

**Notice of Called Meeting  
by Videoconference or Telephone Call  
Board of Trustees  
Monday, August 28, 2023**

A Called Meeting of the Board of Trustees will be held on Monday, August 28, 2023, beginning at 5:00 PM, Waxahachie ISD Administration Building, 411 N. Gibson St., Waxahachie, TX 75165.

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting will be conducted by videoconference or telephone call. At least a quorum of the board will be participating by videoconference or telephone call in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public may access this meeting and or provide public comments as identified below:

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. For more information about public comment, see Policy BED. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

**I. CALL TO ORDER**

A. Announcement in the Board room by presiding officer that a quorum is present, that the meeting has been duly called, and that notice of the meeting has been duly posted for time and manner required by law.

**II. CLOSED SESSION. Section 551.001 et seq. (if necessary)**

A. Deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, including discussing complaints, hiring, resignation, termination, proposal for non renewal, proposal for termination, evaluation, promotion or demotion of personnel. Gov't Code 551.074

B. Deliberating the purchase, exchange, lease or value of real property. Gov't Code 551.072

C. Deliberation regarding security devices, personnel deployment, or security audits. Gov't Code 551.076.

D. Consulting privately with the board's attorney concerning contemplated litigation. Gov't Code 551.071.

E. Discussion regarding the duties and responsibilities of School Board members. Gov't Code 551.074.

**III. RECONVENE TO OPEN SESSION**

A. Open Forum: Hearing of individuals or committees.

**IV. OPEN PUBLIC HEARING.**

A. Conduct a public hearing regarding the proposed 2023-2024 fiscal year budget and M&O and I&S tax rates.

**V. CLOSE PUBLIC HEARING.**

**VI. CONSENT AGENDA**

A. Consideration with possible action to approve the 2023-2024 WISD salary and stipend schedules.

B. Consideration with possible approval of substitute pay for the 2023-2024 school year.

- C. Consideration with possible action to approve the 2023-2024 compensation plan.
- D. Consideration with possible approval of a certification waiver for classroom teachers to address staffing shortages by allowing WISD to hire persons who do not meet requirements to teach without the necessary certifications.
- E. Consideration with possible approval of a purchase order from Cengage Learning, Inc. in the amount of \$54,797.40 for course materials for several classes at Global High School.

**VII. ACTION ITEMS.**

- A. Consideration with possible action to approve Board Policy Update 121 with changes affecting Waxahachie ISD local policies CFB,CKE, CLB, CRE, CVA, CVB, DEA, FD, and FFI, and additional changes to Waxahachie ISD local policies DEC and EIC.
- B. Consideration with possible action to approve the final budget amendments to the 2022-2023 budgets.
- C. Consideration with possible action to adopt 2023-2024 operating budgets for the general fund, debt service fund, and child nutrition fund.
- D. Consideration with possible action to renew the WISD property/casualty and auto liability insurance coverage from Texas Political Subdivisions Joint Self-Insurance Fund for the 2023-2024 school year at a price not to exceed \$1,384,260.
- E. Consideration with possible approval of workers' compensation insurance coverage from Texas Political Subdivisions Joint Self-Insurance Fund for the 2023-2024 school year at a price not to exceed \$344,120.

**VIII. ADJOURN**

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See TASB Policy BEC(LEGAL)]

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For the Board of Trustees

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** August 28, 2023 **Presented By:** Ryan Kahlden

**Subject:** Public Hearing on Budget and Tax Rates **Related Page(s)** \_\_\_\_\_

**Public Hearing  
Agenda Item**

**EXECUTIVE SUMMARY:** In accordance with TEC §44.004, the District will conduct a public hearing regarding the proposed 2019-2020 fiscal year budget and proposed M&O and I&S tax rates.

**ATTACHMENTS:**

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** August 28, 2023 **Presented By:** Monica James

**Subject:** Pay Sheets; Stipends **Related Page(s)** \_\_\_\_\_



**EXECUTIVE SUMMARY:**

The Human Resources Department is requesting approval of 2023-2024 pay sheets and stipends.

**ATTACHMENTS:**

Seven Documents

		BOARD PRIORITY GOALS
	<b>Priority #1</b>	<b>Student Growth</b>
X	<b>Priority #2</b>	<b>Honor and Support Staff</b>
	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Approve pay sheets and stipends.

