the district's website an explanation of the methodology used to assign local campus accountability performance ratings.

CQB(LLOCAL) TECHNOLOGY RESOURCES: CYBERSECURITY

To ease compliance with state law provisions requiring the board to select a cybersecurity training program and verify and report cybersecurity training by district employees, recommended revisions to this policy provide for the board to delegate these responsibilities to the superintendent.

Explanatory Notes

TASB Localized Policy Manual Update 116

Beaumont ISD

CX(LLEGAL) CONTRACTS FOR FACILITIES

The title to this legally referenced policy has been changed to Contracts for Facilities, and the text has been revised to better reflect statute.

DAA(LLEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY

This legally referenced policy has been significantly reorganized to focus on discrimination in hiring and discharging employees. Some details on disability discrimination have been moved to DIA, addressing discrimination, harassment, and retaliation in other aspects of employment.

For clarification a Note has been added to indicate that Title VII, the Americans with Disabilities Act, and the Genetic Information Nondiscrimination Act only apply to employers with 15 or more employees as described in the Note.

DBA(LLEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS

This legally referenced policy has been updated to clarify that holders of intern or probationary certificates may be employed on an emergency permit under certain circumstances.

DCD(LOCAL) EMPLOYMENT PRACTICES: AT-WILL EMPLOYMENT

Recommended revisions clarify that an at-will employee's appeal of dismissal would follow the district's employee grievance policy and not begin with the board.

The *Legal Issues in Update 116* memo describes common legal concerns and best practices specific to [this policy topic](#).

DCE(LOCAL) EMPLOYMENT PRACTICES: OTHER TYPES OF CONTRACTS

Recommended revisions clarify that an appeal by an employee whose non-Chapter 21 contract is not re-issued at the end of the contract period would follow the district's employee grievance policy and not begin with the board.

Please contact the district's policy consultant if you have revisions to the list of positions for which the district issues a non-Chapter 21 contract.

The *Legal Issues in Update 116* memo describes common legal concerns and best practices specific to [this policy topic](#).

DEAA(LLEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

References have been added to new Administrative Code rules on optional local teacher designation systems and mentor teacher training programs.

DH(EXHIBIT) EMPLOYEE STANDARDS OF CONDUCT

The Educators' Code of Ethics has been updated to reflect current Administrative Code rules.

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

This legally referenced policy has been significantly reorganized to focus on the prohibition against discrimination, harassment, and retaliation with respect to compensation, terms, conditions, or privileges of employment.

Explanatory Notes

TASB Localized Policy Manual Update 116

Beaumont ISD

For clarification a Note has been added to indicate that Title VII, the Americans with Disabilities Act, and the Genetic Information Nondiscrimination Act only apply to employers with 15 or more employees as described in the Note.

DP(LLEGAL) PERSONNEL POSITIONS

Revised Administrative Code rules implement House Bill 1501 from the 86th Legislative Session, which created the Texas Behavioral Health Executive Council to regulate psychological services in public schools, including services provided by a licensed specialist in school psychology.

EHAC(LLEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

Revisions from amended Administrative Code rules align the required secondary curriculum with changes to the technology applications and CTE TEKS and legislation from the 86th Legislative Session.

In addition, provisions on personal financial literacy were moved within the policy for clarity.

EHBC(LLEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

From amended Administrative Code rules, we have added provisions explaining:

- How educationally disadvantaged students are defined for the compensatory education allotment and the methods a district may use to verify eligibility; and
- The approval process a district must use to claim students receiving a full-time virtual education through TXVSN in their counts of educationally disadvantaged students.

EIF(LLEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

We have added a new Administrative Code rule addressing the option for an elementary school student to complete a course in American Sign Language to satisfy one of the required graduation credits for languages other than English.

EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Amended Administrative Code rules require a student in grades 3 through 8 who is enrolled in an accelerated course and who will complete the high school end-of-course assessment for the content area prior to high school to take the ACT or SAT in high school.

Revisions at Accountability Testing are to better match statutory wording.

EKBA(LLEGAL) STATE ASSESSMENT: ENGLISH LANGUAGE LEARNERS/LEP STUDENTS

Revised Administrative Code rules address the administration of the alternate English language proficiency assessment for students with the most significant cognitive disabilities and amend terminology in some places from *English language learner* to *English learner*.

FDD(LLEGAL) ADMISSIONS: MILITARY DEPENDENTS

Under new Administrative Code rules, a campus may qualify to earn a Purple Star Designation if the campus meets criteria demonstrating supports and resources for its military-connected students.

Explanatory Notes

TASB Localized Policy Manual Update 116

Beaumont ISD

FFAC(LOCAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

Policy Service recommends several revisions to this local policy on student medical treatment to reflect current guidance from the Texas Department of State Health Services (DSHS) and common district practices.

- Administrative details on student illness and accidents are recommended for removal.
- Provisions on administering medication provided by parents direct the superintendent to designate the employees authorized to administer medication and refer to administrative regulations for detailed requirements.
- In accordance with DSHS guidance, the policy reflects that the district shall not purchase nonprescription medication to administer to students, except as provided by the policy, which addresses district-provided medication in the district's athletic program. **Contact the district's policy consultant if the district purchases or provides any other medication for students, including unassigned epinephrine auto-injectors or unassigned prescription asthma medication.**
- Medical treatment provisions have been updated to clarify who may complete medical treatment authorization forms and reflect that the district shall seek appropriate emergency care for a student as required or deemed necessary. This new text is recommended to replace previous text that covered emergency treatment forms.

See FFAC in the [TASB Regulations Resource Manual](#) for updated procedures and forms.

The *Legal Issues in Update 116* memo describes common legal concerns and best practices specific to [this policy topic](#).

FFEB(LEGAL)

COUNSELING AND MENTAL HEALTH: MENTAL HEALTH

Revised Administrative Code rules adopted by the Texas Behavioral Health Executive Council address consent regarding school psychological services provided by a licensed specialist in school psychology.

FFG(LEGAL)

STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Revisions at SBEC Disciplinary Action are from amended Administrative Code rules. We have also added a Note connecting the general child abuse and neglect investigation provisions in this legally referenced policy with the more specific provisions at GRAA(LEGAL) addressing investigations of abuse and neglect at school.

FFH(LEGAL)

STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

A revision clarifies that the notification of nondiscrimination required by Title IX does not need to state that it extends to admission.

FL(LEGAL)

STUDENT RECORDS

Revisions have been made to reorganize the provisions for better flow and to better match statutory text. Provisions on flagging records of missing children and notifying law enforcement of subsequent requests for those records have been moved to GRAA(LEGAL). Provisions regarding student information a district receives from law enforcement have been removed, as these provisions are duplicated at GRAA(LEGAL).

Explanatory Notes
TASB Localized Policy Manual Update 116

Beaumont ISD

GKA(LOCAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

A recommended revision specifies that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 "calendar" days. This change aligns with changes made at Update 115 to the grievance policies at FNG and GF.

The *Legal Issues in Update 116* memo describes common legal concerns and best practices specific to [this policy topic](#).

GNC(LEGAL) RELATIONS WITH EDUCATIONAL ENTITIES: COLLEGES AND UNIVERSITIES

Details on contracting with an institution of higher education for design or construction of instructional or athletic facilities have been removed, as this information is located in CX(LEGAL).

GRA(LEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES: STATE AND LOCAL GOVERNMENTAL AUTHORITIES

New Administrative Code rules implement the Child Abuse and Treatment Act, resulting in extensive revisions to this legally referenced policy addressing Department of Family and Protective Services investigations of abuse and neglect at school.

GRAA(LEGAL) STATE AND LOCAL GOVERNMENTAL AUTHORITIES: LAW ENFORCEMENT AGENCIES

Provisions on flagging records of missing children and notifying law enforcement of subsequent requests for those records have been moved to this code from FL(LEGAL).

Update 116 Local Policy Overview

December 11, 2020

Introduction

Update 116 includes recommended (LOCAL) policy revisions concerning the dismissal appeal process for employees, cybersecurity training, student medical treatment, and community conduct on school premises.

While not covered in this publication, many of the (LEGAL) policies included in this update were affected by recent changes to Administrative Code rules or legislation from the 86th Legislative Session that will be effective as of January 1, 2021.

TASB Numbered Update Reminders

You should also review your own district's customized Update 116 materials for your specific policy recommendations. Please remember that (LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.

CQB: Technology Resources, Cybersecurity

Current state law requires the board to select a cybersecurity training program and to verify and report cybersecurity training completed by employees. To ease compliance with this law, the recommend revision delegates these responsibilities to the superintendent.

DCD: Employment Practices, At-Will Employment

DCE: Employment Practices, Other Types of Contracts

Most districts have adopted an employee complaint policy that can be found at DGBA(LOCAL). It establishes a process that an employee would follow before a complaint is heard by the board.

Both DCD(LOCAL) and DCE(LOCAL) reference DGBA under the sections that address appeals. The recommended revisions are intended to clarify that an at-will employee who is dismissed or a non-Chapter 21 contract employee whose contract is not reissued would follow the grievance process as outlined in policy DGBA, including proceeding through the relevant hearing levels before a complaint goes to the board.

FFAC: Wellness and Health Services, Medical Treatment

Substantial revisions at policy FFAC(LOCAL) are recommended:

- To align the policy with current Texas Department of State Health Services (DSHS) guidance;
- To include only those board-level decisions that should be reflected in policy; and
- To remove provisions that are more appropriate in the district's administrative regulations.

Recommended for removal from this policy and inclusion in the district's regulations are administrative details concerning:

- How the district responds when a student becomes ill;
- What steps to take when a student is involved in an accident; and
- Requirements for administering medication provided by parents.

Some districts have policies that would permit the district to purchase nonprescription medication for use in the district athletic program. Special provisions are included in those districts' policies to address this practice.

In accordance with DSHS guidance, however, in most districts' policies the text now reflects that the district shall not otherwise purchase nonprescription medication to administer to students.

Districts also have the option to purchase unassigned, prescription epinephrine auto-injectors and unassigned, prescription asthma medications. If your district purchases epinephrine auto-injectors or asthma medication, state law requires board-adopted policy. Please contact your policy consultant if your district currently purchases these specific prescription medications or if your district purchases nonprescription medications not currently reflected in policy.

The provisions covering medical treatment have also been updated to clarify who may complete the medical treatment authorization form and to reflect that the district will seek appropriate emergency care for a student as required or deemed necessary.

GKA: Community Relations, Conduct on School Premises

The recommended revision in this policy specifies that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 "calendar" days unless the complaint is resolved before coming to the board.

Thank You!

That covers the local policies in Update 116 for most districts. We hope you find this overview helpful. Should you have any questions or want further

clarification, please feel free to contact your assigned policy consultant at the [TASB Policy Service website](#).¹

¹ TASB Policy Service: <https://policy.tasb.org>



(LOCAL) Policy Comparison Packet

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

In this packet, you will find:

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

Annotations are shown as follows.

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

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

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

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

- Plan** The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.
- Coordinator** The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency (TEA) in cybersecurity matters and as required by law report to TEA breaches of system security.
- Training** The Board delegates to the Superintendent the authority to:
1. Determine ~~Each District employee and Board member shall annually complete~~ the cybersecurity training program ~~to be annually completed~~ ~~designated~~ by each employee and Board member; and
 2. Verify ~~the District. The District shall verify~~ and report compliance with staff training requirements ~~in accordance with guidance from~~ the Department of Information Resources.
- ~~The~~ ~~Additionally, the~~ District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.
- Security Breach Notifications** Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:
1. Written notice.
 2. Email, if the District has email addresses for the affected persons.
 3. Conspicuous posting on the District's websites.
 4. Publication through broadcast media.
- The District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information to TEA and parents in accordance with law.

Personnel not hired under a contract shall be employed on an at-will basis.

[For information regarding contractual employment, see DCA, DCB, DCC, and DCE, as appropriate]

Dismissal

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

Appeal of
Employment
Actions to Board

A dismissed employee may ~~appeal request to be heard by the dismissal~~ ~~Board~~ in accordance with DGBA(LOCAL).

EMPLOYMENT PRACTICES
OTHER TYPES OF CONTRACTS

DCE
(LOCAL)

**Non-Chapter 21
Contracts**

The District shall employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the following positions: ~~internal auditor, chief financial officer, chief operations officer, and police chief~~ ~~internal auditor, chief financial officer, chief operations officer, and police chief.~~

**Appeal of
Employment Actions**

An employee may appeal discharge during the contract period in accordance with DCE(LEGAL).

An employee whose contract is not reissued at the end of the contract period may appeal ~~to the Board~~ in accordance with DGBA(LOCAL).

Student Illness	Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.
Accidents Involving Students	Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.
Emergency Treatment Forms	Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.
Purchasing Medication	Except as provided in this policy, at Administration of Medication to Athletes, the District shall not purchase nonprescription medication to administer to a student.
Administering Medication	No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy provided below.
Medication Provided by Parent	The Employees authorized by the Superintendent shall designate the employees who are authorized to or designee may administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations to students: <ol style="list-style-type: none">1. Prescription medication in accordance with legal requirements, for a period of up to ten days. [See FFAC(LEGAL)] A written request by a physician or other health care professional with authority to write prescriptions shall be required when the medication must be administered for a longer period.2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container. District employees shall not retain more than a five-day supply of any medication to be administered to students.3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program (IEP) or Section 504 plan for a student with disabilities.

~~Administration of
Medication Provided
by District~~

Except as provided
by this policy, the
District shall not
purchase medication
to administer to a
student. ~~Athletes~~

Athletic Program

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The ~~District~~ ~~student's parent~~ has ~~given~~ prior written consent for medication to be administered [see [Medical Treatment, below](#)]; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

Psychotropics

Except as permitted by ~~law~~ ~~Education Code 38.016~~, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Medical Treatment

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

Access to District Property

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

Ejection or Exclusion under Education Code 37.105

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 **calendar** days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

Off-Campus Activities

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

Prohibitions

Tobacco and E-Cigarettes

The District prohibits smoking and the use of tobacco products and e-cigarettes on District property, in District vehicles, or at school-related activities.

Weapons

The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

Exceptions

No violation of this policy occurs when:

1. A Texas handgun license holder stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, as long as the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]



Board Exhibit Cover Sheet

Meeting Date: 1/21/21

Agenda Item/Exhibit Number: **II.E.4.a.**

Agenda Item Title: Head Start Selection Process

Cabinet Level Presenter(s): Dr. Anita Frank

Additional Presenter(s): Carolyn Little

Executive Summary: Before the application process begins to enroll students into the Head Start program, criteria for admittance must be established. A point system is used to determine the students with the highest need for enrollment based on the criteria established in the selection process and the updated Poverty Guidelines for 2020-2021.

Recommendation:

Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation): N/A

Legal Review (if necessary, list attorney and firm): N/A

Anita Frank

Cabinet Level Presenter's Signature

1/14/2021

Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date

Beaumont ISD

Beaumont Independent School District/ BINGMAN HEAD START

Selection Process



Selection Process

2020-21

Selection Process

2020-21

The Selection Process is a valuable tool, which is used in the program to carefully screen, prioritize, and choose the neediest families for the program. The Policy Council assists the Head Start staff with revising, updating, reviewing, and approval of the Selection Process annually. Registration for the upcoming school term starts as soon as tax returns are available for families or whenever verification of income is accessible. During this time, potential Head Start children are registered and deemed eligible/over-income. Parents present a variety of documents including, but not limited to the copy of the certified birth certificate for age verification, up-to-date immunization records, the current tax return forms, all sources of income, Medicaid Card, and any other documents necessary, as each situation may be different. The Selection Process is also used for the waiting list and includes the following categories: family structure, categorically eligible, number of children in the family, total family income, wide variety of needs/concerns, medical/dental screenings, disabilities, date of application, age of the child, and other category. This program has always copied all documents used to determine eligibility for the program, and in accordance with the Final Rule on Head Start's eligibility, which was issued on February 10, 2015, every document will continue to be copied/ and or scanned and placed in the child's folder. A form is also signed by the person who completes the income on families and placed in the folder, as well. This final ruling also stresses the importance of training the staff that is responsible for determining eligibility, Policy Council, managers, and the governing body. This training included confidentiality, being sensitive to family situations and cultures, how families are selected, along with the dangers of not reporting income as presented from families and the possibility of being charged with fraud, if it occurs. Policy Council and the governing body will be trained annually. The ERSEA staff and management team will continue to have training as needed, including informal sessions.

Because of the Selection Process, families are selected in an unbiased setting. The goal of this process is to ensure that the neediest families are served first. The child's name is listed on the form, along with the categories discussed above. These items are given points and the numbers are totaled in the last column. Children are then selected according to the ones with the highest numbers first, and children under special circumstances, such as those in CPS care, categorically eligible (homeless, foster care, public assistance) and those with diagnosed disabilities through IDEA, are given priority. Children with other health impairments may receive extra points, as well. Parents are encouraged to share information during the registration process, for it is imperative to assigning the correct points to each individual situation. In the event that families have the same number of points, additional information about the family situation is important to get the full scope of the family needs. Additional points may be added for certain hardships/situations. Being able to transition into kindergarten/first grade is essential for all families. Students who are old enough to attend kindergarten will not be kept in Head Start; the grantee expects these children to be enrolled in public schools. This program does not accept first come, first served, but points are given to families according to the month they registered as an incentive to come in and register. Each person is given a copy of a checklist which indicates

that a place on the roll is not guaranteed due to the completion of the application; the selection process determines placement. The checklist is signed by the parent; a copy is given to him/her and original is kept on file. Parents are informed that if the child is accepted, a letter and/or phone call will be received, welcoming them to Head Start, along with orientation details. The registration procedure includes building a relationship with the family without committing/promising placement. A waiting list is maintained the entire school year, using the same Selection Process. Children are ranked according to need.

2020-2021

Family Structure: Homeless-**50** Foster-**40** Public Assistance-**30**
Single Parent-**20** Married-**10** Grandparent-**15** Disabled/Retired Adult-**10**

of Children: 1 point for each child (**including the enrolling child**)

Income Guideline: 25%- 5 pts, 50% pts- 4 pts, 75%- 3 pts, (Meets Guideline)- 2 pts,
100%-130%- 1 point, Over-Income- 0 points

Availability of Kindergarten/ First grade- **1 point**

Needs: CPS Placement- **20 pts**, Child Support- **3 pts**, ESL- **20 pts**
Deployed in Military- **10pts**, Food Stamps- **2 pts**, WIC- **5 pts**,
GED- **1 pt**, HS Diploma- **1 pt**, No HS Diploma- **10pts**,
In School- **10pts**, Incarcerated Parent- **10 pts**, Housing Asst.-**2 pts**
Teen Parent- **20 pts** (under 18 yrs. old at the time of birth)

Insurance: Medicaid- **10pts**, Chips- **5pts**, Private- **3pts**, No Insurance- **15 pts**

Medical/Dental screening: 1 point for each

Disability: Identified by IDEA- **20 pts**, Low Developmental- **10 pts**, Suspected
Disability- **5 pts**

Date of App: Feb- **5**; Mar- **4**; April- **3**; May- **2**; June-Aug- **1pt**

Age of Child: Jan-Sept 1- **1point** Sept 2- Dec- **2 points**

Income:

2 Points	5 Points	4 Points	3 Points	1 Point
Income Guideline	25%	50%	75%	130% over
1- 12,760	3,190	6,380	9,570	16,588
2- 17,240	4,310	8,620.00	12,930	22,412
3- 21,720	5,430	10,860	16,290	28,236
4- 26,200	6,550	13,100	19,650	34,060
5- 30,680	7,670	15,340	23,010	39,884
6- 35,160	8,790	17,580	26,370	45,708
7- 39,640	9,910	19,820	29,730	51,532
8- 44,120	11,030	22,060	33,090	57,356

Selection Process Signature Page

Board President

Date

Head Start Policy Council Chairperson

Date

Head Start Director/Principal

Date

Date of Board Approval



Board Exhibit Cover Sheet

Meeting Date: 1/21/21

Agenda Item/Exhibit Number: **II.E.4.b.**

Agenda Item Title: Head Start Shared Decision-Making Process

Cabinet Level Presenter(s): Dr. Anita Frank

Additional Presenter(s): Carolyn Little

Executive Summary: Head Start Performance Standards require Bingman Head Start to outline a formal structure of shared governance for the Beaumont Independent School District's Head Start Program. The structure must ensure that the Board, Policy Council, program parents, staff and community can be actively involved in giving input and making decisions for the Head Start program.