# Administrative/Professional Pay Plan - DRAFT 2023-2024

Waxahachie ISD

Grade	Job Title	Calendars		Minimum	Midpoint	Maximum
<b>1</b>			<b>Daily</b>	<b>\$206.71</b>	<b>\$245.37</b>	<b>\$287.03</b>
	Supervisor, Child Care	207	<b>207 Days</b>	42,790	50,791	59,415
	Supervisor, Child Nutrition	226	<b>226 Days</b>	46,717	55,453	64,868
	Supervisor, Night Shift Custodians	242	<b>242 Days</b>	50,025	59,379	69,461
<b>2</b>			<b>Daily</b>	<b>\$241.34</b>	<b>\$290.76</b>	<b>\$340.19</b>
	Supervisor, Fixed Assets/Textbook Custodian	226	<b>226 Days</b>	54,543	70,365	76,883
	Supervisor, Custodial	242	<b>242 Days</b>	58,404	70,365	82,326
	Supervisor, Maintenance Area A	242	<b>260 Days</b>	62,748	75,599	88,449
	Supervisor, Maintenance Area B	242				
	Supervisor, Technology	226				
	Supervisor, Transportation	226				
	Webmaster	226				
<b>3</b>			<b>Daily</b>	<b>\$270.30</b>	<b>\$325.65</b>	<b>\$381.01</b>
	ARD Facilitator	187	<b>187 Days</b>	50,545	60,897	71,249
	Assistant, School Psychologists	197	<b>197 Days</b>	53,248	64,154	75,059
	Assistant Speech Path	187	<b>207 Days</b>	55,951	67,410	78,869
	Assistant Diagnostician	197	<b>226 Days</b>	61,087	73,598	86,109
	Instructional Coach	197	<b>242 Days</b>	65,412	76,121	92,205
	Network Engineer I	226				
<b>4</b>			<b>Daily</b>	<b>\$289.21</b>	<b>\$348.45</b>	<b>\$407.69</b>
	Interns, CFY	197	<b>187 Days</b>	54,082	65,160	76,238
	Interns, School Psychologists	197	<b>197 Days</b>	56,975	68,645	80,315
	Interns, Speech Language Path	187	<b>207 Days</b>	59,867	72,129	84,392
	Interns, Diagnostician	197	<b>226 Days</b>	65,362	78,750	92,138
	Network Engineer II	226	<b>242 Days</b>	69,989	84,325	98,661
	Specialist, Behavior	197				
	Specialist, Transition	197				
	Student Advisor	207				
<b>5</b>			<b>Daily</b>	<b>\$326.80</b>	<b>\$379.23</b>	<b>\$444.94</b>
	Asst Principal, ES	207	187 Days	61,111	70,915	83,205
	Dean of Students Health Sciences	226	197 Days	64,379	74,707	87,654
	Diagnostician	197	207 Days	67,647	78,500	92,103
	Diagnostician, Lead	207	226 Days	73,856	85,705	100,557
	School Psychology	197	242 Days	79,085	91,773	107,677
	Occupational Therapist	197				
	Operations Manager, Technology	226				
	Speech Language Pathologist	197				

<b>6</b>	
Asst Director Special Education	226
Coordinator, Bilingual	207
Coordinator, CCMR	217
Coordinator, Communications	226
Coordinator, Community Outreach	226
Coordinator, CTE	207
Coordinator, Dyslexia	207
Coordinator, Elementary TLC	207
Coordinator, ESL	207
Coordinator, GT/AA/STEM	207
Coordinator, Professional Learning	207
Coordinator, Secondary Content	207
Instructional Tech	207
Coordinator, Compliance & Assessment (SPED)	207

<b>Daily</b>		<b>\$336.56</b>	<b>\$398.94</b>	<b>\$464.76</b>
<b>207</b>	<b>Days</b>	69,668	82,581	96,206
<b>217</b>	<b>Days</b>	73,033	86,571	100,854
<b>226</b>	<b>Days</b>	76,062	90,161	105,036

<b>7</b>	
Assistant Principal, Global	217
Assistant Principal, JH	217
Director Band	226
Project Manager	226

<b>Daily</b>		<b>\$349.00</b>	<b>\$424.21</b>	<b>\$473.62</b>
<b>226</b>	<b>Days</b>	78,875	95,871	107,037

<b>8</b>	
Assistant Principal, HS	217
Coordinator, Boys Athletics	226
Coordinator, Girls Athletics	226
Director, Accounting	226
Director, Assessment & Accountability	226
Director, Bilingual/ESL Services	226
Director, Counseling & 504	226
Director, CTE	226
Director, Federal Programs & Grants	226
Director, Fine Arts	226
Director, Food Services	226
Director, GT/AA/STEM	226
Director, Health & Wellness	226
Director, Payroll	226
Director, PEIMS	226
Director, PK-12 Teaching/ Learning	226
Director, Sports Medicine	226
Director, Technology	226
Director, Transportation	226
Principal, ES	217