Recommendation: The Board Approves the Head Start Shared Decision-Making Process.

Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation): N/A

Legal Review (if necessary, list attorney and firm): N/A

Anita Frank

Cabinet Level Presenter's Signature

1/14/2021
Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date

Beaumont ISD

Beaumont Independent School
District / Bingman Head Start
Shared Decision-Making Policy



1/14/2021

**Beaumont Independent School District
Bingman Head Start**

Shared Decision-Making Plan

As outlined in the Head Start Performance Standards, Bingman Head Start has established a formal structure of shared governance for the Beaumont Independent School District's Head Start Program which ensures that Board, Policy Council, Program parents, staff and community can be actively involved in giving input and making decisions for the Head Start program. Responsibilities fall into three general areas, Program Planning, General Procedures, and Human Resources, as delineated below. Planning, implementation and oversight of the Head Start program are given to three formal groups, each with different types of responsibility:

- Governing Board
- Policy Council
- Head Start staff

General responsibility – the group with the legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group given operating responsibility.

Operating responsibility – the individual or group that is directly responsible for carrying out or performing the functions consistent with the general guidance and oversight from the group holding general responsibility.

Must approve or disapprove – the group that must be involved in the decision-making process prior to the point of seeking approval. If it does not approve, a proposal cannot be adopted, or the proposed action taken, until agreement is reached between the disagreeing group.

Determined locally – Functions as determined by the local governing body and in accordance with all Head Start regulations.

Part 1 – PROGRAM PLANNING

Required Functions

1. Procedures for program planning, (1301 and 1302.102 shown on Appendix A)

Who does what?

- The **Board Liaison** and **Policy Council** will be involved in the decision making process prior to giving approval and must approve or disapprove:
 - Procedures for planning
 - The philosophy and goals
 - All funding applications and amendments to those applications
 - Criteria for defining the recruitment, selection and enrollment of families
 - Policy Council/Parent Committee reimbursement

- Annual self assessment
- The **Governing Board** will Direct the **Board Liaison** to work with **Head Start staff** to complete the following tasks then make recommendations to the Board for final approval of the items at the Board meeting:
 - Annually review the procedures and timelines for program planning
 - Annually review the Head Start philosophy and goals to ensure they support the vision and broad goals of our Head Start Program and meet the fiscal and programmatic intent of the annual Head Start grant application.
 - Annually review suggestions and supporting materials from staff and Policy council related to adopt the recruitment, selection, and enrollment criteria for Head Start families.
 - Annually review materials that report progress on goals, enrollment, self assessment and community assessment information to assist with the planning process by posing questions and offering suggestions.
 - Review, approve, and submit to the Chair of the Governing Board all funding applications and amendments to applications for the Board, bringing concerns to the full membership if they arise. An application summary will be presented to the Board by the Board Liaison at the next regular meeting.
 - Annually review the reimbursement policy and rates for expenses related to participation on Policy Council, governance activities and committees.

Part 2 – GENERAL PROCEDURES

Required Functions

1. The composition of the Policy council and the procedures by which policy group members are chosen. (1301.3)

Who does what?

- The **Head Start director** will see that the PC Bylaws are reviewed annually and that the current composition of PC matches the Bylaws. If changes to the Bylaws are recommended by PC, the Head Start Director will share their suggestions with the Board Liaison. If the Board Liaison has suggestions to offer, the Head Start Director will share them with the Policy council for consideration.
- The **Governing Board Liaison**, acting for the Board and **Policy Council** will review the Policy Council Bylaws annually and approve changes necessary, especially related to composition of Policy Council and how members are chosen. The Governing Board Liaison will facilitate inclusion for the consideration of all Board Liaison recommendations as a Board agenda item for the Board meeting at which the annual Head Start report is presented.
- The Governing Board will ask that the Board Liaison annually review the bylaws and new PC member list in order to provide any needed guidance and establish that elections were held as outlined by the Bylaws. The Liaison will

make recommendations for Board action on required items at Board meetings. Authority for other functions related to the composition and formation (total size and the procedures for election of parent and community members) of the Policy council is ceded to the Policy Council. (1304.50(b)(1))

See Policy Council Bylaws

2. Grantee agencies must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program. (1301.2)

Who does what?

- The **Executive Director** and the **Head Start** Director will develop written policies about Board roles and responsibilities related to management procedures and functions necessary to implement a high quality Head Start program and support other Beaumont Independent School District programs
 - The **Board Liaison** will provide the **Governing Board**, as appropriate, opportunities to give input on roles and responsibilities related to management and oversight of the Head Start program.
 - The **Governing Board** guides and oversees the establishment and implementation of policies related to Board roles and responsibilities, management procedures and functions necessary to implement a high quality program. Board members must understand the Head Start philosophy and the role of parents and the Policy council in the head Start shared governance structure, including the need to secure approval of policies and procedures by the Policy Council.
3. The Board and the Policy Council will develop procedures that outline shared decision making and implement these procedures to effectively provide guidance for the Head Start program.

Who does what?

- The **Board Liaison** and **Head Start Director** help develop, plan for and implement the processes established by the Board for shared decision making.
 - The **Governing Board** and **Policy Council** must be involved in the process of establishing/revising the procedures for shared decision making and must also give formal approval or disapproval of the procedures.
 - The **Governing Board** guides and oversees the establishment and implementation of the process for shared decision making. The Board directs **Policy Council** and the **Board Liaison**, to develop/revise general procedures that support involvement of all invested groups.
4. Each grantee and Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures between the Board and Policy council (1301.6)

Who does what?

- The **Head Start Director** will work with the **Board Liaison** and **Policy Council** to annually review and revise as needed, the internal dispute resolution procedure and implement this procedure should it become necessary because of a disagreement between the Board and Policy council. The **Board Liaison** recommends agenda items for the Board meeting at which the Head Start Director presents the annual Head Start report.
- The **Board Liaison** and **Policy Council** annually review and revise as needed the procedure resolving internal complaints including an impasse between the two groups. The Liaison will bring a recommendation for changes and/or approval to the Board at their fall meeting where a formal vote will be taken. **Policy Council** will also formally vote to approve or disapprove the Policy annually.
- The Governing Board guides and oversees the establishment and implementation of internal dispute resolution and impasse procedures.

See Policy Council Bylaws

5. Procedures will be established and maintained for hearing and resolving community complaints about the program.

Who does what?

- The **Head Start Director** will work with the **Board Liaison** and members of Policy council to annually review and revise as needed, the procedure for resolving community complaints. The **Head Start Director** will implement this procedure of it becomes necessary because a complaint cannot be resolved at the program level.
 - The **Board Liaison** and **Policy Council** annually review and revise as needed the procedure for resolving community complaints. The Liaison will bring a recommendation for changes and /or approval to the Board at their fall meeting where a formal vote will be taken. **Policy Council** will also formally vote to approve or disapprove the Policy annually.
 - The **Governing Board** authorizes the **Board Liaison** to act on their behalf in the review and revision of the procedure for hearing and resolving community complaints and to bring a recommendation for approval to the fall meeting of the entire Board. They also direct the Agency Director to assist with the process as needed.
6. Grantee agencies will ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 1303.11.

Who does what?

- The **Head Start Director** along with the **Executive Director** will develop policies and training about Board responsibilities related to appropriate internal controls necessary to implement a high quality Head Start program and support other Beaumont Independent School District Programs.
- The **Board Liaison** will guide and oversee the establishment of, training about and implementation of internal controls.

- The **Policy Council** has no responsibilities for this requirement.
7. The annual independent audit will be conducted in accordance with 1303.3 (45CFR part75).

Who does what?

- The **Fiscal Officer** will participate in arranging the audit as determined by the Governing Board. The **Head Start Director** will provide information as needed for audit of the Head Start program.
- The **Governing Board** will guide and oversee the audit process so it is carried out and they receive the final report from the auditor. In addition, they will direct and monitor any corrective actions necessary.
- The **Policy Council** has no responsibilities for this requirement
- Bingman Head Start will conduct an annual self assessment. Results will be shared with the Board and Policy Council.

Part 3 – HUMAN RESOURCE MANAGEMENT

Required Functions

1. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants and volunteers. (1302.9)

Who does what?

- The **Governing Board** will review and approve all Beaumont Independent School Districts Personnel Policies. The **Board Liaison**, acting for the Board and **Policy Council** will review all drafts/changes to all personnel policies affecting Head Start employees, including Standards of Conduct and recommend changes as an element of the development process. PC and Board will approve / disapprove the final policies.
- The **Governing Board** directs the **Personnel Director** and whomever she/he selects to develop general personnel policies which meet applicable state and federal regulations. The **Head Start Director** in turn will review and update Head Start policies to meet Head Start Performance Standards.

See Beaumont Independent School District Personnel Policies.

2. Decisions to hire or terminate the Head Start Director.(1302.91)

Who does what?

- The **Governing Board** and **Policy Council** will approve or disapprove, after involvement in the process, the termination or hiring of the Head Start Director.

- The **Board Liaison** will direct the process for termination of the Head Start Director, should it be needed and will supervise the development of a plan for recruitment and selection of a new Head Start Director.
- The **Governing Board** directs the **Board Liaison** to manage the process for termination or hiring of an Head Start director as needed, including planning for involvement of Policy council and approval of the Region VI office.

See BISD Personnel Policies

3. Decision to hire or terminate any person who works primarily for the Head Start program. (1302.91; 642(c)(2)(D) of the Head Start Act)

Who does what?

- The **BISD Personnel Director** and the **Board of Trustees** oversee the process for hiring or terminating Head Start staff according to Beaumont ISD Personnel Policies and the Head Start Performance Standards. The **Head Start Director** consults with the campus based Personnel Committee consisting of one policy council parent and one community representative.
- **Policy Council** will approve or disapprove, after involvement in the process, the hiring or termination of anyone who works primarily for Head Start.
- The **Governing Board** guides and oversees personnel hiring and termination procedures to ensure they are carried out to meet applicable state and federal laws and meet Head Start Performance Standards.

See procedures outlined in the Policy Council Bylaws and BISD Personnel Policies.

Shared Decision-Making Policy Signature Page

Board President

Date

Head Start Policy Council Chairperson

Date

Head Start Director/Principal

Date

Date of Board Approval



Board Exhibit Cover Sheet

Meeting Date: 1/21/21

Agenda Item/Exhibit Number: **II.E.4.c.**

Agenda Item Title: Head Start Impasse Policy

Cabinet Level Presenter(s): Dr. Anita Frank

Additional Presenter(s): Carolyn Little

Executive Summary: The Impasse Policy establishes procedures for resolving internal disputes, including impasse procedures between governing boards and policy groups. Within the Impasse Policy are the roles and responsibilities of both the Board and the Policy Council board.

Recommendation: The Board approves the Head Start Impasse Policy.

Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation): N/A

Legal Review (if necessary, list attorney and firm): N/A

Anita Frank

Cabinet Level Presenter's Signature

1-14-21

Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date

Beaumont ISD

Beaumont Independent School District
/Bingman Head Start



Impasse Policy

1/14/2021

Beaumont Independent School District/Bingman Head Start

INTERNAL DISPUTE RESOLUTION FOR BOARD OF TRUSTEES and HEAD START POLICY COUNCIL

Beaumont Independent School District (BISD) Board of Trustees and Head Start Policy Council jointly have established procedures for resolving internal disputes, including impasse procedures between governing boards and policy groups.

Beaumont I.S.D./Bingman Head Start will use 1304.50 Appendix A to flow the issue or task. In the event of a disagreement or problem, the Board of Trustees, Policy Council, and administrators will follow the Beaumont I.S.D./Bingman Head Start Mediation and Impasse Procedure.

ROLE AND RESPONSIBILITIES OF THE GOVERNING BOARD

The governing board's general responsibility (i.e., legal and fiscal responsibility) is to insure that the Head Start program is administered in accordance with federal, state and local regulations. Also included as a part of the board's responsibility is the authority to establish a Head Start Policy Council with appropriate parent and community representation. It is the Board's responsibility to insure that the Policy Council acts in accordance with Head Start standards and that Policy Council approval is obtained in all actions where approval is required prior to implementation of local agency policy.

ROLE AND RESPONSIBILITIES OF THE POLICY COUNCIL

The Policy Council's major responsibility is to insure that the concerns of Head Start parents are adequately addressed. Its existence insures a system of checks and balances whereby a formal structure is provided for parent involvement in decision-making activities. The Policy Council should be consulted in the decision-making process prior to seeking approval. If they do not approve, the proposal cannot be adopted or action taken, until agreement is reached.

This procedure was developed and formally adopted on a pro-active basis. Therefore, the Beaumont I.S.D./Bingman Head Start will follow the procedure in the successive steps that follow:

STEP-I

- A. If the Head Start Director, Executive Director, Policy Council and/or Board of Trustees fail to reach an agreement during the shared decision-making process the following should take place

1. Head Start Director, Executive Director, Board and Policy Council should work cooperatively to identify and diagnose issues, problems, disagreements or concerns.
2. Develop a plan or series of alternative plans to solve the issue, problem, disagreement or concern.
3. Choose the best plan from series of alternative solutions or plans.
4. Evaluate the success or outcome of the chosen plan.
5. If an agreement cannot be met precede to Step II.

B. The decisions that are made by the Board of Trustees, Policy Council, Head Start Director, and Executive Director will affect the quality of the Program, the effectiveness of the operation, the amount and the quality of community support. It is therefore essential for all involved in the shared decision-making process to understand their role and responsibility.

STEP-II

A. Voluntary Negotiation

1. Beaumont I.S.D./Bingman Head Start will submit issues, problems or concerns to voluntary negotiation after dispute has failed through the shared decision-making process.
2. The Policy Council will select two representatives and the governing board will select two representatives to meet with the assistance of an outside person, or a professional consultant, who has Head Start knowledge to try to solve the issues, problems or concerns.
3. Within ten days, the Policy Council will hold a special meeting for consideration of volunteer negotiators proposed decision or action.
4. If an agreement cannot be met and impasse occurs, proceed to Step III.

STEP-III

Where there is impasse between the Board of Trustees and the Policy Council, notification must be made to the ACF Regional Office within ten days of knowledge of the impasse.

The Regional Administrator or his/her designee will hold one or more meetings that the Grantee's Executive Director, the Head Start Director, the Board of Trustees' Chairperson and the Policy Council Chairperson will be required to attend. The purpose of the meeting is to resolve the issues to the mutual satisfaction of both parties and avoid the possibility of adverse action. If the meeting(s) is not successful in resolving the issue, the Grantee should, within ten days, submit the dispute to a professional mediator.

1. The Policy Council will designate two members to a mediation panel within 14 days.

2. The Board of Trustees will designate two members to a mediation panel within 14 days.
3. The Regional Office will provide assistance in selecting a professional mediator.
4. The fifth member of the panel will be selected by the four members of the panel. He/she will be the chairperson of the mediation panel and will be an impartial person of good reputation and standing.
5. The professional mediator will set the guidelines and criteria for the mediation panel whose duty it is to resolve the issue in dispute as expeditiously and fairly as possible at the minimum expense to the parties involved.
6. The mediation panel will notify the Policy Council, the Grantee Board and the Regional Office within ten (10) working days of its binding decision on issues of impasse.

Cost Incurred

Cost incurred in mediation will be absorbed in accordance with the cost principle of accounting for Head Start.

Statement of Commitment

If, in the event impasse meetings and/or mediation become necessary, the parties are committed to cooperate fully, respect the process and each other, and work diligently with the established panel in an effort to resolve differences. The process represents the true spirit of Head Start and thus, both reflect the tenets of the regulation.

Impasse Policy Signature Page

Board President

Date

Head Start Policy Council Chairperson

Date

Head Start Director/Principal

Date

Approval Date



Board Exhibit Cover Sheet

Meeting Date: 1/21/21

Agenda Item/Exhibit Number: **II.E.4.d.**

Agenda Item Title: Head Start Interagency Agreement

Cabinet Level Presenter(s): Dr. Anita Frank

Additional Presenter(s): Carolyn Little

Executive Summary: Beaumont Independent School District and the Bingman Head Start Program have maintained a long and successful Grantee/Federal relationship. The benefits of this effective collaborative have helped provide comprehensive, quality, professional and human services to the personnel, parents and students involved in the Head Start Program.

Recommendation: The Board approves the Head Start Interagency Agreement.

Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation): N/A

Legal Review (if necessary, list attorney and firm): N/A

Anita Frank

Cabinet Level Presenter's Signature

1/14/2021

Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date

Beaumont ISD

Beaumont Independent School
District/ BINGMAN HEAD
START

Interagency Agreement



1/14/2021

BISD/BINGMAN HEAD START

Interagency Agreement

Beaumont Independent School District and the Bingman Head Start Program have maintained a long and successful Grantee/Federal relationship. The benefits of this effective collaborative have helped provide comprehensive, quality, professional and human services to the personnel, parents and students involved in the Head Start Program.

The new federal mandates, which focus on effective management systems as well as quality services, require that the Grantee and Head Start Program enter into a written agreement outlining the provisions and expectations of each party.

The agreement reads...

As the Grantee Agency the benefits and expectations provided the Head Start Program include:

- Use of buildings and grounds located at 5265 S. Kenneth Street as in-kind services with written method for allocating in-kind rental costs
- Provide all renovations as in-kind services
- Maintain said buildings and grounds to include custodial services, food services, and maintenance services personnel as in-kind
- Appoint an Executive Director and Fiscal Manager as in-kind personnel
- Provide collaborative services of the BISD Director of Food Services, Personnel, Special Services, Public Relations, Special Education, Title I, Communications, Nurses, ESL, Staff Development, Transportation and Early Childhood Supervisor
 - Provide the services of a diagnostician as needed
 - √ Pay the salaries of a PPCD teacher and two PPCD aides
 - √ Pay the salary of the Head Start speech pathologist
 - √ Pay the salary of the ESL aide
 - √ Pay the salaries of fifteen Head Start teachers
- Provide pre-service and in-service training and technical assistance as needed
- Provide state and local curriculum materials and resources
- Approve Policy Council and Parent Committee officers and by laws
- Provide for Governing Body representation on Head Start Policy Council
- Provide for shared decision-making between Policy Council and Grantee Agency on the operation, governance and maintenance of the Program
- Draft a written impasse policy statement to resolve possible differences

between the Governing Body (Grantee) and the Policy Council, and help reach consensus

- The Child Nutrition Department receives funding from the National School Lunch Program, which indirectly receives funds from USDA. The Nutrition department is a separate entity from the grantee and Head Start. The USDA funds received pay to support and maintain their department. These services are provided for our program and will provide a monthly printout from USDA.

As the Head Start Program the benefits and expectations provided the Grantee Agency include:

- Pay salaries and fringe benefits of **all** Head Start personnel with the exception of those listed above
- Write and manage the Head Start Program Refunding Grant
- Maintain and operate the daily Program in accordance with Head Start Performance Standards and Beaumont ISD Policies and Procedures
- Adhere to all District policies and procedures
- Communicate Head Start policies, procedures and standards to the Grantee Agency
- Implement a quality, comprehensive, program of services for low-income children and families
- Provide developmental appropriate curriculum and delivery, assessment, and programming for the three and four-year-olds served
- Provide a clean, safe, environment that is conducive for learning
- Form community collaboration to extend federal, state and local funds and Services
- Report directly to the Assistant Superintendent of Elementary Instruction (Head Start Executive Director)
- Develop a written plan for the operation of the Head Start Program
- Collaborate with the fiscal manager to insure that Head Start funds are expended appropriately
- Provide relevant training for early childhood caregivers
- Provide parenting classes and educational opportunities for Head Start parents
- Maintain an efficient and effective system of record-keeping and reporting
- Manage human resources and monitor and appraise curriculum delivery
- Insure compliance with all federal, state and local laws
- Insure effective Program planning and maintain Program accountability
- Be proactive in increasing the visibility of Head Start in the community

Interagency Agreement Plan Signature Page

Board President

Date

Head Start Policy Council Chairperson

Date

Head Start Director/Principal

Date

Date of Board Approval



Board Exhibit Cover Sheet

Meeting Date: 1/21/21

Agenda Item/Exhibit Number: **II.E.4.e.**

Agenda Item Title: Head Start Self-Assessment

Cabinet Level Presenter(s): Dr. Anita Frank

Additional Presenter(s): Carolyn Little

Executive Summary: Every year the Head Start Program evaluates itself to determine areas of program strength and weakness that need to be addressed. The annual self-assessment is completed by teams comprised of managers, Policy Council representatives, parents, community leaders, staff, and when possible Board of Trustees.

Recommendation: The Board approves the Head Start Self-Assessment.

Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation): N/A

Legal Review (if necessary, list attorney and firm): N/A

Anita Frank

Cabinet Level Presenter's Signature

1-14-21

Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date

Beaumont ISD

Beaumont Independent School District / Bingman Head Start

Self Assessment



1/14/2021

BEAUMONT I.S.D./BINGMAN HEAD START PROGRAM SELF-ASSESSMENT

2018 - 2023

Introductory Statement

Beaumont Independent School District operates the Head Start Program in one center-based program. Bingman Head Start Center provides an early childhood experience for 510 three and four-year-old children.

The two (2) governance bodies, the BISD Board of Managers and the Head Start Policy Council have followed the mandate of all funding sources and developed policies and procedures to ensure that the management team has appropriate systems in place for the smooth operation of this agency. With TEA, Texas Education Agency assumed control of our district in June, 2014 we have been assured that the communication and operations of our program would not be affected.

The management of the Bingman Head Start Program begins with the Principal/Director who is responsible for the daily administration and effective operation of the Program. The Director and the management team work with the other 90+ Head Start employees to implement the systems and services that have been developed for effective management of the agency.

The Program Self-Assessment is conducted annually, and is implemented in accordance with the guidelines set forth in the Head Start Program Performance Standards. Staff, parents, board members, and community members take an active part in carrying out the self-assessment which is compiled in March, annually. This document highlights the program's strengths, weaknesses, and corrective action strategies.

1301 – Program Governance						
Broad Goal: Program Governance systems include a governance structure, strong communications, and regular reporting that supports shared decision making.				Data Sources: Policy Council Minutes, Sign In sheets, Governance Screener, prior Self-Assessment, Governance review 2015.		
Objective / Areas of Improvement	Action Steps	Result/Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Funds	Other sources		
<p>Part 1301 Program Governance sub-section 1301.5 Training</p> <p>1- Policy Council members and Board of Managers will receive training in oversight responsibilities</p> <p>2- All members of the Policy Council, Board of Managers, Fiscal, and Human Resources will be trained on the updated Head Start Performance Standards to ensure BISD remains in compliance.</p> <p>3- Policy Council will be encouraged to attend BISD board meetings as well as Board of Managers will be encouraged to attend Policy Council Meetings.</p>	<p>1 – 2 Online training Resources from the Office of Head Start Knowledge Center will be utilized by the Principal/director to inform Policy Council and Board of Managers of Head Start requirements. Trainings will be added in the Principal’s Calendar of Events. Each month Policy Council will be trained on one area of the Performance Standards.</p> <p>3 – Meeting schedules will be provided to both groups and invites sent out for reminders.</p>	<p>1 – 2 A well trained and informed Policy Council and Board of Managers to assist the Principal/Director in all governance. Documentation: agendas, minutes, sign-in sheets, interviews/conversations</p> <p>3- Continuous support from all governing bodies.</p>	N/A	N/A	Principal/Director, Program Managers, Governing Bodies	100% of training will be conducted by March yearly.

1302.1 – Program Operations: Subpart A - Eligibility, Recruitment, Selection, Enrollment, and Attendance						
Broad Goal: ERSEA contains requirements and procedures for the eligibility determination, recruitment, selection, enrollment, and attendance of children, specifically strategies to promote attendance.			Data Sources: Community Assessment, Selection Policy, Child Plus, Parent Surveys, Attendance Reports, Attendance Policy, Waitlist			
Objective / Areas of Improvement	Action Steps	Result/Evidence By	Budget		Team Member(s) Responsible	Time Frame/Status
			HS Funds	Other Sources		
Part 1302.1 Program Operations sub-section A:1302.16 Attendance A program must implement strategies to promote attendance. i - provide information about the benefits of regular attendance; ii – support families to promote the child’s regular attendance; iii – conduct a home visit or make other direct contact with a child’s parents if a child has multiple unexplained absences iv– within the first 60 days, and on an ongoing basis thereafter use individual child attendance data to identify children with patterns of absence that put them at risk of missing 10% of the year. Develop appropriate strategies to improve individual attendance among identified children.	Revisit the attendance policy for further clarification Information shared at all orientations Monitor daily Home Visits/ phone calls/ texting reminders Reach out to other emergency contacts if parent cannot be reached,	Attendance policy, Orientation interview, Monthly encouragements to parents, Attendance records, Parent call logs Emergency contact calls Home Visit log	N/A	N/A	Family Workers Center Assistant Principal/Director Managers Attendance Committee PEIMS Clerk Teachers Parents	Ongoing monitoring.
	Attendance rewards to include the parents: a. Weekly thank you cards for parents for perfect attendance b. Monthly calls for perfect attendance c. Name in drawing for gifts at the end of the year.	Incentives Logs Drawings	Donations from staff	Principal Program coordinator Family workers Teachers CHAMPS Team	Ongoing	

<p>If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance. If the child's attendance does not resume, and then the program must consider that slot vacant.</p>	<p>Monitor Attendance</p> <p>Attendance meeting to determine if it is an attendance pattern;</p> <p>Attendance Committee of Center Assistant, Principal/Director, Program Coordinator, PEIMS clerk, and others deemed necessary will determine if student will be dropped. This does not qualify as an expulsion.</p>	<p>Attendance logs</p> <p>Home Visit logs</p> <p>Attendance Meeting minutes, agenda, sign in</p>			<p>Family Workers, Center Director, Principal/Director, Attendance Committee, Program Coordinator, PEIMS Clerk.</p>	<p>Ongoing</p>
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1302.30 – Program Operations: Subpart C - Education and Child Development Program Services

<p>Broad Goal: Program provides a high-quality early education and child development services, including children with disabilities that promote children's cognitive, social, and emotional growth for later success in school. A center-based program must promote secure parent-child relationships and help parents provide high-quality early learning experiences. All programs must implement a research-based curriculum, screening and assessment procedures that support individualization and growth in the areas of development from Head Start's ELOF (Early Learning Outcomes Framework) and support family engagement in children's learning and development. A program must deliver developmentally, culturally, and linguistically appropriate learning experiences in all areas of the Head Start Early Learning Outcomes Framework (HSELOF)</p>	<p>Data Sources: CLASS, Forethought, Strive, other classroom/teacher monitoring tools</p>
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Objective / Areas of Improvement	Action Steps	Result/Evidence By	Budget		Team Member(s) Responsible	Time Frame/Status
			HS Funds	Other Sources		
<p>1302.31 Teaching and the learning environment To monitor for best teaching practices</p>	<p>Monitor lesson plans Classroom environment Classroom management</p>	<p>Strengthen classroom structure and instruction CLASS results, Monitoring tools, student engagement, assessment results</p>			<p>Education Coordinator, Principal/Director, Program Coordinator,</p>	<p>Ongoing yearly. Classroom environment will</p>

					Coaches, Teachers	continuously be monitored to ensure all classrooms exhibit Early Childhood best practices.
1302.34 Parent and family engagement in education and child development services To promote parent involvement in school.	Promote Parent meetings, send notifications in advance to parents, and find incentives to encourage participation.	Increase parent participation, agendas, sign-in sheets Continue to have children from classrooms on programs at meetings.	Head Start Budget		Education Coordinator, Managers, Teachers, all staff	By May, 2020, 10% of our parents will have participated in Parent Training initiatives.
1302.40 – Program Operations: Subpart D - Health Program Services						
Broad Goal: To provide high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child’s growth and school readiness.			Data Sources: Parent surveys, PIR, Health Logs, Child Plus, TEAMS, Health Advisory Minutes, DataSay monitoring reports			
Objective / Area of Improvement	Action Steps	Results / Evidence By	Budget		Team Member(s) Responsible	Time Frame/Status
			HS Funds	Other Sources		
1302.41-1302.44 Ongoing health care and records for medical, dental, immunizations, hearing & vision screens and nutrition.	A new nurse was hired in March, 2018, Training will be provided in Head Start practices and job requirements Left in Dec. 19; new hire 3-20	Ongoing care for students will continue at a high level. Records will be up-to-date Communications will be followed with parents on the importance of students health and well-being Ongoing care and safety will be at a high level. Develop Medicare partnership with local provider – TANF or	T/TA funds	BISD	Network Resources, Nurse BISD Principal/Director	Completed and continuously monitored

		UTBB Utilize ChildPlus during orientation phase				
1302.46 Family support services for health, nutrition, and mental health Provide support services to parents and staff	<p>Parent trainings including: Preventative health care, first aid, environmental hazards, health and safety practices for the home, developmental consequences of tobacco product use and exposure to lead, safe sleep, vehicle and pedestrian safety. Assist families in accessing health insurance, understanding treatment procedures and services provided while in program.</p> <p>Keep staff informed of allergies, nutritional needs, medical needs</p> <p>Discuss with staff and identify issues related to child mental health and social and emotional concerns</p>	<p>Calendar of Events, parent meeting agendas & sign-in sheets Newspapers / Parent communiqués Implement quarterly health-related newsletters/ Parent Communiqués next year.</p> <p>Postings in classrooms</p> <p>Staff meeting agendas, sign in sheets Log of parent meetings</p>			<p>Family Services, Nurse, Education Coordinator, Principal/Director Mental Health Coordinator</p> <p>Mental Health Coordinator</p>	<p>Ongoing annually, parents will be offered training in all areas of health, nutrition and mental health.</p> <p>Annual training in current Mental Health Issues</p>
1302.47 Safety	a) Safety training must	a) Professional Development			Principal/Director,	Monitored

<p>Practices. a) A program must establish, train staff, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. b) A monitoring system must be developed and implemented to include:</p> <ul style="list-style-type: none"> i. Facilities ii. Equipment and materials iii. Background checks iv. Safety training v. Safety practices vi. Hygiene practices vii. Administrative safety procedures viii. Disaster preparedness plan. 	<p>be included into Professional Development plans)</p> <p>Completed active shooter training.</p> <p>b) A purchase of DataSay will assist in ongoing monitoring of Safety practices across the program <i>(4-2019. Data Say did not prove to be what we could manage. We will go back to monitoring through ChildPlus.)</i></p>	<p>Plan, agendas, sign-ins, health logs, monitoring reports</p> <p>b) DataSay reports, logs Results should be visible as well. <i>(4-2019. Monitoring will be in ChildPlus)</i></p>	<p>T/TA funds</p>		<p>Nurse, all Managers, CEIC</p>	<p>annually and will be maintained in ChildPlus</p>
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1302.5 Program operations – Subpart E: Family and Community Engagement

Broad Goal: A program must integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development.			Data Sources: PFCE Plan/goals, activities, logs, partnership agreements, Child Plus, family outcomes			
Objective/Area of Improvement	Action Steps	Results/Evidence By	Budget		Team Member(s) Responsible	Time Frame / Status
			HS Funds	Other Sources		
1302.51 Parent activities to promote child learning and development.	1-Use of Conscious Discipline for Parents as a Parent Curriculum 2- Building knowledge and offering parents the opportunity to practice parenting skills	Participation in program Activities, agendas, sign-ins	Funds for Research Based Parent Training curriculum		Education Coordinator Family Workers Teachers	In the initial year, 2018-2019, to have 15% of our parents involved in the activities and curriculum.
1302.52 Family Partnership services. a) Family partnership process. b) Identification of family strengths and needs c) Existing plans and community resources family partnership services d) Existing plans and community resources.	Develop strong PFCE (Parent Family and Community Engagement Framework) goals. Commit to memory the high points of the seven family goals to ensure they are incorporated in the relationships with parents/families.	Family Partnership Agreements, parent communiqués, Data usage and family outcomes Documented family outcomes on ChildPlus to ensure progress, if made, is noted.		T/TA support	T/TA Specialist, Center Assistant, Family workers, Education Coordinator, Principal/Director Family workers	Plan will be implemented in the 2018-2019 school year. 3 times a year.

1302.6 Program Operations – Subpart F: Additional Services for Children with Disabilities

Broad Goal: To work closely with the grantee and parents on a joint Memorandum of understanding to identify and provide services for our students with disabilities in a timely manner.			Data Sources: Special needs forms, applications, screenings, assessment data, ARD documents, TEAMS, eSPED, Child Plus			
Objective/Area of Improvement	Action Steps	Results/Evidence By	Budget		Team Member(s) Responsible	Time Frame/Status
			HS Funds	Other Sources		
1302.61 (a) Additional services for children with disabilities. Programs must ensure the individualized needs of children with disabilities, including but not limited to those eligible for services under IDEA, are being met.	To identify and offer services through 504 to a child with a physical or mental impairment that substantially limits one or more major life activities but is not physical or mental impairments.	504 Committee will meet to ensure accommodations are in place to meet the academic needs of identified students. Parents will be informed and provided a "Notice of Parent and Student Rights Under Section 504" pamphlet. All 504 meetings will be documented and stored in eSPED.			Program Coordinator, Mental Health Coordinator, Health Coordinator, Parent, Family Worker, PEIMS Clerk, teacher	Ongoing
1302.63 Coordination and collaboration with the local agency responsible for implementing IDEA.	Develop an Action Plan with the Special Education Department to ensure 10% of our enrollment is identified through IDEA by the end of the first semester.	Fifty-one students will be identified through the Special Education department by the end of the first semester. This will be documented through eSPED and TEAMS.			Special Education Director, Principal/Director, Diagnostician, Speech Pathologist Program Coordinator, Teachers	By January 1, 51 students will be identified under IDEA annually.
1302.90 Program Operations: Subpart I –Human Resources Management						
Broad Goal: Personnel policies are written and procedures are approved by the grantee as well as the Policy Council. Provide staff with the resources needed to ensure student success.			Data Sources: District Employee Handbook, Human Resource guidelines, Performance Standards, Teacher Surveys, CLASS observations, other accumulated data			
Objective/Area of Improvement	Action Steps	Results / Evidence By	Budget		Team Member(s) Responsible	Time Frame/Status
			HS Funds	Other Sources		
1302.90 b) Background checks	1 -Consult with the BISD Human Resources manager to determine whether we	Compliance with Performance Standards. <i>After conferring with the Human Resource department. We are</i>			BISD Human Resource Director Principal/Director	By Dec, 2019, we are 100% compliant in

	meet requirements on Background checks. 2 - If further screening is required, devise a process to proceed.	<i>100% compliant with Background checks. Our background checks are through the Dept of Public Safety Fax Clearing House. We subscribe to the Rapback which notifies the district of any and all changes in the background status of all BISD employees. (Ongoing)</i>				Background checks. Complete and ongoing monitoring.
1302.92 b) Training and professional development. Establish and implement a systematic approach to staff training	Develop a professional development plan to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services	Ongoing professional development Professional Development Plan Agendas Sign-in sheets	HS and T/TA funds		Principal/Director Education Coordinator Managers	By October, a detailed Professional Plan will be in place for professional growth. By February, all teachers will participate in 6 hours of Professional Development in Classroom Management.
1302.92 c) Practice-based Coaching Plan. To intensify the coaching opportunities.	Coaches will be trained in CLASS to assist them in supporting teachers. Coaches will work diligently with their respective mentees on a regular basis. Mentees will have the	Mentees will be more successful and exhibit growth and stronger confidence in the curriculum.			Principal/Director Education Coordinator T/TA Specialist Coaches Teachers	By October 1, all classrooms will be evaluated by the Classroom Assessment Scoring

	opportunity to observe other teachers as well as watch coach teach within the classroom setting.					System (CLASS) instrument to identify classroom coaching needs.
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1302.100 Program Operations: Subpart J – Program Management and Quality

Broad Goal: The program must provide management and processes of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services.	Data Sources: ChildPlus Monitoring forms; self assessment; logs,
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Objective/Area of Improvement	Action Steps	Results/ Evidence By	Budget		Team Member(s) Responsible	Time Frame/Status
			HS Funds	Other Sources		
1302.101 Management system. To coordinate, compile, and conduct thorough monitoring of all areas of the program.	To have consistency in monitoring events throughout all program areas.	To purchase of DataSay online Monitoring System. All managers can be assigned and record all monitoring events in one central system. Data can be compared as well as be determined whether areas need to be addressed in the Self-assessment or be determined completed. <i>4-19. DataSay will not be repurchased. We will receive intensive training on ChildPlus to ensure all monitoring, PIR, and data can be consistent and accurate.</i>	T/TA funds		Principal/Director All managers	By March, data will be documented, compiled, and ready to finalize the self assessment.