<b>Daily</b>		<b>\$369.76</b>	<b>\$442.83</b>	<b>\$515.90</b>
<b>217</b>	<b>Days</b>	80,238	96,095	111,949
<b>226</b>	<b>Days</b>	83,566	100,080	116,592

<b>9</b>	
Director, Alternative Learning	226
Director, Human Resources	226
Director, Public Relations	226
Director, Student/Campus Services	226
Director, Support Services	226
Director, Technology	226
Principal, Global HS	226
Principal, JH	226

<b>Daily</b>	<b>\$405.45</b>	<b>\$482.69</b>	<b>\$559.92</b>
<b>226 Days</b>	91,632	109,087	126,542

<b>10</b>	
Principal, HS	226
Exec. Director Athletics	226
Exec. Director of Teach, Learning , Innovation	226
Exec. Director Special Services	226

<b>Daily</b>	<b>\$504.07</b>	<b>\$600.08</b>	<b>\$696.10</b>
<b>226 Days</b>	113,919	135,618	157,318

<b>11</b>	
Assistant Superintendent Elementary Learning	226
Assistant Superintendent Secondary Learning	226
Chief Financial Officer	226
Chief Human Resources Officer	226
General Counsel	226

<b>Daily</b>	<b>\$534.32</b>	<b>\$636.09</b>	<b>\$737.86</b>
<b>226 Days</b>	120,756	143,756	166,756

**Auxiliary 2023 - 2024 Draft Pay Plan**  
Waxahachie ISD

**DRAFT**

Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
<b>1</b>			<b>Hourly</b>	<b>\$12.24</b>	<b>\$13.91</b>	<b>\$15.58</b>
	Bus Monitor	186	<b>177 Days</b>	17,332	19,697	22,061
	Crossing Guard	177	<b>186 Days</b>	18,213	20,698	23,183
<b>2</b>			<b>Hourly</b>	<b>\$13.35</b>	<b>\$16.28</b>	<b>\$19.59</b>
	Cafeteria Assistants	190	<b>190 Days</b>	20,298	24,746	29,777
	Custodian	260	<b>260 Days</b>	27,776	33,864	40,747
<b>3</b>			<b>Hourly</b>	<b>\$14.47</b>	<b>\$17.58</b>	<b>\$20.70</b>
	Textbook/Asset Assistant	226	<b>226 Days</b>	26,156	31,789	37,423
	Delivery Driver	242	<b>242 Days</b>	28,007	34,040	40,072
	Groundskeeper	260	<b>260 Days</b>	30,091	36,572	43,053
	Groundskeeper, Athletics	260				
	Lead Custodian - ES	260				
	Lead Custodian - JH	260				
	Warehouse Assistant	260				
<b>4</b>			<b>Hourly</b>	<b>\$16.58</b>	<b>\$20.22</b>	<b>\$23.86</b>
	Assistant Cafeteria Manager - HS	191	<b>187 Days</b>	24,805	30,249	35,693
	Cafeteria Manager - ES	191	<b>191 Days</b>	25,336	30,896	36,456
	Cafeteria Manager - JH	191	<b>260 Days</b>	34,489	42,057	49,626
	Cafeteria Manager - PreK	191				
	Carpenter Helper	260				
	Dispatcher (Transportation)	187				
	Filter Technician	260				
	Fuel Technician	260				
	General Maintenance	260				
	Lead Custodian HS	260				
	Lead Groundskeeper	260				
<b>5</b>			<b>Hourly</b>	<b>\$18.73</b>	<b>\$22.85</b>	<b>\$26.96</b>
	Cafeteria Manager - HS	191	<b>187 Days</b>	28,018	34,178	40,338
	Child Nutrition Kitchen Tech Asst	242	<b>191 Days</b>	28,618	34,909	41,200
	Coordinator, Trans - Field Trip	226	<b>226 Days</b>	33,862	41,306	48,750
	Coordinator, Trans Route -Sp Needs	226	<b>260 Days</b>	38,956	47,520	56,084
	Coordinator, Trans - Route - General	226				
	Coordinator, Trans - Drivers' Trainer/Behavior	226/242				
	Painter	260				
	Warehouse Supervisor	260				

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Child Nutrition Equipment Tech	260
Electrician (General)	260
Fleet Manager	260
HVAC (General)	260
Plumber (General)	260
Security, Non-Certified	187
Security, Certified (+ \$2.00)	187
Vehicle Mechanic (Transportation)	260
Welder	260
Pest Control	260