Program Self-Assessment Signature Page

Board President

Date

Head Start Policy Council Chairperson

Date

Head Start Director/Principal

Date

Date of Board Approval



Board Exhibit Cover Sheet

Meeting Date: 1/21/21

Agenda Item/Exhibit Number: **II.E.4.f.**

Agenda Item Title: Head Start Program Goals

Cabinet Level Presenter(s): Dr. Anita Frank

Additional Presenter(s): Carolyn Little

Executive Summary: As a result of the Annual Self Assessment, program goals are determined. Program goals can be short term, long term, or immediate needs.

Recommendation: The recommendation is that the Board approves the Head Start Program Goals.

Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation): N/A

Legal Review (if necessary, list attorney and firm): N/A

Anita Frank

Cabinet Level Presenter's Signature

1-14-21

Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date

Beaumont ISD

Beaumont Independent School District/ BINGMAN HEAD START

Program Goals



1/14/2021

BISD/BINGMAN HEAD START
Program Goals
2018-2023

Program Area	Program Goal	Year One Objective	Year Two	Year Three	Year Four	Year Five
1302.1 Enrollment, recruitment, selection, enrollment, and attendance (ERSEA). <ul style="list-style-type: none"> • 1302.16 Attendance 	To implement strategies to promote attendance.	The program will increase attendance rate from 93% to 95 % for 2018-2019 program year.	Did not meet our goal. Goal will remain for 2019-2020.	Attendance was effected by Pandemic – Scholl virtual from Mar – May, 2020		
1302.30 Education and Child Development <ul style="list-style-type: none"> • 1302.31 Teaching and learning environment 	To provide high-quality early child development services, including children with disabilities that promotes children’s cognitive, social, and emotional growth for later success in school.	By November, 2018 lesson plans will be 100% compliant. By May 2019, classroom environment will exhibit Early Childhood best practices. By October 2018, a detailed Professional Plan will be in place for professional growth, including 6 hours in Classroom Management training.	Met but will continue to monitor annually. Much improved, but will continue to be monitored. Annual	COVID - 19		
1302.90 Human Resources Management 1302.92b) Training and professional development	To provide staff with the resources needed to ensure student success.					

<p>1302.90 Human Resources Management 1302.92c) Practice-based Coaching Plan</p>	<p>To assist in teacher growth.</p>	<p>By October 1, 2018, all classrooms will be evaluated by the CLASS instrument to identify classroom coaching needs.</p>	<p>Annual</p>			
<p>1302.34 Parent and family engagement in education and child development services</p> <p>1302.40 Health Program 1302.46 Family support: Provide support services to parents and staff</p> <p>1302.51 Parent activities to promote child learning and development</p>	<p>To promote parent awareness and education through trainings and participation.</p>	<p>By May 2019, 15% of our parents will have participated in Parent Training initiatives.</p>	<p>Have not met our goal, we will continue this goal w/ incentives for parent participation.</p>	<p>COVID-19</p>		
<p>1302.40 Health Program</p> <ul style="list-style-type: none"> • 1302.47 Safety Practices. <p>1032.100 Program Management and Quality</p> <ul style="list-style-type: none"> • 1032.101 Management system. 	<p>To ensure that all areas are monitored regularly and documentation is current.</p> <p>To provide a cohesive monitoring system to monitor all areas of the program.</p>	<p>By March, 2019, monitoring data will be documented, compiles, and ready to finalize self-assessment's strengths and weaknesses.</p>	<p>Completed but will be annual</p>	<p>COVID-19</p>		

PROGRAM GOALS Signature Page

Board of Trustees Chairperson

Date

Head Start Policy Council Chairperson

Date

Head Start Principal/Director

Date

Date of Board Approval



Board Exhibit Cover Sheet

Meeting Date: 1/21/21

Agenda Item/Exhibit Number: **II.E.4.g.**

Agenda Item Title: Head Start Policy Council By-laws and Officers for 2020-2021

Cabinet Level Presenter(s): Dr. Anita Frank

Additional Presenter(s): Carolyn Little

Executive Summary: The Office of Head Start (OHS) requires the Board to approve the Policy Council By-laws and officers yearly. The Policy Council By-laws include rules that regulate the Policy Council in the areas of functions/duties, meetings, membership, parent representation, community representation, officers, committees, personnel, and conflicts of interest.

Recommendation:

Budget Impact* (if applicable): N/A

Funding Source (if applicable): N/A

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation): N/A

Legal Review (if necessary, list attorney and firm): N/A

Anita Frank

Cabinet Level Presenter's Signature

1/14/21

Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date

BISD

Beaumont Independent School District / Bingman Head Start

Policy Council By-Laws and Officers



1/14/2021

BISD/BINGMAN HEAD START

2020-21

HEAD START POLICY COUNCIL BY-LAWS

Article I Name:

The name of the organization shall be the Bingman Head Start Policy Council, Beaumont Independent School District.

Article II Purpose

- 1) To involve parents and interested community people in the development of policies and procedures used in the operation of the Head Start program.
- 2) To provide opportunity for parents' ideas to be used in evaluation /assessment and to promote parent involvement in planning as required by the Performance Standards.

Article III Functions/Duties:

- 1) Operate within the Performance Standards.
- 2) To work with the grantee and Board of Trustees through a shared governance plan, and therefore, serve as a link between public and private organizations, and the community it serves.
- 3) Have the opportunity to initiate suggestions and ideas for program improvements and planning, and to receive a report on action taken by the administering agency with regard with regard to its recommendations.
- 4) Plan, coordinate, and organize agency-wide activities for parents with the assistance of staff.
- 5) Approve the expenditure of parent Activity Funds
- 6) Assist with self-assessment of the Head Start Program.
- 7) To give advice, comments, ideas, and consent regarding the program plans and program proposal.
- 8) To assist in giving Head Start parents an opportunity to comment and/or evaluate the program annually.
- 9) To receive and review financial expenditures on quarterly basis, along with monthly reports.
- 10) Assist with the funding application prior to submission to the regional office.
- 11) Discuss and approve the strategic plans for the program, including short-range plans.
- 12) Review and approve personnel policies
- 13) Approve the hiring/firing of Head Start staff.
- 14) Be involved with the parent committee; to assist them in being involved in Head Start.
- 15) Assist in recruiting volunteers and families for the program.
- 16) Approving the selection process.
- 17) Approve the program's community complaint procedure.
- 18) Attend all Policy Council meetings.

Article IV. Meetings

- 1) The Council will meet at least every month and as needed through call meetings from the chairman.
- 2) A quorum constitutes with at least five parents and one community representative.
- 3) Robert's Rules of Order, revised should govern meetings.
- 4) The Policy council shall establish a timeline for meetings through voting.
- 5) Meetings should start on time
- 6) Concerns/questions/comments shall be written on a form and submitted to the secretary.

Article V. Membership

- 1) The total membership shall be a minimum of ten; with at least fifty-one percent being parents of Head Start children currently enrolled, plus community representatives.
- 2) Terms of membership will be no more than three years

- 3) Parent members must be elected to serve each year.
- 4) The chairman will fill vacancies from community members.
- 5) The Policy Council must approve community representatives.

Article VI Parent Representation

- 1) A parent is defined as the one who is related to the child currently enrolled as the father, mother, primary caregiver, foster parent, guardian, or the person with whom the child has been placed with for purposes of adoption pending final adoption decree.
- 2) Parents may submit written concerns to the secretary prior to the Policy Council meeting to be addressed at the meeting.
- 3) Parents may choose to give reports at parent committee meetings to keep other parents informed about the program.

Article VII Community Representation

- 1) Community representatives are people from the local community who have an interest in the program and are familiar with the families and resources the families use and need.
- 2) The Policy Council must approve the community representatives yearly.
- 3) Each community representative will serve twelve months. If approved yearly, he/she may serve up to three years.

Article VIII Officers:

- 1) Officers shall consist of president, vice-president (or 2), secretary, and assistant secretary. Vacancies will be filled by appointments. A treasurer may be elected.
- 2) Chairman shall preside at the general meetings and serve as official to sign the annual proposal, as well as other grants that become available.
- 3) The secretary is responsible for accurate minutes of each regular and called meeting.
- 4) Officers may serve two years. They may be replaced if they miss two consecutive meetings.
- 5) Elections will be held during the fall of each year.
- 6) The officers will form the executive committee.
- 7) The president may appoint officers to replace those who do not serve efficiently.
- 8) The president may be replaced if he/she misses three meetings. Another election may be held.

Article IX Committees:

- 1) Special committees will be appointed by the chairman as needed.
- 2) Create a Personnel Committee consisting of at least one parent and one community representative. This committee will be responsible for interviewing prospective people for available positions and making recommendations to the Policy Council to be hired.
- 3) Create a Budget Committee whose duties will be, but not limited to reviewing the budget recommendations of the Head Start staff prior to the staff's presentation of said budget to the Policy Council for its approval or input.
- 4) Create a by-laws Committee to address possible revisions necessary for the operation of the Policy Council.

Article X Personnel:

- 1) The responsibility of the hiring and firing personnel rests with the Personnel Director of BISS and the Board of Trustees, with approval given by the Policy Council. The Director of Head Start and the Personnel Committee members will have the opportunity to interview personnel hired.
- 2) The chairman will appoint enough members of Policy Council to be available in the summer to assist with this process and to fill a quorum requirement.
- 3) If an employee is to be dismissed, the officers of Policy Council will meet to consider the issue.
- 4) Personnel policies related to hiring and dismissal will be available to the Policy Council and reviewed each spring.

Article XI Alternates

Alternates may be elected in the event that members of Policy council are not attending meetings regularly. If a member misses three consecutive meetings, He/she may be removed from the Policy Council. Personal illnesses, death, and work schedule changes are considered valid. An alternate may be used to replace someone who does not have valid excuses, but he/she must be trained and attend meetings to be familiar and Policy Council. If alternates are elected, they shall have all the rights and privileges of members, with the exception of voting.

Article XII Conflicts of Interest

- 1) No person employed by Bingman Head Start may serve on Policy Council. Staff members may be invited to attend meetings.
- 2) Policy Council members may apply for employment with the program, but must resign if there is a job offer.

Article XIII Amendments:

The by-laws can be changed at a meeting with seven (7) days prior notice in writing of the proposed change.

Policy Council Board

The Policy Council elected officers were as follows for the 2020-2021 School Year:

Linda Clark– President

Briauina Cox – Vice-President

Natalie Martin – Secretary

Nicole Cooper – Assistant Secretary

Policy Council Board Approval

Signature Page

Board of Trustees Chairperson

Date

Head Start Principal/Director

Date

Date of Board Approval



Board Exhibit Cover Sheet

Meeting Date: January 21, 2021

Agenda Item/Exhibit Number: **II.F.4.**

Agenda Item Title: Approve revisions to Board Policy ELA (Local)

Cabinet Level Presenter(s): Anetra Cheatham

Additional Presenter(s):

Executive Summary: The proposed amendments to ELA (Local) were developed based upon guidance from TEA received by the District to ensure compliance with standards set for Charter Partnership by TEA and the Texas Administrative Code

Recommendation: Approve revisions to Board Police ELA (Local)

Budget Impact* (if applicable):

Funding Source (if applicable):

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A

Policy Reference (if applicable, list policy/regulation):

Legal Review (if necessary, list attorney and firm): Sierra Fisher, KBS Law

Cabinet Level Presenter's Signature

Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date

Authorization

To provide quality educational settings for all students and to obtain benefits under Education Code 11.174 and 48.252, the District may establish partnership charters as permitted by law and as described in this policy. The District shall be committed to rigorous decision-making and shall grant campus charters only to applicants that have demonstrated the competence and capacity to succeed in all aspects of the proposed campus charter.

Definitions

Operating Partner

An “operating partner” means a state-authorized open-enrollment campus charter or an eligible entity as defined by law for purposes of contracting to partner with the District to operate a District campus under state law.

Partnership
Program

A “~~P~~partnership ~~program~~” means a District-~~authorized initiated~~ program established in accordance with state law in which the Board contracts to operate a District campus in partnership with an open-enrollment charter school or other eligible entity as defined by law.

**Compliance with
Law**

A ~~P~~partnership ~~program~~ shall comply with all applicable requirements of state law, any applicable grant program requirements, local criteria specified in policy, and the applicable charter performance contract. Campus charters shall comply with all federal and state laws governing such charters and shall be nonsectarian. [See EL(LLEGAL)]

Application

Process

In establishing a ~~P~~partnership ~~program~~, the District ~~may shall~~ issue ~~a local requests for~~ applications designed to identify operating partners best qualified to meet the needs of the District.

The Board shall consider an application if the applicant:

1. Meets the eligibility requirements for a campus charter in accordance with law;
2. Follows the application process established by the District; and
3. Provides assurances to the Board that the applicant will comply with the statutory and District requirements for a campus charter.

The application process shall include:

1. A comprehensive written application; ~~that provides information about the proposed partner’s academic model, partner board and staff information and qualifications, and any operating or academic performance history of the proposed operator;~~

Content

- ~~2.~~ A rigorous review of the application by a charter application review committee;
- ~~3.~~ A capacity interview with the board and proposed staff of the partner organization;
- ~~2.4.~~ A formal recommendation from the review committee to the Superintendent for approval or denial of each application;
- ~~3.5.~~ A formal recommendation from the Superintendent to the Board for approval or denial of each application; and
- ~~4.6.~~ A vote by the Board to approve or deny each application.

Application Exhibits

The district shall utilize the following applications for campus charters:

1. ELA (Exhibit 1)

~~An application shall include the following, at a minimum:~~

- ~~1. The purpose and community need for the proposed campus charter;~~
- ~~2. A statement of the proposed campus charter's mission and goals;~~
- ~~3. Identification of the students to be served;~~
- ~~4. The academic plan including educational focus, program, curriculum to be offered, and a description of the proposed school day, calendar, and year;~~
- ~~5. The plan for meeting the needs of students with disabilities, English language learners, and other special populations;~~
- ~~6. The plan for measuring and reporting student achievement and increases in student achievement for all student groups;~~
- ~~7. The financial and business plan, including a proposed five-year operating budget and a contingency budget for lower than expected enrollment;~~
- ~~8. Identification and description, including the expertise and professional backgrounds, of the proposed governing body members and campus leadership;~~
- ~~9. The governance and decision-making plan including governing board structure, campus leadership and management structure, and organization chart;~~

- ~~10. Indications that the proposed governance structure is conducive to sound fiscal and administrative practices and strong, accountable, independent oversight of the campus;~~
- ~~11. Identification and description of any services the proposed campus charter expects to be performed by the District (e.g., transportation, food);~~
- ~~12. The proposed campus charter's leadership roles and responsibilities regarding personnel, the budget, purchasing, program funds, and other areas of management;~~
- ~~13. The campus charter's staffing and employment plan consistent with federal and applicable state guidelines, including due process, employment contract nonrenewal, and termination procedures;~~
- ~~14. Information on the qualifications, experience, recruitment, selection, professional development, and ongoing evaluation of teaching staff to be hired for the campus;~~
- ~~15. The proposed student recruitment, enrollment, and withdrawal processes, and a plan for ensuring equitable access in accordance with law;~~
- ~~16. The student discipline plan and procedures;~~
- ~~17. The petition indicating evidence of support for the approval of a charter as required by law, if applicable; and~~
- ~~18. A pre-operational start-up plan detailing tasks, responsible parties, and a timeline for completion.~~

Review Committee

Composition

The Superintendent shall establish a review committee to conduct a substantive and merit-focused evaluation of each application submitted in accordance with the District's published application procedures.

Conflicts of Interest

The review committee shall be composed of District staff and external evaluators with relevant and diverse expertise and must include a minimum of three members.

Review Process

A review committee member shall disclose any potential conflict of interest with an applicant.

The review committee may:

1. Request additional information or documents from the applicants; or
- ~~2. Schedule interviews with applicants; or~~

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~~3-2.~~ Request that the Board schedule a public hearing to allow applicants an opportunity to present their application and campus plans to the Board and to the community before formal consideration by the Board.

Recommendations The review committee shall provide to the Superintendent a recommendation for denial or approval of each application based on the District's established criteria. After considering the review committee's recommendation, the Superintendent shall make a formal recommendation to the Board for approval or denial of each application.

Charter Performance Contract If the Board approves an application, the Board shall execute a written charter performance contract that includes provisions as required by law and establishes the legally binding terms under which the campus charter will operate and be evaluated during the charter term and for renewal.

Each charter performance contract shall address the material terms of the campus charter's operation as required by law. Each charter performance contract shall be granted for a period of up to ten years with a rigorous review every five years.

Standards In addition to standards required by law, the charter performance contract shall include additional standards established by the Board, ~~including expectations for academic performance, short-term financial performance, long-term financial stability, and operational and governance performance.~~ including a clear and unambiguous description of the operating partner's authorities, a description of the partner's academic model, the funding structure of the partnership, expectations for academic performance, short-term financial performance, long-term financial stability, and operational and governance performance.

The performance standards shall also address expectations for appropriate access, education, support services, and outcomes for students with disabilities.

Oversight and Evaluation
Monitoring System The Board shall implement a comprehensive performance accountability and compliance monitoring system that is aligned with the Board's performance standards and provides the Board with the information necessary to make rigorous, evidence-based decisions regarding charter renewal, revocation, and probation or other interventions. This monitoring system shall be based on and aligned with academic, financial, operational, and governance standards set forth in the charter performance contract.

CAMPUS OR PROGRAM CHARTERS
PARTNERSHIP CHARTERS

ELA
(LOCAL)

	<p>To the extent possible, the Board shall minimize administrative and compliance burdens on campus charters and focus on holding campus charters accountable for outcomes rather than processes.</p>
Data Collection	<p>Campus charters shall provide information and data to the District pursuant to state law and the District's reporting schedule using a state-approved student management system.</p> <p>The District shall require each campus charter to report its performance separately and shall hold each campus charter accountable for its performance.</p>
Evaluation and Reports	<p>Annually, the Board shall evaluate each campus charter against the performance standards established by the Board or law.</p> <p>The Board shall communicate evaluation results to the campus charter's governing body and leadership in a written report that summarizes compliance and performance, including areas of strength and improvement. The results of all evaluations shall be made accessible to the public and available on the District website.</p> <p>The Board shall produce for the public an annual report that provides performance data for all the campus charters it oversees, including individual campus performance and overall campus charter performance. The annual report shall at a minimum be posted on the District website.</p>
Campus Charter Autonomy	<p>In accordance with law and the charter performance contract, the Board shall support the operating partner's authority over the campus charter's day-to-day operations.</p> <p>The Board shall recognize the governing board of the campus charter as independent and autonomous from the Board and District, with full authority and accountability for the campus charter's performance and operations.</p>
Conflicts of Interest	<p>The District and the operating partner shall comply with applicable conflict of interest provisions in law.</p>
Intervention	<p>The District shall give timely notice to the campus charter of any violations of the charter performance contract or performance deficiencies justifying formal intervention. The notice shall identify in writing the concerns, and, if applicable, the time frame for remediation. The notice may include additional consequences if any of the concerns are not remedied within the stated timeline.</p> <p>Depending on the severity of the concern or deficiency, the Board may place a campus charter on probation or revoke the charter performance contract, in accordance with the terms of the contract and applicable law.</p>

Probation

Criteria

The Board may place a campus charter on probation as permitted by law or the charter performance contract, or for failure to meet academic performance standards.

Procedure

In the event of any indication or allegation that a campus charter has committed a violation of law or the charter performance contract that may warrant probation, the District shall take the following steps:

1. The Superintendent shall investigate the allegations and hold a conference with the chief operating officer and governing body of the campus charter to discuss the allegations.
2. If the Superintendent determines that a violation or mismanagement has occurred, the chief operating officer of the campus charter shall respond to the allegation at the next regularly scheduled Board meeting.
3. The Board shall hear the presentation and take action, if necessary, to place the campus charter on probation. If the Board decides to place the campus charter on probation, it must provide an opportunity for a public hearing as required by law.
4. If a campus charter is placed on probation, the campus charter must take action to remedy the identified violations or underperformance and report on the status of its corrective actions in accordance within the timeline for remediation established by the District.
5. The District shall establish a timeline for monitoring the campus charter's corrective actions and re-evaluating the campus charter's status to determine when the campus may be removed from probation or whether to consider revocation.

Notification

6. If the District decides to place a charter on probation, the District shall notify the campus charter of the probation in writing. The notice shall include the reasons for the probation and the timeline for monitoring the campus charter's corrective actions and re-evaluating the campus charter's status to determine when the campus may be removed from probation or whether to consider revocation.

Revocation

Criteria

The Board may revoke a campus charter as permitted by law or the charter performance contract for failure to meet performance standards.

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The Board shall revoke a campus charter if the District finds clear evidence of a campus charter's persistent or serious underperformance or violation of law, the charter performance contract, or the public trust in a way that imperils students or public funds, including any of the following:

1. Persistent or serious violation of applicable state or federal law;
2. Persistent or serious violation of a provision of the charter performance contract;
3. Persistent or serious failure to meet generally accepted accounting standards for fiscal management;
4. Persistent failure to improve student academic achievement for all student groups;
5. Failure for three consecutive years to meet the academic or financial accountability standards outlined in law;
6. Failure for three consecutive years to meet the academic or financial performance standards established in the charter performance contract;
7. Multiple placements on probation as specified in the charter performance contract.

~~8.7. Failure of the District to obtain the benefits of Education Code 11.174 and 42.2511, if applicable.~~

The Board's decision whether to revoke a campus charter shall be based on the best interests of the students, including ~~a decision by the commissioner to extend an exemption from a sanction or other action under Education Code 11.174(g)~~; the severity of the violation; applicable law; and any previous violation committed by the campus charter.

Procedure

In the event of an indication or allegation that may warrant campus charter revocation, the District shall take the following steps:

1. The Superintendent shall investigate the allegations and hold a conference with the chief operating officer and governing body of the campus charter to discuss the allegations.
2. If the Superintendent determines that a violation or mismanagement has occurred, the chief operating officer of the campus charter shall respond to the allegation at the next regularly scheduled Board meeting.

3. The Board shall hear the presentation and take action, if necessary, to revoke the campus charter. If the Board decides to revoke the campus charter, it must provide an opportunity for a public hearing as required by law.

In the event of a health or safety concern, the Board may immediately suspend campus operations before revocation takes effect.

Notification

If the Board decides to revoke a charter performance contract, the Board shall notify the campus charter of the action in writing. The notice shall include the reasons for the revocation and the effective date of the revocation, which shall be no later than the end of the current school year or may be effective immediately in the event of a health or safety concern.

Contract Renewal

Upon the expiration of a charter performance contract, the Board may renew the contract for up to an additional ten-year term. In accordance with law, the Board shall renew a charter performance contract only if the Board finds that the campus charter has substantially fulfilled its obligations and met the performance standards in the contract and applicable law.

The Board shall consider the following, in addition to other factors specified in the charter performance contract:

1. Multiple years and measures of performance against the performance standards and expectations established in the charter performance contract and applicable law;
2. Financial audits;
3. Performance and compliance reports, including site visit reports, if applicable; and
4. The campus charter's performance on corrective action plans or other required interventions, if necessary.

Procedure

The District shall publish the renewal application process, including the renewal criteria and timelines.

As part of the renewal application process, the District ~~shall~~ may provide each campus charter, in advance of the renewal decision, a cumulative report that summarizes the campus charter's performance record over the contract term and states the District's summative findings concerning the campus's performance and its prospects for renewal.

Decision Not to Renew

The Board may choose not to renew a charter performance contract for any of the following reasons:

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1. Failure to meet student performance standards or other obligations in the charter performance contract;
2. Failure to meet generally accepted accounting standards for fiscal management;
3. Violation of any provision of the contract or applicable state or federal law; or
4. Other reason as determined by the Board.

Notification

If the Board decides not to renew a contract, the Board shall notify the campus charter of the action in writing no later than the last Friday in January during the final year of the charter performance contract. The notice shall include the reasons for the action and the effective date of the campus charter closure, which shall be no later than the end of the current school year.

Closure Protocol

The Board shall develop a detailed campus closure protocol to apply if the Board decides not to renew or to revoke a charter performance contract and close the campus. The protocol shall ensure timely notification to parents including assistance in finding new placements; orderly transition of student records to the District; and disposition of campus funds, property, and assets in accordance with law. In the event of closing any campus charter, the District shall oversee and work with the campus charter's governing board and leadership to carry out the closure protocol.

[Insert District Name]

**2020-2021 Local Campus
Partner Application**

Instructions for using the TEA Model Local Campus Partner Application

Districts may use this model campus application or create their own. Districts that create their own application must have it approved as part of the benefits application process.

- If a district chooses to adopt this model application, they should complete the fields in red with information relevant their application process. Districts may also add district branding to the application.
- **If this application is altered beyond the fields marked in red, it MUST be submitted to TEA by November 30, 2020 (emailed to DSSI@tea.texas.gov) as part of the benefits approval process.**

Introduction

TEC Chapter 12 establishes charter schools to achieve the following purposes:

- Improve student learning
- Increase the choice of learning opportunities within the public-school system
- Create professional opportunities that will attract new teachers to the public-school system
- Establish a new form of accountability for public schools
- Encourage different and innovative learning methods

Charter Application Eligibility

[This section will be tailored to the district's needs that are identified in the Call for Quality Schools.]

The Board shall consider an application for a Campus charter or Program charter if the applicant:

- Meets the eligibility requirements for a Campus charter or Program charter set forth in TEC **Choose an item.**
- Follows the application process established by the District
- Provides evidence to the Board that the applicant will comply with the statutory and District requirements for a campus charter or program charter
- **[District adds additional eligibility requirements from board policy and/or Call document]**

The Board welcomes applications for a Campus charter or Program charter (“Subchapter C charter”) pursuant to various paths as set forth in TEC Chapter 39, Subchapter C. The Board specifically invites and encourages applications pursuant to TEC **Choose an item.**

Regardless of authorization path, all groups and entities seeking to create a Subchapter C charter shall follow the Charter Application and Review Process set forth in this document.

Charter Application Process Overview

The application process shall include: ***[District will add processes as needed to align with board policy.]***

1. A comprehensive written application submitted by each applicant in accordance with application guidance and requirements provided by the Board
2. A rigorous review of the written application conducted by a review committee (“Review Committee”) of at least three members, including at least one district staff member and one external evaluator, with relevant and diverse expertise
3. A formal recommendation from the Review Committee to the Superintendent for approval or denial of each application, based on evidence from the Review Committee’s evaluation of the application
4. A formal recommendation from the Superintendent to the Board for approval or denial of each application, based on evidence from the Review Committee’s evaluation of the

application

5. A formal vote by the Board to approve or deny each application

Standard of Review. The Review Committee shall conduct a rigorous, evidence-based, and merit-focused evaluation of applications, including evaluating the proposed partner's capacity to meet the Board's established academic, financial, operational, and governance standards for charter schools. The Board shall grant a charter only in cases in which the Board determines that the proposed school is likely to:

1. Succeed in meeting academic, financial, operational, and governance standards, thereby meeting both performance and legal compliance expectations for campus charters in the District
2. Serve the best interests of the targeted students and community
3. Fulfill the purposes and intent of Texas's charter school law
4. *[District adds any other non-negotiables here]*

2020-2021 Request for Applications Timeline

Milestones
Application
<p>Deadline for Complete Proposals — [Insert Date]</p> <p>All proposals must be submitted in complete and final form by this date. Incomplete proposals, including those that are only partially uploaded, will be disqualified from this cycle.</p>
Independent Evaluation Team Review
<p>Review Committee Proposal Review — [Insert Date]</p> <p>The Review Committee will review each proposal.</p>
<p>Required Capacity Interviews — [Insert Date]</p> <p>Capacity interviews are conducted at the discretion of the District. They are not open to the public.</p>
<p>Formal Recommendation from Superintendent to Board — [Insert Date]</p>
<p>Board Vote — [Insert Date]</p>

Applicant Types

Applicant types include: Non-profits, Institutes of Higher Education, Existing Charter Operators, and Governmental Entities

In this application cycle, two types of applicants will be considered, each with specific requirements.

Existing Partners – Partners that have operated at least one campus prior to submitting this application

New Partners – Partners that have not previously operated campuses

All applicants must complete Sections 1 – 4 of the application. Existing Partners and any applicant proposing to contract with an entity that has previously operated schools (often referred to as an Education Service Provider or ESP) must also complete the Existing/Experienced Partner Section (Section 5) and all related attachments.

Instructions

The Board is pleased to invite proposals for new quality partners seeking to open a partnership school in current or subsequent school years. Prior to developing a proposal, please read this entire document

Components of the Proposal

- Narrative Proposal: The proposal is the formal application to the Board and is a comprehensive description of the school's educational, operational, and financial plans
- Attachments: Throughout the proposal, specific documents are requested in addition to narrative answers. Attachments may not contain additional narrative unless specified. A comprehensive list of the attachments is provided in these instructions
- Capacity Interview(s): Applicants may have the opportunity to present their plan and demonstrate the team's capacity to open and maintain a high-quality charter school, as well as to answer specific questions about their proposal

Specifications

- Applicants **must** submit proposals electronically and use this application
- Only responses placed within the text boxes provided will be considered in evaluation activities. All elements of the proposal must be presented in 11-point font and single-spaced
- Each major section of the proposal (School Overview, Educational Program, etc.) and each attachment must begin on a separate page. *Application responses, including the existing questions and content, for sections 1-4 must not exceed 30 pages. This does not include attachments*
- If you believe a particular question does not apply to your team or proposal, respond "Not Applicable" **and** state the reason this question is not applicable to your team or proposal
- All required documents should be uploaded in the file format specified
- Late or incorrectly formatted submissions will not be accepted
- When submitting résumés, label each document with the individual's affiliation with the proposed school (e.g., board member, principal, etc.)
- Plagiarism, including the copying of language from any other charter application without proper attribution, is grounds for immediate denial of the proposal. It is not acceptable to copy and paste a discussion or description of an existing curriculum, instructional framework, or educational model (e.g., Montessori, arts integration, project-based learning, blended learning, etc.) from another source. A high-quality applicant team with the capacity to operate a high-quality school must be able to thoughtfully explain in their own words how they intend to educate children. Existing operators proposing to replicate a model may use their own intellectual property, which is appropriate and acceptable

Attachments

The following is a list of attachments to accompany the proposal. Note that not all attachments will be applicable for all applicants. It is the responsibility of the applicant to ensure they submit all attachments required for their proposal. Do not upload documents for any attachment that is not applicable.

1. Graduation standards (*high school applicants only*)
2. Enrollment policy
3. Discipline policy
4. Organization charts
5. Board documents
6. Board Member Information Form
7. Leadership team qualifications or role description
8. Staff Recruitment and Hiring Plan
9. Staff Development Plan
10. Financial Plan

Applicant Code of Conduct

Members of the Board are obligated to make decisions in the best interests of children, free from personal or political influences. Similarly, charter school applicants have the responsibility of respecting and upholding the integrity of the charter school proposal process.

Specifically, charter school applicants shall not:

- Initiate, or attempt to initiate, any activity with a Trustee
- Initiate, or attempt to initiate, any activity with a member of the Evaluation Team
- Direct any communications, including proposal documents, to a Trustee or to a member of the Evaluation Team

Charter school applicants found to be in violation of these requirements may be deemed ineligible for consideration in future proposal processes.

Public Disclosure

All charter school proposal materials submitted to the Board become public records.

[Insert Operating Partner Name]

**2020-2021 Request for
Applications for Subchapter C
Charters**

Applicant Information

Name of Applicant Organization	Click or tap here to enter text.
Primary Contact Person	Click or tap here to enter text.
Mailing Address	Click or tap here to enter text.
Phone Number	Click or tap here to enter text.
Email	Click or tap here to enter text.

**Names, current jobs and employers, and proposed roles of all persons on applicant team
(Add lines as needed)**

Full Name	Current Job Title and Employer	Position with Proposed School
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

We plan to apply as a(n):

New Partner (complete sections 1-4)

Existing Partner (complete sections 1-5)

Does this organization operate any other campuses in the United States?

Yes

No

If Yes, complete the table below (Add lines as needed) and complete section 5

State	Authorizer	School Name	Year Operation Began	Most Recent School Rating
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Does this applicant team have charter school applications under consideration by any other authorizer(s) in the United States?

Yes

No

If Yes, complete the table below (Add lines as needed)

State	Authorizer	Proposed School Name	Application Due Date	Decision Date
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Does this applicant team have new schools or campuses scheduled to open in the United States in the next five years?

Yes

No

If Yes, complete the table below (Add lines as needed)

Planned School Name	City	State	Opening Date
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Was this application completed by the operating partner and without assistance from the district or a district assigned vendor?

Yes

No

School Information

**NOTE: Complete this part for each school / campus included in this proposal.
Duplicate as needed.**

Proposed School / Campus Name	Opening Year	Grades: Year 1	Grades: At Capacity
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Proposed Location			
School District <i>Identify the school district in which the charter school will be located.</i>		Click or tap here to enter text.	
Address of Identified Facility <i>If applicable.</i>		Click or tap here to enter text.	
Projected Student Enrollment Number			Click or tap here to enter text.
Projected Demographic Information	% EcoDis: Click or tap here to enter text.	% SpEd: Click or tap here to enter text.	% EL: Click or tap here to enter text.
Model / Specialty <i>(Check all that apply)</i>			
<input type="checkbox"/> Alternative	<input type="checkbox"/> Career / Technical Ed.	<input type="checkbox"/> Military	<input type="checkbox"/> Montessori
<input type="checkbox"/> Arts	<input type="checkbox"/> College Prep	<input type="checkbox"/> Language Immersion	<input type="checkbox"/> STEM
<input type="checkbox"/> Blended Learning	<input type="checkbox"/> Other <i>(list):</i>	<input type="checkbox"/> Disability <i>(list):</i>	

Name of Proposed Principal	Click or tap here to enter text.
Current Employment	Click or tap here to enter text.
Phone Number – Day	Click or tap here to enter text.
Phone Number – Evening	Click or tap here to enter text.
Email	Click or tap here to enter text.

Section 1 - School Overview

This section is not rated separately by the evaluators. It provides the evaluators with a reference for each of the other sections of the proposal, which will be assessed, in part, for the quality of alignment with the School Overview. Please reference page limit requirements on page 5 (Specifications).

Executive Summary (Limit: 4 Pages)

The Executive Summary should provide a concise overview of the proposed plan for the school; the outcomes you expect to achieve; the geographic and population considerations of the school environment; the challenges particular to those considerations; and the applicant team's capacity to successfully open and operate a high-quality school given the above considerations.

1. **Mission and Vision.** State the mission and vision of the proposed school. The mission is a statement of the fundamental purpose of the school, describing why it exists. The vision statement describes how the school will operate and what success looks like for students. The mission and vision statement provide the foundation for the entire proposal, and taken together, should identify the students and community to be served and illustrate what success for students will look like.

[Insert text here]

2. **Educational Need and Anticipated Student Population.** Describe the anticipated student population, students anticipated educational needs, and non-academic challenges the school is likely to encounter. Describe the rationale for selecting the location and targeting this student population.

[Insert text here]

3. **Education Plan / Academic Model.** Provide an overview of the education program of the proposed school, including major instructional methods, assessment strategies, and non-negotiables of the school model. Describe the evidence that demonstrates the school model will be successful in improving academic achievement for the targeted student population.

[Insert text here]

4. **Leadership and Governance.** List the current members of the school's proposed leadership team and governing board, including their roles with the school and their current professional affiliations.

Add lines to the following table, as needed. Do not list members of the applicant team who will not have an official leadership role with the school going forward, such as consultants.

Full Name	Current Job Title and Employer	Position with Proposed School
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Enrollment Summary

(Limit: 2 Pages)

- Complete the table below, illustrating the growth plan for the school. Indicate the school year (e.g., for Year 1, change 20xx to 2021) for each column.

Note: Remove any rows for grades the school will not serve.

Grade Level	Number of Students					
	Year 1 20xx	Year 2 20xx	Year 3 20xx	Year 4 20xx	Year 5 20xx	At Capacity 20xx
Pre-K	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
K	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
6	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
7	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
8	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
9	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
10	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
11	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
12	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
TOTAL	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

2. Briefly describe the rationale for the number of students and grade levels served in Year 1 and the basis for the growth plan as outlined in the table.

[Insert text here]

Section 2 – Educational Program

A strong Educational Program is coherent and aligned with the school's mission and vision, Operations Plan, and Financial Plan.

Curriculum and Instructional Design

1. Provide the following:

- a. A guaranteed and viable curriculum aligned to state standards (when applicable) that includes a scope and sequence for each grade level and/or content area to be used at the school(s)

[Insert text here]

- b. A plan and calendar for providing ongoing professional development to all instructional staff at the campus related to implementation of curriculum and instructional materials

[Insert text here]

c. A framework for instructional design and strategies that:

- reflect the needs of the school's target population
- ensure all students meet or exceed the expectations of Texas state standards
- promote critical-thinking skills

[Insert text here]

d. A plan to identify and serve students with learning gaps

[Insert text here]

e. A plan to maximize instructional time

[Insert text here]

f. A justification for the proposed educational program based in research, theory, and/or experience, including why it is likely to be effective for the anticipated student population

[Insert text here]

High School Graduation Requirements (*High Schools Only*)

2. Provide the following:

- a. As **Attachment 1**, exit standards for graduating students. These should clearly set forth what students in the last grade served will know and be able to do and ensure student readiness for college or other post-secondary opportunities (e.g., trade school, military service, or entering the workforce)

Attachment 1 included?