Hourly		\$21.81	\$26.27	\$30.74
187	Days	32,630	39,305	45,981
260	Days	45,367	54,649	63,931

7	
Electrician (Journey License)	260
HVAC Certified Mechanic (Licensed)	260
Lead Carpenter	260
Lead Grounds	260
Lead Mechanic	260
Lead Security Officer	226
Plumber (Journey License)	260
Shop Foreman	260

Hourly		\$25.38	\$29.62	\$35.04
226	Days	45,893	53,554	63,357
260	Days	52,798	61,611	72,889

BD	
Bus Driver	186
Bus Driver - Sp Ed	186

Hourly		\$20.41	\$26.25	\$32.09
186	Days	30,366	39,060	47,754



**Clerical Support - 2023-2024 - Draft**  
Waxahachie ISD

Grade	Job Title	Calendars	Hourly	Minimum	Midpoint	Maximum
<b>1</b>			<b>Hourly</b>	<b>\$13.87</b>	<b>\$17.33</b>	<b>\$20.80</b>
	Receptionist/Clerk	207	<b>187 Days</b>	20,753	25,933	31,120
	Receptionist/Clerk, ARD	187	<b>207 Days</b>	22,972	28,707	34,448
	Receptionist/Clerk, C&I	207	<b>226 Days</b>	25,081	31,341	37,610
	Receptionist/Clerk, Campus	207				
	Receptionist/Clerk, Support Services	226				
<b>2</b>			<b>Hourly</b>	<b>\$15.05</b>	<b>\$18.81</b>	<b>\$22.26</b>
	Clerk, Attendance JH	207	<b>207 Days</b>	24,915	31,142	36,857
	Clerk, Attendance/PEIMS ES	207	<b>226 Days</b>	27,201	34,001	40,240
	Clerk, Attendance/PEIMS HS	226				
	Clerk, Attendance/PEIMS DAEP	207				
	Clerk, Attendance DAEP	207				
<b>3</b>			<b>Hourly</b>	<b>\$16.97</b>	<b>\$20.19</b>	<b>\$24.84</b>
	Choir Accompanist	207	<b>207 Days</b>	28,107	33,428	41,130
	Registrar, Global	226	<b>226 Days</b>	30,687	36,496	44,905
	Registrar/PEIMS, JH	207				
	Secretary, Assistant Principal	207				
	Secretary Counselor	207				
	School Age Parent Program Manager	207				
<b>4</b>			<b>Hourly</b>	<b>\$18.08</b>	<b>\$21.72</b>	<b>\$26.61</b>
	Registrar, HS	226	<b>207 Days</b>	29,948	35,961	44,069
	Secretary, DAEP	207	<b>226 Days</b>	32,697	39,262	48,114
	Secretary, Principal ES	207				
	Secretary, Principal Global	226				
	Secretary, Principal JH	207				
<b>5</b>			<b>Hourly</b>	<b>\$19.05</b>	<b>\$22.85</b>	<b>\$28.02</b>
	Associate, PEIMS/Records - Special Population	226	<b>226 Days</b>	34,449	41,309	50,659
	Associate, Interpreter/Data Entry	226	<b>242 Days</b>	36,888	44,234	54,246
	Communications Assistant - Public Relations	226				
	Computer Tech I	242				
	Secretary, C&I Dept. Support	226				
	Secretary, Child Nutrition	226				
	Secretary, CTE	226				
	Secretary, Fine Arts	226				
	Secretary, Principal HS	226				
	Secretary, Public Relations	226				
	Secretary, Support Services	226				
	Secretary, Technology	226				
	Secretary, Transportation	226				

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Administrative Assistant, Athletics	226
Administrative Assistant, C&I	226
Administrative Assistant, CFO	226
Administrative Assistant, Elem/Sec Learning	226
Administrative Assistant, HR	226
Administrative Assistant, Special Populations	226
Administrative Assistant, Legal/Student Svc.	226
Tech II, Application Integration Specialist	226
Tech II, Audio/Video/Media, Lead	242
Tech II, MDM Administrator	242
Tech II, Repair Specialist	242
Tech II, System Specialist	242
Tech II, Systems Support Specialist	242
Specialist, Accounting	226
Specialist, Accounts Payable	226
Specialist, Employee Benefits	226
Specialist, Grant Administration	226
Specialist, HR Position Mgmt	226
Specialist, Payroll	226
Specialist, PEIMS Data	226
Specialist, Student Data	226