YES NO

- b. Systems and procedures the school will implement for students at risk of dropping out or not meeting exit standards

[Insert text here]

Special Populations and At-Risk Students

3. Provide the following:

- a. An explanation of evidence from which the projection of anticipated special populations was derived

[Insert text here]

- b. An explanation of the organization's experience in, understanding of, and capacity to fulfill state and federal obligations and requirements pertaining to students with disabilities, ELs, and students identified as intellectually gifted

[Insert text here]

- c. A plan for providing services to students with special needs, including how you ensure these students:

- are appropriately identified
- are served in the least-restrictive environment possible
- have appropriate access to the general education curriculum and schoolwide educational, extra-curricular, and culture-building activities in ways that support their development
- receive required and appropriate support services as outlined in their Individualized Education Plans and 504 plans
- participate in standardized testing

[Insert text here]

- d. A plan for providing services to English Learners (ELs), including:

- methods for appropriate identification of ELs
- specific instructional programs, practices, and strategies the school will employ to ensure academic success and equitable access to the general education curriculum and core academic program for these students
- plans for monitoring and evaluating student progress and success of ELs and for exiting them from services
- a plan for including ELs in standardized testing and schoolwide educational, extra-curricular, and culture-building activities

[Insert text here]

- e. A plan for providing services to students identified as intellectually gifted, including:
- methods for appropriate identification of students
 - the specific instructional programs, practices, and strategies the school will employ

[Insert text here]

Student Recruitment and Enrollment

4. Provide the following:
- a. A student recruitment and marketing plan.
- What is the timeline for implementation of this plan?
 - How will you ensure all interested students and families, including those in poverty, students who have struggled academically, students with disabilities, and other youth at risk of academic failure, are equally included in this plan?

[Insert text here]

- b. As **Attachment 2**, an Enrollment Policy that complies with state law and that ensures the school will be open to all eligible students.

Attachment 2 included? YES NO

School Culture and Discipline

5. Provide the following:

- a. A vision for school culture or ethos that will promote high expectations, a positive and safe academic environment, and shared ownership of intellectual and social development for all students, including those with special needs, ELs, and students at risk of academic failure

[Insert text here]

- b. A plan for establishing the intended culture for students, teachers, administrators, and parents from the first day of school and throughout the school year and proposed mechanisms for monitoring and maintaining campus climate

[Insert text here]

- c. A plan to create an inclusive and welcoming environment that will engage families in positive, constructive, and personalized ways.

[Insert text here]

- d. A system of proactive and responsive student support services (e.g., counseling, mentoring, external service referrals) to meet student needs

[Insert text here]

- e. As **Attachment 3**, a student discipline policy that provides for appropriate and effective strategies to support a safe, orderly school climate and fulfillment of educational goals, promoting a strong school culture while respecting student rights

[Insert text here]

Provide your student discipline policy/code of conduct as **Attachment 3**.

Attachment 3 included? YES NO

- f. Legally sound policies for student discipline, suspension, and expulsion, including how these policies protect students' rights to due process

[Insert text here]

- g. Systems and processes for tracking discipline referrals and interventions to identify trends and adapt activities accordingly

[Insert text here]

Assessment and Evaluation

- 6. Provide the following:

- a. Annual student performance goals that include targets aligned with the state accountability system.

[Insert text here]

- b. A plan to implement and interpret interim assessments that measure academic progress – of individual students and student cohorts – throughout the school year throughout the school year

[Insert text here]

- c. A plan and system for collecting and analyzing student academic achievement data, reporting the data to the school community, and using the data to refine and improve instruction (including dedicated time for providing training and support to school leadership and teachers)

[Insert text here]

- d. The corrective actions that the school and network (if applicable) will take if either falls short of the goals at any level, including explanation of what would trigger such

[Insert text here]

actions and who would implement them

Section 3 – Governance, Operating Plan, and Capacity

A strong Operations Plan is coherent overall and aligned internally with the school’s mission and vision, Educational Program, and Financial Plan.

Organizational Structure

7. Provide the following:

- a. As **Attachment 4**, an organizational chart that indicates all positions and lines of authority.

Attachment 4 included? YES NO

- b. The name(s), title(s), and a description of the daily responsibilities of the person(s) employed by the operating partner that will be responsible for the management of each campus:

Name	Title	Date Started with Organization	Campus to be Managed	Description of Daily Responsibilities <i>(indicate the person who will be the principal’s direct supervisor here)</i>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

- c. The proposed school’s legal status (e.g., non-profit and federal tax exempt) and structure that comply with TEC 12.101(a).

[Insert text here]

Governing Board

8. Provide evidence of the following:

- a. The independence of the board as it relates to the authorizer
- b. Plans for the board(s) to evaluate the success of the school(s) and school leader(s), including planned frequency of meetings and standing committees
- c. As **attachment 5**, appropriate bylaws, proposed Code of Ethics and Conflict of Interest policy/procedures, and completed and signed statements of assurances that will minimize real or perceived conflicts

Attachment 5 included? YES NO

- d. As **Attachment 6**, a Board Member Information Sheet and resume for each proposed

Board Member.

Attachment 6 included? YES NO

- e. A description of how the proposed governing board members' knowledge and skills make them qualified to oversee a successful charter school, including educational, financial, legal, and community experience and expertise

[Insert text here]

- f. A plan and timeline for board recruitment (including the desired experience and qualifications of future board members), initial board training, expansion, orientation of new members, and ongoing training for members

[Insert text here]

- g. Sufficient capacity within and/or an appropriate relationship to any pre-existing non-profit board

[Insert text here]

Application Team Capacity

9. Provide the following:

- a. Describe the collective qualifications of the applicant team to implement the school design successfully, including each team member's experience and evidence of measurable success in:
- In school leadership, administration, and governance
 - Implementing systems for curriculum, instruction, and assessment
 - Performance management

- b. As **Attachment 7**, include the résumés and bios for all members of the applicant team.

Attachment 7 included? YES NO

- c. Describe the proposed School Leader's experience in and ability to design, launch, and lead a school and implement the specific educational program being proposed, OR describe the board's plan to recruit and retain a leader with the ability to implement the specific educational program being proposed (*If School Leader candidate(s) is not yet identified*)

Note: If this is a turnaround partnership, at least one partner staff member is required to have at least 3 years of managing a campus with academic success

[Insert text here]

d. Describe the work of the school leader(s), including:

- the measurable performance expectations for the school leader that are aligned to the mission of the school
- how these expectations will shift from school launch in the first year of operation to sustainability in future years

[Insert text here]

Staffing Plans

10. Provide the following:

a. As **Attachment 8**, a recruitment and hiring strategy for all campus roles, including:

- selection criteria that demonstrate high standards and mission alignment for all candidates
- a hiring protocol, and timeline that ensure the school is fully staffed by July 1 of each year

Attachment 8 included? YES NO

b. As **Attachment 9**, a plan to develop staff and retain high-performing staff, including:

- an induction program that will prepare teachers to deliver any unique or particularly challenging aspects of the educational program
- evaluation tools and processes that will capture trends and track and promote teacher progress over time
- The process for providing targeted and personalized support for school staff that includes:
 - The allocation of resources to support and provide professional development
 - The qualifications of personnel to provide professional development and facilitate adult learning
 - Professional development methods and calendar

Attachment 9 included? YES NO

- c. Describe your process for identifying and remedying unsatisfactory leadership and/or teacher performance.

[Insert text here]

Facilities

11. Provide the following:

- a. Identification of an appropriate proposed school facility OR
- b. A plan and timeline for identifying, financing, renovating, and ensuring code compliance for a facility that will meet the requirements of the educational program and anticipated student population

[Insert text here]

Section 4 – Financial Plan

A strong Financial Plan is coherent overall and aligned internally with the school's mission and vision, Educational Program, and Organization Plan.

Financial Plan

12. Provide the following:

a. A description of the organization's systems, policies, and processes for:

- Financial planning
- Accounting
- Purchasing
- Payroll

[Insert text here]

b. A description of the organization's internal controls, financial reporting requirements, and process for conducting independent annual financial and administrative audits

[Insert text here]

b. The roles and responsibilities among the administration and governing board regarding school finance

[Insert text here]

c. How the organization ensures financial transparency, including:

- plans for public adoption of the school's budget
- public dissemination of its annual audit and an annual report

[Insert text here]

d. As **Attachment 10**, an operating budget and narrative that explains revenue and cost assumptions, including:

- grant/fundraising assumptions
- the amount and sources of all anticipated funds, property, or other resources (noting which are secured vs. anticipated, and including evidence of firm

commitments where applicable)

- the projected cost to implement the academic model described in this application

Attachment 10 included? YES NO

- e. Describe the organization's contingency plan to meet financial needs if anticipated revenues are not received or are lower than estimated

[Insert text here]

Section 5 – Existing Partner/Experienced Partner Supplement

A strong proposal from a partner that has previously operated schools, or a partner proposing to contract with an entity that has previously operated schools (often referred to as an Education Service Provider or ESP), is coherent overall and aligned internally with the school’s mission and vision, Educational Program, Operational Plan, Financial Plan, and any other applicable attachments.

- *Experienced Partners should complete only Question 14*
- *Any applicant proposing to contract with an Education Service Provider (ESP) should complete Questions 14 and 15*

Existing Partner Track Record

13. Provide the following:

- a. As **Supplemental Attachment 1**, the experienced partner applicant or ESP’s success in serving populations similar to the population that the applicant intends to serve, including evidence of academic success and successful management of non-academic school functions (e.g., back-office services, school operations, extracurricular programs)

Supplemental Attachment 1 included? YES NO

- b. As **Supplemental Attachment 2**, an independent financial audit report and its most recent annual report of the experienced partner applicant or ESP that demonstrated the financial health of the organization

Supplemental Attachment 2 included? YES NO

- c. A description of any history of charter revocations, non-renewals, withdrawals, or failures to open for the experienced partner applicant or ESP

[Insert text here]

ESP Management Plan and Legal Relationship

14. Provide the following:

- a. As **Supplemental Attachment 3**, the Management Agreement between the ESP and the applicant organization that includes:
- ✓ A detailed description of the roles and responsibilities of the ESP
 - ✓ A detailed explanation of the scope of services and costs of all resources to be provided by the ESP
 - ✓ A detailed description of the oversight and evaluation methods that the board will use to oversee the ESP, including schoolwide and student achievement results which the management organization is responsible for achieving, and a description of how often, and in what ways, the board will review and evaluate the ESP’s progress toward achieving agreed-upon goals

- ✓ A detailed explanation of the conditions, standards, and procedures for board intervention if the management organization’s performance is deemed unsatisfactory
- ✓ A detailed explanation of the compensation structure, including clear identification of all fees to be paid to the ESP and the schedule on which the ESP will receive compensation
- ✓ A detailed explanation of the financial responsibilities of the ESP, including the ownership of items purchased with public funds, including which operating and capital expenditures each party will be responsible for assuming, what types of spending decisions the ESP can make without obtaining board approval, and what reports ESP submit to the board on financial performance and on what schedule
- ✓ A detailed description of the duration, renewal, and termination of the management agreement, including how often the management agreement may be renewed, the conditions that both the ESP and the school must satisfy for the management agreement to be renewed, and the procedures for determining whether the management agreement will be renewed
- ✓ A detailed description of the grounds for which the ESP or the school can terminate the management agreement for cause, including provisions for notice to the other party and any conditions under which either party may terminate the management agreement without cause
- ✓ An explanation and justification of any indemnification provisions in the event of default or breach by either party

Supplemental Attachment 3 included? YES NO check boxes

- b. An enforceable plan for the operation of the school in the case that the management agreement is terminated

[Insert text here]

- c. Assurance and evidence that the board is independent from the ESP and self-governing, including separate legal representation of each and arm’s-length negotiating and no existing or potential conflicts of interest between the school’s governing board and proposed ESP or any affiliated business entities

[Insert text here]

- d. A clear and detailed explanation of the supervisory responsibilities of the ESP (if any), including which school employees the ESP will supervise, how the ESP will supervise these employees, and how the charter school board will oversee the ESP supervisory responsibilities

[Insert text here]

- e. A detailed explanation and compelling justification of any lease, promissory notes, or other negotiable instruments, any lease-purchase agreements or other financing relationships with the ESP, including evidence that such agreements are separately documented and not part of or incorporated in the ESP agreement. Such agreements must be consistent with the school's authority to terminate the ESP agreement and continue operation of the school

[Insert text here]

- f. A detailed explanation and compelling justification of any loans, grants, or investments made between the ESP and the school, including an explanation and justification of how any such loans, grants, or investments may be initiated, repaid, and refused

[Insert text here]

Explanations of January Budget Amendments

General Fund GF-7

- Transfer \$200 from school leadership general supplies to instructional leadership employee travel – Career & Technology (807).
- Transfer \$1,500 from instructional misc operating costs to instructional leadership misc operating costs – Career & Technology (807).
- Transfer \$9,000 from instructional general supplies to staff development extra duty, general supplies & employee travel – Bilingual ESL (809).
- Transfer a total of \$3,481 from staff development employee travel & contracted maintenance & repair to instructional general supplies – Planetarium (841).
- Transfer \$22,000 from instructional salaries to guidance & counseling non-exempt salaries to repurpose a PCN for a clerk counselor at ECHS (013).
- Transfer \$181,933 from maintenance misc contracted services to co-curricular misc contracted services for resurfacing the track at Beaumont United HS – Athletics (805).
- Increase Maintenance budget for repairs at the Planetarium.

Special Revenue Fund SR-17

- Fund 211- Title I Reallocate budgeted amounts on two campuses to fund After School Tutorials amounts to pay teachers.

Special Revenue Fund SR-18

- Fund 446 -Regional Day School For Deaf Reallocating the Budget, because of a decrease in services because of Virtual learning .

2020-2021 BUDGET AMENDMENT NUMBER GF- 7

	<u>Current Budget</u>	<u>Change</u>	<u>Amended Budget</u>
<u>Expenditures</u>			
199.23.6399.52.807.22.000	3,953	(200)	3,753
199.21.6411.52.807.22.000	3,430	200	3,630
199.11.6499.52.807.22.000	1,000	(1,500)	(500)
199.21.6499.52.807.22.000	3,031	1,500	4,531
199.11.6399.58.809.25.000	32,767	(9,000)	23,767
199.13.6117.58.809.25.000	-	800	800
199.13.6399.58.809.25.000	-	2,875	2,875
199.13.6411.58.809.11.000	-	4,325	4,325
199.13.6411.58.809.25.000	-	1,000	1,000
199.13.6411.49.841.99.295	475	(281)	194
199.51.6249.49.841.11.295	3,950	(3,200)	750
199.11.6399.49.841.11.295	634	3,481	4,115
199.11.6119.90.118.11.000	1,956,850	(22,000)	1,934,850
199.31.6129.90.013.99.000	-	22,000	22,000
199.51.6299.09.805.91.000	565,057	(181,933)	383,124
199.36.6299.09.805.91.000	-	181,933	181,933
199.51.6299.80.819.99.000	1,780,500	160,000	1,940,500
		-	
 Total Expenditures		<u>160,000</u>	
 Net Change in the General Fund Budget		<u>(160,000)</u>	

2020-2021 BUDGET CHANGE

Total Revenues/Other Sources	170,631,485		170,631,485
Total Expenditures	<u>181,299,369</u>	<u>160,000</u>	<u>181,459,369</u>
 2020-2021 Adjusted	(10,667,884)	(160,000)	(10,827,884)

2020-2021 BUDGET AMENDMENT NUMBER SR -17

	<u>Current Budget</u>	<u>Change</u>	<u>Amended Budget</u>
<u>Expenditures</u>			
Instruction			
211.11.6117.00.123.30.301	-	16,229	16,229
211.11.6141.00.123.30.301		254	254
211.11.6143.00.123.30.301		256	256
211.11.6146.00.123.30.301		1,800	1,800
211.11.6399.00.130.30.000		(3,400)	(3,400)
Instructional Administration			
211.21.6141.00.130.30.301	-	44	44
211.21.6143.00.130.30.301		45	45
211.21.6146.00.130.30.301		400	400
211.21.6117.00.130.30.301		2,911	2,911
Community Services			
211.61.6299.00.123.30.000		(18,539)	
 Total Expenditures		<u>-</u>	

Net (Increase) TITLE I PART A

-

2020-2021 BUDGET CHANGE

Total Revenues/Other Sources	7,422,021		7,422,021
Total Expenditures	<u>7,422,021</u>		<u>7,422,021</u>
 2020-2021 Adjusted	-	-	-

2020-2021 BUDGET AMENDMENT NUMBER SR -18

		Current Budget	Change	Amended Budget
Revenue	446.00.5749.00.000.00.000	1,143,392	(119,322)	1,024,070
	Total Revenue	1,143,392	(119,322)	1,024,070
Expenditures				
	<u>Instruction</u>			
	446.11.6xxx.00.838.23.000	894,132	(120,603)	773,529
	<u>Curriculum Development</u>			
	446.13.6xxx.00.838.23.000		6,000	6,000
	<u>Instructional Administration</u>			
	446.21.6xxx.00.838.23.000	235,160	(1,719)	233,441
	<u>Counseling Services</u>			
	446.31.6xxx.00.838.23.000	11,100	(1,500)	9,600
	<u>Health Services</u>			
	446.33.6xxx.00.838.23.000	1,500	(500)	1,000
	<u>Community Services</u>			
	446.61.6xxx.00.838.23.000	1,500	(1,000)	500
	Total Expenditures		(119,322)	

Net (Increase) Regional Day School Deaf -Local -

2020-2021 BUDGET CHANGE

Total Revenues	1,143,392	(119,322)	1,024,070
Total Expenditures	1,143,392	(119,322)	1,024,070
2020-2021 Adjusted	-	-	-



Board Exhibit Cover Sheet

Meeting Date: January 21, 2021

Agenda Item/Exhibit Number: **II.F.6.**

Agenda Item Title: Approve Purchases over \$50,000

Cabinet Level Presenter(s): Cheryl Hernandez

Additional Presenter(s): Tony Aguilar

Executive Summary: The attached list reflects the purchases over \$50,000.

Recommendation: Approve purchases in the amounts shown on attached list.

Budget Impact* (if applicable): General Fund - \$158,149.80

Funding Source (if applicable):

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): Ch. 44.031

Policy Reference (if applicable, list policy/regulation): CH (LOCAL)

Legal Review (if necessary, list attorney and firm): N/A

Cabinet Level Presenter's Signature

Date

*CFO Signature (required if there is a budget impact)

Date

General Counsel's Signature

Date



General Fund

Vendor	Department	Description/Justification of Purchase	Contract #	Cost
SETEX Maintenance	Maintenance	Hurricane Laura Damage to Planetarium	SETX #20150803	\$158,149.80
Total				\$158,149.80



November 9, 2020

Mailing Address:
P.O. Box 20658
Beaumont, Texas 77720-0658

Tim Klock
Beaumont ISD
3395 Harrison Avenue
Beaumont, Texas 77706

(409) 842-8181
(409) 842-2274
setex@setexconstruction.com
setexconstruction.com

Project: "Murry J Frank Planetarium"

Subject: "Proposal"

General Contracting

Dear Mr. Klock,

We are pleased to submit our rough order of magnitude proposal utilizing our # 20150803 SETX Purchasing Coop Contract based on local CCI and our coefficient of .89

Job Order Contracting

Proposal Recap:

Facilities Maintenance

Commercial

Industrial

Government

Healthcare

Infrastructure

Corporate

Education

Performing Arts

Historical

- Remove EIFS down to exterior sheathing and dispose of.
- Any deteriorated studs – replace to match existing.
- Replace hollow metal frames and doors. Hardware by others.
- Any deteriorated sheathing, moisture damage or termites – replace with Dens glass exterior sheathing.
- Install moisture air barrier on all exterior sheathing for complete drainage system – EIFS includes thru wall flashing at base of building, sill pans above and below windows and doors, 24-gauge pre-finished metal tape seal all joints on exterior sheathing, flexible flashing all windows, sill pans and thru wall base flashing. Apply liquid air barrier to all exterior sheathing.
- Install foam to sheathing – thickness will be determined – approx. 1 or 1.5 – either fully adhered or mechanically attached.
- Install base coat EIFS cement base, install reinforcement mesh into wet material and smooth finish and allow dry time.
- Install EIFS finish coat over base coat and trowel to finish texture of owner's choice of finish and color.

Proposal Cost	\$ 154,292.49
Bond (if applicable)	\$ 3,857.31
Total Price	\$ 158,149.80

Exclusions:

Unforeseen items beyond specified scope listed above, overtime, and liquidated damages.

We estimate approximately **thirty (30)** working days to complete upon material delivery

This pricing is based on recommended work hours of Monday thru Friday 7:00 am to 5:00 pm. Once accepted this proposal turns into a lump sum contract. Please contact us at 409-842-8181 at your convenience to discuss this estimate.

Respectfully submitted,
SETEX Facilities & Maintenance, LLC.

Michael Waidley
Project Manager
cc: SETEX/file
20-0099



Board Exhibit Cover Sheet

Meeting Date: January 21, 2021

Agenda Item/Exhibit Number: **II.F.7.**

Agenda Item Title: Approve Election Order for May 2021 Trustee Election

Cabinet Level Presenter(s): Dr. Shannon Allen

Additional Presenter(s): Sierra Fisher

Executive Summary: Board consideration and adoption of proposed Trustee Election Order to order the May 2021 election and address various election administration matters. There will be four trustee positions on the ballot as follows:

Single Member District 1 (4-year term)
Single Member District 2 (4-year term)
Single Member District 3 (4-year term)
Single Member District 5 (4-year term)

Recommendation: Approve the Election Order for the May 2021 Trustee Election


Budget Impact* (if applicable):

Funding Source (if applicable):

Compliance with Purchasing Guidelines (list applicable guidelines, including grant requirements): N/A Policy

Reference (if applicable, list policy/regulation): BBB (Legal) and (Local)

Legal Review (if necessary, list attorney and firm): Sierra Fisher, KBS Law



Cabinet Level Presenter's Signature

1/15/2021

Date

*CFO Signature (required if there is a budget impact)

Date



General Counsel's Signature

1/15/2021

Date

**ORDER OF TRUSTEE ELECTION FOR
BEAUMONT INDEPENDENT SCHOOL DISTRICT**

WHEREAS, the Beaumont Independent School District, (BISD”) Board of Trustees desires to order a trustee election on the uniform election date in May 2021 (the “Election”), under a joint election and services agreement with the City of Beaumont (the “City”), Jefferson County (the “County”), and other local governments in Jefferson County in accordance with Texas Education code Section 11.0581; and

WHEREAS, the Board of Trustees has the authority pursuant to Chapter 271, of the Texas Election Code to enter into joint election agreements with other political subdivisions in all or part of the District’s territory who are also holding elections on the same date; and

WHEREAS, in accordance with Texas Education Code section 39A.202 the Board of Trustees shall order an election of trustees in accordance with applicable provisions of law, provided that elected trustees do not assume any powers or duties after the election except as allowed by the Commissioner of Education pursuant to Texas Education Code section 39A.202 and 19 Texas Administrative Code section 97.1073. It is, therefore,

ORDERED by the Board of Trustees of the Beaumont Independent School District that:

Section 1: Trustee Election. An election is hereby ordered to be held on **Saturday, May 1, 2021**, during the hours prescribed by law (**7:00 a.m. to 7:00 p.m.**), within the Beaumont Independent School District, for the purpose of electing trustees in the following four (4) positions:

- Single-member District 1 (4-year term)
- Single-member District 2 (4-year term)
- Single-member District 3 (4-year term)
- Single-member District 5 (4-year term)

Section 2: Candidate Applications for Place on the Ballot. Applications for a place on the ballot shall be filed after **8:00 a.m., January 13, 2021** and on or before **5:00 p.m., February 12, 2021**.

Section 3: Voting Precincts, Polling Places, Election Judges, Alternates, Clerks and Other Election Officials. The boundaries and territory of the respective existing Jefferson County precincts, wholly or partially within the territorial boundaries of BISD, are hereby designated as the voting precincts of BISD for the Election. The precinct numbers for BISD’s election precincts shall be the corresponding Jefferson County election precinct number of each precinct, if any.

The Board hereby approves the appointment of persons designated by Ms. Carolyn Guidry, the Jefferson County Clerk, to serve as election workers, to serve on the Early Voting Ballot Board, and to serve at the Central Counting Station. Such proposed presiding judges and alternate judges

shall meet the eligibility requirements of Chapter 32, Subchapter C of the Texas Election Code. The rates of pay for such persons shall be determined by Jefferson County as shown in Election Services Contract between BISD and the County.

Section 4. Ballots. The ballots shall be suitable for use with an electronic voting system, and for the purposes of early voting by personal appearance and by mail, and shall otherwise conform to the requirements of the Texas Election Code as to permit the elections to vote for the candidate(s) of their choice.

Section 5. Early Voting. The Board appoints Ms. Carolyn Guidry, the Jefferson County Clerk, as the Joint Early Voting Clerk.

Early Voting by Personal Appearance: Early voting by personal appearance will be conducted at the early voting locations at the times noted below:

Locations

- Beaumont Courthouse-Main location, 1001 Pearl St., Beaumont, Texas
- Rogers Park Recreation Center, 6540 Gladys, Beaumont, Texas
- Theodore Johns Library, 4255 Fannett Rd., Beaumont, Texas
- John Paul Davis Community Center, 3580 E Lucas, Beaumont, Texas

Monday, April 19, 2021 – Friday, April 23, 2021	8:00 a.m. - 5:00 p.m.
Saturday, April 24, 2021	7:00 a.m. – 7:00 p.m.
Sunday, April 25, 2021	noon – 5 p.m.
Monday, April 26, 2019 – Tuesday, April 27, 2019	7:00 a.m. – 7:00 p.m.

Early Voting by Mail: Ballot applications shall be addressed to: Ms. Carolyn Guidry, Joint Early Voting Clerk, Jefferson County, P.O. Box 1151 Beaumont, Texas 77704.

The period to apply for a ballot by mail is January 1, 2021, through April 20, 2021. The application must be received by April 20, 2021 (postmarking alone is NOT sufficient).

For the use of those voters entitled by law to vote early by mail, the early voting clerk shall provide each voter with a ballot with instructions to mark the ballot indicating his or her vote(s) on the same ballots utilized for early voting by personal appearance at the Election.

Section 6. Delivery of Voted Ballots, Counting, Tabulation, Canvassing of Returns, and Declaring Results. The voted ballots shall be delivered, counted, and tabulated in accordance with the Texas Election Code. Ms. Carolyn Guidry, County Clerk, will make and deliver respective written returns of the Election. The Board will canvass the returns and declare the results of the Election.

Section 7. Appointment of Custodian of Records. To the extent not otherwise provided for in any joint election agreement or election services contract, the Board appoints Ms. Georgia Antoine, BISD Board Affairs, as the Custodian of Records (the “Custodian”) to perform the duties related to the conduct and maintenance of records of the Election as required under the Texas Election Code during the period beginning the 50th day before Election Day and ending not earlier than the 40th day after Election Day. In particular, the Custodian shall accept and maintain records regarding campaign expenditures that may be filed with BISD.

Section 8. Approval of the Appointment of Agent for BISD. The Board Secretary has appointed Ms. Georgia Antoine, BISD Board Affairs, as the Secretary’s agent (the “Agent”) to perform the duties of secretary related to the conduct and maintenance of records of the Election as required under the Texas Election Code during the period beginning the 50th day before Election Day and ending not earlier than the 40th day after Election Day. The Agent will maintain in her office the documents, records and other items relating to the election and will be the Agent designated to receive documents on behalf of BISD that are required by the Texas Election Code. The Agent will post notice of the location and hours of her office as required by the Texas Election Code.

Section 9. Notice of Election Publication and Posting.

Publication of Notice of Election: Notice of the Election shall be published one time in the English and Spanish languages, in a newspaper published within BISD’s territory at least ten (10) days before and no more than thirty (30) days before the Election and as otherwise may be required by the Texas Election Code.

Posting of Notice of Election: Notice of the Election shall also be posted in the English and Spanish languages on the bulletin board used by the Board to post notices of the Board’s meetings, and on the BISD’s website, no later than the twenty-first (21st) day before the Election.

Section 10. Authority of the Superintendent. The Superintendent shall have the authority to take, or cause to be taken, all actions reasonable and necessary to ensure that the Election is fairly held and returns properly counted and tabulated for canvass by the Board, which actions are hereby ratified and confirmed.

Section 11. Preamble Incorporation. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Order for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 12. Inconsistent Provisions. All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Order are hereby repealed to the extent of such conflict, and the provisions of this Order shall be and remain controlling as to the matters ordered herein.

Section 13. Governing Law. This Order shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 14. Severability. If any provision of this Order or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Order and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Order would have been enacted without such invalid provision.

Section 15. Notice of Meeting. The Board officially finds, determines, recites and declares that written notice of the date, hour, place and subject of the meeting at which this Order is adopted was posted on a bulletin board located at a place convenient to the public at the BISD's administrative offices for at least seventy-two (72) hours preceding the scheduled time of the meeting; that a telephonic or telegraphic notice of such meeting was given to all news media who have consented to pay any and all expenses incurred by BISD in connection with providing such notice, both as required by the Open Meetings Law, Chapter 551, Texas Government Code, as amended; and that such meeting was open to the public as required by law at all times during which this Order and the subject matter thereof was discussed, considered and formally acted upon.

Section 16. Authorization to Execute. The President of the Board is authorized to execute and the Secretary of the Board is authorized to attest this Order on behalf of the Board; and the President of the Board is authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

Section 17. Effective Date. This Order is effective immediately upon approval.

CERTIFICATE FOR ORDER

I certify that the foregoing order of election was presented to the Board of Trustees of the Beaumont Independent School District during a properly posted and duly called board meeting on January 21, 2021. A quorum of the Board of Trustees was present and it was duly moved and seconded that this Order be adopted. This Order was adopted according to the following record vote:

<u>Board Member Name</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Thomas Sigee	_____	_____	_____	_____
Denise Wallace-Spooner	_____	_____	_____	_____
Robert C. Dunn	_____	_____	_____	_____
Darrell Antwine, Sr.	_____	_____	_____	_____
Zenobia Bush	_____	_____	_____	_____
Kevin Reece	_____	_____	_____	_____
Matilda Hickman	_____	_____	_____	_____
VOTE TOTALS	_____	_____	_____	_____

To certify which, witness my hand this _____ day of _____, 2021.

BEAUMONT INDEPENDENT SCHOOL DISTRICT

Thomas Sigee, Board President

ATTEST:

Robert C. Dunn, Board Secretary

Election Order Supporting Documents:

Joint Election Service Contract



ELECTION SERVICES CONTRACT AND LEASE AGREEMENT
BETWEEN JEFFERSON COUNTY CLERK
AND

**CITY OF BEAUMONT, PORT OF BEAUMONT, BEAUMONT INDEPENDENT
SCHOOL DISTRICT, PORT ARTHUR INDEPENDENT SCHOOL DISTRICT, PORT
OF PORT ARTHUR NAVIGATION DISTRICT OFF JEFFERSON COUNTY, TEXAS
and SABINE PASS PORT AUTHORITY**

This Agreement made and entered into, by and between Jefferson County, hereinafter referred to as “County”, acting herein by and through its County Judge and Commissioner’s Court, joined herein by the **County Election Officer, Carolyn Guidry, County Clerk**, and the following entities:

- **City of Beaumont**
- **Port of Beaumont**
- **Beaumont Independent School District**
- **Port Arthur Independent School District**
- **Port of Port Arthur Navigation District of Jefferson County, Texas**
- **Sabine Pass Port Authority**

hereinafter referred to as “Political Subdivision(s)”, acting herein by and through its Board.

WHEREAS, Political Subdivision(s) is/are required to conduct an election on **May 1, 2021**, THIS AGREEMENT is made this _____ day of _____, 2021, by and between the above named Political Subdivision(s) and Jefferson County, Texas, by its County Elections Officer, **Carolyn Guidry**, hereinafter called “Contracting Officer,” pursuant to Texas Election Code Section 31.092. The parties agree to enter into an election services contract with each other in accordance with Chapter 271 of the Texas Election Code and this Agreement. This Agreement is entered into in consideration of the mutual covenants and promises hereinafter set out:

1. **RECITALS.** Contracting Officer is the County Clerk of Jefferson County, Texas, and is the County Officer in charge of election duties. Political Subdivision is a political entity situated wholly or partially within Jefferson County, Texas. Political Subdivision and Contracting Officer have determined that it is in the public interest of Jefferson County voters that this Agreement be made and entered into for the purpose of having Contracting Officer furnish to Political Subdivision certain election services and equipment needed by Political Subdivision in connection with the holding of its **May 1, 2021**, Election. Jefferson County’s certified Hart InterCivic electronic voting equipment is to be used in this Political Subdivision Election.
2. **DUTIES AND SERVICES OF CONTRACTING OFFICER.** Contracting Officer shall be responsible for performing the following duties and shall furnish the following services

and equipment:

- (a) Notify and coordinate presiding election judges, alternate judges, and all other election officials required to administer this Election. Jefferson County will make emergency appointments of election officials if necessary. Compensate all election workers for time worked at the hourly rate approved by Commissioners' Court.
- (b) Arrange for poll worker training through a third party or conduct necessary training. Notify all early voting and Election Day officials of the date, time and place thereof.
- (c) Arrange for the use of early voting locations per the attached **Exhibit A – Early Voting Locations** and Election Day polling locations per the attached **Exhibit B – Election Day Vote Centers**. If emergency replacement polling locations are needed, Contracting Officer shall make necessary alternate arrangements to locate another public place (or if unavailable, a private building), and shall notify Political Subdivision as soon as possible.
- (d) Procure election kits and supplies and distribute to the precinct judges and early voting deputies. Obtain from the Tax -Assessor /Voter Registrar lists of registered voters to be used in conducting the election in conformity with the boundaries of Political Subdivision and the election precincts established for the election. The Election Day list of registered voters shall be arranged in alphabetical order.
- (e) Prepare and test all electronic voting equipment, format ballot styles, secure audio, oversee all equipment and voter registration database programming, and assure compliance with equipment security requirements. Arrange for transport of equipment to and from polling locations.
- (f) Serve as Early Voting Clerk for this Political Subdivision Election and process, print, mail, and tabulate ballots for any eligible voter, who applies for a ballot by mail including all eligible FPCA applicants. Supervise the conduct of early voting in person and appoint sufficient personnel to serve as deputy early voting clerks. Provide lists of early voters as provided by law if requested by Political Subdivision.
- (g) Publish legal notice of the date, time and place of the public logic and accuracy test. Prepare test materials and conduct internal election testing, public logic and accuracy test, and tests of tabulation equipment.
- (h) Arrange for the early ballot board, signature verification committee, tabulation personnel, and all equipment and supplies needed at central counting station. Tabulate early voting, election night, paper mail ballots and provisional ballots. Tabulate unofficial returns and assist in preparing the tabulation for the official canvass. Provide Political Subdivision its voter history report following the election if requested.
- (i) Serve as Custodian of Records for election records in Contracting Officer's custody and provide for the retention of said election records as provided by law.
- (j) Provide information services for voters and election officers.

(k) Maintain accurate records of all expenses incurred in connection with the responsibilities under this Agreement and provide Political Subdivision a final invoice after the conduct of the election. Provide any detailed backup to such invoice, if requested, reflecting the charges or components of the costs set forth on the invoice submitted to Political Subdivision.

(l) The Contracting Office is responsible for collecting the compensation sheets for the election judges, clerks, and early voting ballot board. The Contracting Officer will also pay the aforementioned for their services and time in accordance with their rate of pay policy.

(m) Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code, unless waived by the Secretary of State. A written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned Election Code. If requested, Contracting Officer shall provide a written report to Political Subdivision in a timely manner.

(n) The Contracting Officer shall place the funds paid by Political Subdivision hereunder in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code.

3. **DUTIES AND SERVICES OF POLITICAL SUBDIVISION.** Political Subdivision shall be responsible for performing the following duties:

(a) Prepare all election orders, resolutions, notices, and other pertinent documents for adoption and execution by the appropriate Political Subdivision officer or body. Take all actions necessary for calling the Political Subdivision Election which are required by the Texas Election Code and/or the Political Subdivision's governing body, charter, ordinances, or other applicable laws. Execute an Election Services Contract and Lease Agreement with Jefferson County Clerk for the purpose of election administration. Serve as Custodian of Records for all election records in its possession as provided by law.

(b) Political Subdivision shall be responsible for the legal sufficiency of any order calling its election. Political Subdivision shall be responsible for all substantive and procedural legal issues governing the conduct of its election. Political Subdivision understands and agrees that Contracting Officer provides no legal advice to Political Subdivision.

(c) Adopt the county voting precincts for this election. Political Subdivision shall adopt the early voting locations used by the county located in the Political Subdivision's jurisdictional boundaries with the stipulation to add additional locations and adopt all early voting dates, and hours recommended by the Contracting Officer in accordance with the Texas Election Code as listed on **Exhibit A – Early Voting Locations**. Political Subdivision shall adopt the Election Day Vote Center polling locations on the attached **Exhibit B – Election Day Vote Centers** for each county voting precinct that is within its jurisdictional boundaries. Political Subdivision shall confirm the accuracy of its jurisdictional boundaries and precincts.

(d) Prepare, post and publish all required election notices for Political Subdivision except for the Public Test Notice that Contracting Officer shall publish. In addition, if this election's polling

locations are different than Political Subdivision's previous election, Political Subdivision shall post notice at the entrance to any previous polling places in its jurisdiction stating that the location has changed and provide the polling location and address for those voters for this election, pursuant to Texas Election Code Section 43.062, unless County has posted the change for its election. Educate the voters in Political Subdivision on early voting times and places and Election Day polling locations.

(e) Political Subdivision shall confirm with Tax-Assessor/Voter Registrar its boundaries, county voting precincts and street details within those boundaries. Political Subdivision will validate all boundaries are defined properly within Jefferson County voter registration database, maps and street lists with block ranges and odd/even/both indicators before the coding and programming of the ballot begins. If changes are necessary after programming has begun, the Political Subdivision responsible will incur the cost of re-programming for all entities involved. Political Subdivision must proof and approve all programming work done for the jurisdiction according to the attached **Exhibit C- CALENDAR**

(f) Deliver to Contracting Officer, according to the attached **Exhibit C - CALENDAR**, ballot language with Spanish translations, candidate names or measures, and the order in which they are to be printed on the ballot with the exact form and spelling. Provide pronunciation for difficult names or words to use on the audio recording. Timely review and sign off on ballot proofs.

(g) Any requests for early voting ballots to be voted by mail received by Political Subdivision must be hand delivered or faxed to Contracting Officer on the day of receipt. If the application is faxed, the original application must be mailed to Contracting Officer. Contracting Officer will process applications, mail appropriate ballots, and tabulate.

(h) If requested, assist Contracting Officer in recruiting bilingual poll workers. Provide documentation on Political Subdivision's efforts to recruit bilingual poll workers if requested by the U. S. Department of Justice.

(i) Pay prorated additional costs incurred by Contracting Officer if a recount for said election is required, the election is contested in any manner, or a runoff is required.

(j) Canvass the returns and declare the election results for Political Subdivision. Political Subdivision is responsible for filing any precinct reports required by the Secretary of State.

(k) The deposit will be waived for this Election Agreement for all Political Subdivisions. All costs will be assessed according to attached schedule on **Exhibit D – Contract Costs** and a detailed bill will be rendered within 30 days after the canvassing of the election or the receipt of all invoices needed to validate the billing. Any discrepancies in billing should be addressed immediately.

(l) Political Subdivision agrees to enter into a Joint Election Agreement as necessary with any other political subdivision in Jefferson County which enters into an Election Services Contract and Lease Agreement with Contracting Officer and which holds an election on **MAY 1, 2021**.

4. **COST OF SERVICES.** Political Subdivision shall share some expenses for the above services, supplies and equipment. Only the actual expenses directly attributable to this Agreement and any prorated shared expenses may be charged to Political Subdivision, plus a 10% administrative fee.

5. GENERAL CONDITIONS.

(a) The parties agree that the timing is critical on all duties in this Agreement. Lack of adherence to any deadline in the CALENDAR without prior agreement of Contracting Officer may result in cancellation of Contracting Officer's duties and obligations to conduct Political Subdivision's election under this Agreement or, at the discretion of Contracting Officer, a late penalty surcharge in an amount not to exceed 10% of the final election cost. Adherence to the CALENDAR is critical because of Jefferson County's obligation to complete all programming and testing and to process, print and mail military and overseas ballots by state/federal deadlines and our duty to conduct federal, state, county elections and/or other contracted elections.

(b) In accordance with Section 31.098 of the Texas Election Code, Contracting Officer is authorized to contract with third persons for election services and supplies and is authorized to hire necessary temporary personnel to perform contracted duties. Part-time personnel will be compensated at the hourly rate set by Jefferson County.

(c) Political Subdivision acknowledges that electronic voting equipment is highly technical and it is conceivable that, despite the best effort of the parties and technical assistance, it might fail during the election. Contracting Officer will do whatever is possible to remedy the situation, but Political Subdivision agrees that should such equipment fail, it will not make any claim for damages of any kind.

(d) Any qualified voter in the Joint Election may vote early by personal appearance at any of the joint early voting locations or at any Vote Center/Polling Location on Election Day.

(e) Jefferson County Elections Department may contract with numerous political entities for the Joint Election, and the parties agree that all ballot styles will be programmed into one electronic voting system. Each voter will receive one ballot which contains all races and issues in the Joint Election for which the voter is eligible at the address and in the precinct in which the voter is currently registered. One joint voter sign in process consisting of a common list of registered voters and common signature rosters shall be used in precincts in which the county polling locations are used.

(f) The Contracting Officer shall file copies of this Agreement with the Auditor and Treasurer of Jefferson County not later than the 10th day from receipt of the fully executed contract by Contracting Officer.

(g) Jefferson County is self-insured for personal liability issues. Should Political Subdivision desire insurance for injuries during this election or other liabilities, entity shall make such arrangements separate from this Agreement.

(h) In the event that the performance by Contracting Officer of any of its obligations hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or condition of any persons not a party thereof, then it shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

(i) The parties to this Agreement agree that Political Subdivision may cancel this Agreement in the event that it has no need to conduct an election by 60th day before Election Day. If Political Subdivision's election is cancelled after deadline, a \$200 contract preparation and processing fee will be due in addition to any costs incurred by Contracting Officer on behalf of Political Subdivision prior to said cancellation.

(j) The Political Subdivision has the option of extending the terms of this Agreement through its runoff election, if applicable. Political Subdivision may reduce the number of the adopted early voting locations and/or Election Day voting locations in which precincts are not involved in a runoff election. In the event of a runoff which Political Subdivision wants Contracting Officer to conduct, Political Subdivision agrees to attempt to coordinate the date with other entities participating in this Joint Election. If Political Subdivision elects to have Contracting Officer conduct a runoff election, the cost will be determined by the number of entities participating and the actual costs plus administrative fees. Political Subdivision will be responsible for all orders, notices, and publications required for their runoff except the publication of the public logic and accuracy test which Contracting Officer will publish.

6. DISPUTE RESOLUTION PROCEDURE

The parties agree to use dispute resolution process provided for in Chapter 2260 of the Texas Government Code to attempt to resolve all disputes arising under this Agreement. Either party must give written notice to the other party of a claim for breach of this Agreement not later than the 180th day after the date of the event, giving rise to the claim. By their execution of their Agreement, the parties acknowledge and knowingly and voluntarily agree that neither the execution of this Agreement; nor the conduct, act or inaction by any person in the execution, administration, or performance of this Agreement constitutes or is intended to constitute a waiver of the party's immunity from suit with respect to claims of third parties.

7. ENTIRE AGREEMENT/AMENDMENT

This Agreement constitutes the entire agreement between and Contracting Officer. This Agreement may be amended only in writing and signed by the parties.

8. NOTICES

Except as otherwise provided in this section, all notices, consents, approvals, demands, request, or other communications provided for or permitted to be given under any of the provisions of this Agreement shall be in writing and shall be deemed to have been duly given or served when delivered by hand delivery or when deposited in the U.S. mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as set forth below or to such other person or address as may be given in writing by either party to the other in accordance with this section:

JEFFERSON COUNTY: Carolyn L. Guidry, County Clerk
P. O. Box 1151
Beaumont, TX 77704

CITY OF BEAUMONT: Kyle Hayes, City Manager
801 Main St.
Beaumont, TX 77701

PORT OF BEAUMONT: Chris Fisher, Director/CEO
P.O. Box 2297
Beaumont, TX 77704

BEAUMONT ISD: Dr. Shannon Allen, Superintendent
3395 Harrison
Beaumont, TX 77706

PORT ARTHUR ISD: Dr. Mark Porterie, Superintendent
4801 Ninth Ave.
Port Arthur, TX 77642

**PORT OF PORT ARTHUR
NAVIGATION DISTRICT
OF JEFFERSON COUNTY, TX** Larry Kelley, Director/CEO
221 Houston Ave.
Port Arthur, TX 77640

**SABINE PASS
PORT AUTHORITY:** Deborah Jennings, Office Manager
P.O. Box 318
Sabine Pass, TX 77655

IN WITNESS WHEREOF, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the _____ day of _____, 20_____.

CITY OF BEAUMONT

By: _____
Name: Kyle Hayes
Title: City Manager

Attest: _____ (seal)

IN WITNESS WHEREOF, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the _____ day of _____, 20_____.

PORT OF BEAUMONT

By: _____
Name: Chris Fisher
Title: Port Director/CEO

Attest: _____ (seal)

IN WITNESS WHEREOF, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the _____ day of _____, 20_____.

BEAUMONT INDEPENDENT SCHOOL DISTRICT

By: _____
Name: Dr. Shannon Allen
Title: Superintendent

Attest: _____ (seal)

IN WITNESS WHEREOF, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the _____ day of _____, 20_____.

PORT ARTHUR INDEPENDENT SCHOOL DISTRICT

By: _____
Name: Dr. Mark Porterie
Title: Superintendent

Attest: _____ (seal)

IN WITNESS WHEREOF, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the _____ day of _____, 20_____.

PORT OF PORT ARTHUR NAVIGATION DISTRICT OF JEFFERSON COUNTY, TX

By: _____
Name: Larry Kelley
Title: Port Director/CEO

Attest: _____ (seal)

IN WITNESS WHEREOF, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the _____ day of _____, 20_____.

SABINE PASS PORT AUTHORITY

By: _____
Name: Deborah Jennings
Title: Office Manager

Attest: _____ (seal)

IN WITNESS WHEREOF, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the _____ day of _____, 20_____.

JEFFERSON COUNTY, TEXAS

By: _____
Name: Jeff Branick
Title: County Judge

Attest: _____ (seal)

IN WITNESS WHEREOF, each of the parties agrees to the terms of this Agreement and has caused this Agreement to be executed on the _____ day of _____, 20_____.

By: _____
Name: Carolyn L. Guidry
Title: County Clerk

Attest: _____ (seal)

EXHIBIT A
EARLY VOTING LOCATIONS

Beaumont Courthouse-Main location	1001 Pearl St., Beaumont, Texas
Port Arthur Sub-Courthouse	525 Lakeshore Dr., Port Arthur, Texas
Rogers Park Recreation Center	6540 Gladys, Beaumont, Texas
Port Arthur Public Library	4615 Ninth Ave, Port Arthur, Texas
Theodore Johns Library	4255 Fannett Rd., Beaumont, Texas
John Paul Davis Community Center	3580 E Lucas, Beaumont, Texas

EXHIBIT B - ELECTION DAY VOTE CENTERS

Comm. Pct	Polling Location	Location Address	Location City & Zip Code
1--1	Amelia Elementary School	565 S. Major Dr	Beaumont, TX 77707
1--2	Beaumont Municipal Airport	455 Keith Rd.	Beaumont, TX 77713
1--4	BISD Administration Building	3395 Harrison Ave.	Beaumont, TX 77706
1--5	New Light Church	3780 Crow Rd.	Beaumont, TX 77706
1--6	Dishman Elementary	3475 Champions Dr.	Beaumont, TX 77707
1--7	O.C. Mike Taylor Career Center	2330 North St.	Beaumont, TX 77702
1--9	Rogers Park Community Center	6540 Gladys Ave.	Beaumont, TX 77706
1--10	Roy Guess Elementary	8055 Voth Rd.	Beaumont, TX 77708
3--1	DeQueen Elementary	740 DeQueen Blvd.	Port Arthur, TX 77640
3--2	Zion Hill Baptist Church	5848 Roosevelt Ave.	Port Arthur, TX 77640
3--3	Jefferson County Sub-Courthouse	525 Lakeshore Dr.	Port Arthur, TX 77640
3--4	Port Acres Elementary	6301 Pat Ave.	Port Arthur, TX 77640
3--5	O W COLLINS RETIREMENT CTR	4440 GULFWAY DR.	Port Arthur, TX 77642
3--6	Port Arthur Public Library	4615 9th Ave.	Port Arthur, TX 77642
3--7	Queen of Vietnam Catholic Church	801 - 9th Ave.	Port Arthur, TX 77642
3--8	R.L. Gabby Eldridge Center	5262 S. Gulfway Dr	Sabine Pass, TX 77655
3--9	Travis Elementary	1115 Lakeview Ave.	Port Arthur, TX 77642
3--10	Willie Ryman III Community Center	3248 39th St.	Port Arthur, TX 77642
4--1	Alice Keith Park Recreation Center	4075 Highland Ave.	Beaumont, TX 77705
4--2	Charlton-Pollard Elementary	825 Jackson St.	Beaumont, TX 77701
4--5	Jefferson County Courthouse	1001 Pearl St.	Beaumont, TX 77701
4--6	MLK Middle School	1400 Avenue A	Beaumont, TX 77701
4--7	John Paul Davis Community Center	3580 E. Lucas Dr.	Beaumont, TX 77703
4--9	Sterling Pruitt Center	2930 Gulf St.	Beaumont, TX 77703
4--10	Theodore Johns Library	4255 Fannett Rd.	Beaumont, TX 77705

EXHIBIT C CALENDAR

The Political Subdivision agrees that timing is critical, and lack of adherence to this CALENDAR without prior agreement of Contracting Officer may result in additional charges or cancellation of Contracting Officer's duties and obligations to conduct Political Subdivision's election under this Contract.

School Districts must adhere to all deadlines, even if on Spring Break.

Please refer to the Texas Secretary of State's website for a complete calendar of events including citations to the Texas Election Code and for information specific to entity type. Confer with your attorney on any statutes that govern your entity. Please comply with all orders, postings and notices as required for your Political Subdivision. Contracting Officer will provide the publication of one Notice of Public Test in English and Spanish.

FEBRUARY 1, 2021

Prior to February 1, 2021, each Political Subdivision is responsible for validating with the Voter Registrar that the boundaries for their voting precincts are correct and supplying the Contracting Officer with a map of such boundaries.

68th day before Election Day

Recommended date to conduct ballot position drawing.

Notice of ballot position drawing must be posted for 72 hours immediately preceding time of drawing.

****Please schedule ballot drawing as soon as possible and email the BALLOT FORMAT AND ORDER OF CANDIDATES ON BALLOT to Contracting Officer at countyclerk@co.jefferson.tx.us.****

60th day before Election Day

Last day for the governing body of a political subdivision to deliver notice of the election to the county clerk/elections administrator and voter registrar of each county in which the political subdivision is wholly or partly located. (Sec. 4.008).

Deadline to notify Contracting Officer via email of the following items:

- whether or not Political Subdivision has a **contested election**.
- **candidate names**, including **write-in candidates**.
- any **candidate withdrawals** or **election cancellation**.
- **order of candidates on ballot**. (We prefer to receive it sooner if it is available.)
- **Spanish translations** of all ballot titles, contests, and ballot language.
- **phonetic pronunciations** of all candidate names which will be used for the ballot audio recording.

60th day before Election Day - Continued

Deadline to **cancel election** and incur **no fees** under the Election Services Agreement.

Deadline to receive executed **Election Services Agreement** by mail, personal delivery, or email.

Deadline to receive copy of **Order of Election**.

Contracting Officer contact information:

Email:	countyclerk@co.jefferson.tx.us
Mail:	P. O. Box 1151, Beaumont, TX 77704-1151
Hand Delivery:	1085 Pearl Street, First Floor, Beaumont, Texas 77701

If additional time is needed because of meeting schedules, please notify us.

****Deadlines for ballot proofing and ballot approval will be emailed with ballot proofs. The parties must adhere to deadlines of 24 hour turnaround time, even if they occur during Spring Break, in order for our office to meet the State and Federal deadlines to mail military and overseas ballots.****

45th day before Election Day

Deadline to mail ballots to military or overseas voters who submitted their ballot request via a federal postcard application (FPCA) or via a standard application for ballot by mail and indicated that they are outside the United States. Ballots must be mailed by this date or the 7th day after the clerk receives the application. If the early voting clerk cannot meet this 45th-day deadline, the clerk must notify the Secretary of State within 24 hours. (Sec. 86.004(b)).

30th day before Election Day

Last day to register to vote or make a change of address effective for the May 1, 2021, election. (Secs. 13.143, 15.025).

First day of period during which notice of election must be published if the method of giving notice is **not** specified by a law outside the Election Code, and **publication** is the selected method of giving notice. (Sec. 4.003(a)(1)). The notice of election ordered by an authority of a city or school district, must be given by publication in a newspaper in addition to any other method specified. (Secs. 4.003(c) and (d)).

19th day before Election Day

Last day to post notice of election on bulletin board used for posting notices of meetings of governing body. (Sec. 4.003(b)). A [Record of Posting Notice of Election \(PDF\)](#) should be completed at the time of posting. (Sec. 4.005).

12th day before Election Day

First day to vote early in person. (Sec. 85.001(a)).

NOTE - Political Subdivisions Other than Cities and Counties: Early voting in person must be conducted at least eight (8) hours each weekday that is not a legal state holiday unless the political subdivision has fewer than 1,000 registered voters, in which case early voting in person must be conducted at least three (3) hours per day. (Sec. 85.005(b)).

NOTE – Cities and counties: Early voting in person must be conducted on the weekdays of the early voting period and during the hours that the county clerk’s or city secretary’s main business office is regularly open for business. (Sec. 85.005(a)). However, because cities and counties must have office hours for election-related business at least three (3) hours every business day for this type of election, we harmonize these requirements with the result that, if a city or county is not regularly open for business on one or more weekdays, on those “closed” days, a city or county must conduct early voting for at least three (3) hours a day at the main early voting location (except for a city’s two 12-hour days, when it must be open for the full 12 hours).

NOTE - Cities: Cities **must** choose two (2) weekdays for the main early voting polling place location to be open for 12 hours during the regular early voting period. City council must choose the two weekdays. (Sec. 85.005(d)).

NOTE - Independent School Districts: Despite the change in state law that allows an ISD to be closed on school holidays during the mandatory office hours period, you are **required** to be open during the entire early voting period, except on legal state and national holidays.

NOTE - Joint Elections: If entities are conducting early voting by personal appearance jointly, we *recommend* a unified schedule covering all requirements; i.e., no entity’s requirements should be neglected or subtracted as a result of a joint agreement.

10th day before Election Day

Last day of period during which notice of election must be published if method of giving notice is not specified by a law outside the Election Code and publication is the selected method of giving notice. (Sec. 4.003(a)(1)). The notice of election ordered by a commissioners court or by an authority of a city or school district, must be given by publication in a newspaper in addition to any other method specified. (Secs. 4.003(c) and (d)).

Last day to mail a copy of the notice of election to each registered voter in the county if method of giving notice is not specified by a law outside the Election Code and this method of giving notice is selected. (Secs. 1.006, 4.003(a)(3)).

Cities and Counties – Weekend Early Voting Hours - Notice Requirement: Last day to post notice on bulletin board used for posting notice of city council or commissioners court, if early voting will be conducted on Saturday (Sec. 85.007). Notice must be posted at least 72 hours before early voting begins on a Saturday or Sunday. Notice must also be posted to the political subdivision’s website, if one is maintained.

NOTE - NEW LAW: Section 85.007, as amended by House Bill 2721 (2015), requires that the election notice, which includes the days and hours of early voting be posted on the political subdivision’s website, if the political subdivision maintains a website.

4th day before Election Day

Last day to vote early by personal appearance. (Sec. 85.001(a)).

Election Day

NOTE - NEW LAW – House Bill 2354 (2015) changed the date of the May uniform election from the second Saturday in May to the first Saturday in May.

30 days from date of final invoice

Pay balance due for election services. Please make checks payable to:

Jefferson County Treasurer
P O Box 1151,
Beaumont, Texas 77704-1151

EXHIBIT D

CONTRACT COSTS

Voting Equipment	
Judge's Booth Controller	\$330.00
eSlate	\$330.00
Disable Access Unit (DAU)	\$396.00
Privacy Booth	\$20.00
Ballot Box	\$5.00
Communication Devices	
EA Tablet + WIFI	\$119.50
Cell Phone	\$30.00
Mandatory Signs	
Large A-Frame (ID Required)	\$10.00
Large A-Frame (Notices)	\$10.00
PROGRAMMING	COUNTY COST
1 - 5 RACES	\$1,125.00
6 - 10 RACES	\$1,898.00
11-20 RACES	\$2,475.00
21-40 RACES	\$3,135.00
41-75 RACES	\$3,960.00
76-100 RACES	\$4,704.00
BALLOT PRINTING	COUNTY COST
8.5 X 11	\$0.23
8.5 X 14	\$0.25
8.5 X 17	\$0.28
Sample Ballots	\$0.06
SUPPLIES	
ELECTION KITS / w Seals EV & ED	\$40.00
Mail Ballots (Per Set)	\$0.75
Supply Bag Consumables (per location)	\$20.00

REVISED 07/19/16