Hourly		\$22.17	\$27.38	\$32.58
<b>226</b>	<b>Days</b>	40,092	49,501	58,903
<b>242</b>	<b>Days</b>	42,930	53,005	63,073

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Certified Occupational Therapist Asst (COTA)	197
Executive Assistant, Superintendent	226

Hourly		\$26.17	\$32.31	\$38.44
<b>197</b>	<b>Days</b>	41,249	50,914	60,587
<b>226</b>	<b>Days</b>	47,321	58,409	69,506

# Instructional Support Draft 2023-2024

Waxahachie ISD

Grade	Job Title	Calendars	Minimum		
<b>Campus</b>			<b>Hourly</b>		<b>\$15.00</b>
	Campus Based Substitute	187	<b>187</b>	<b>Days</b>	22,440
<b>Campus</b>			<b>Hourly</b>		<b>\$16.50</b>
	Instructional Aide Special Ed. - 1:1	187	<b>187</b>	<b>Days</b>	24,684
<b>1</b>			<b>Hourly</b>		<b>\$12.61    \$15.76    \$18.91</b>
	Instructional Aide	187	<b>187</b>	<b>Days</b>	18,860    23,575    28,291
	Instructional Aide, PE	187			
	Instructional Aide, Pre-K	187			
<b>2</b>			<b>Hourly</b>		<b>\$13.92    \$17.39    \$20.85</b>
	Instructional Aide, Child Care Worker	190	<b>187</b>	<b>Days</b>	20,825    26,012    31,198
	Instructional Aide, Computer Lab	187	<b>190</b>	<b>Days</b>	21,159    26,429    31,699
	Instructional Aide, Bil	187	<b>197</b>	<b>Days</b>	21,939    27,403    32,867
	Instructional Aide, ESL	187			
	Instructional Aide, Learning Lab	187			
	Instructional Aide, Library	187			
	Instructional Aide, Library (HS)	197			
	Instructional Aide, Music	187			
	Instructional Aide, Nurse	187			
	Instructional Aide, Pre-K Art	187			
	Instructional Aide, Pre-K PE	187			
	Instructional Aide, Pre-K (Bil)	187			
	Instructional Aide, Sp Ed	187			
	Instructional Aide, Sp Ed (Bil)	187			
	Instructional Aide, Sp Ed (ECSE)	187			
	Instructional Aide, Sp Ed CM	187			
	Instructional Aide, Sp Ed Inclusion	187			
	Instructional Aide, Sp Ed Resource	187			
	Instructional Aide, STEM Lab	187			
	Instructional Aide, Title I	187			
<b>3</b>			<b>Hourly</b>		<b>\$15.41    \$19.25    \$23.10</b>
	Instructional Aide, Sp Ed - LS	187	<b>187</b>	<b>Days</b>	23,049    28,801    34,554
	Instructional Aide, Sp Ed PBSE	187			
	Instructional Aide, Sp Ed SLE	187			
	Instructional Aide, Sp Ed Transition	187			
	Job Coach	187			

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Bachelor's Degree Aide	187
Bachelor's Degree Aide, Art	187
Bachelor's Degree Aide, Bilingual	187
Bachelor's Degree Aide, Choir Accompanist	187
Bachelor's Degree Aide, Computer Lab	187
Bachelor's Degree Aide, PPCD	187
Bachelor's Degree Aide, Pre-K	187
Bachelor's Degree Aide, Sp Ed - 1on1	187
Bachelor's Degree Aide, Sp Ed CM	187
Bachelor's Degree Aide, Sp Ed ECSE	187
Bachelor's Degree Aide, Sp Ed LS	187
Bachelor's Degree Aide, Sp Ed Resource	187
Bachelor's Degree Aide, Sp Ed PBSE	187
Bachelor's Degree Aide, Sp Ed SLE	187
Bachelor's Degree Aide, Title I	187
Bachelor's Degree, Job Coach	187

<b>Hourly</b>	<b>\$17.36</b>	<b>\$21.60</b>	<b>\$26.00</b>
<b>187 Days</b>	25,972	32,306	38,900

**Waxahachie ISD Salary Schedule – 2023-2024 DRAFT**  
 Teachers/Librarians/Counselors/Registered Nurses

0	\$ 54,600
1	\$ 55,080
2	\$ 55,233
3	\$ 55,539
4	\$ 55,947
5	\$ 56,355
6	\$ 56,559
7	\$ 57,171
8	\$ 58,069
9	\$ 58,681
10	\$ 59,293
11	\$ 59,905
12	\$ 60,321
13	\$ 60,945
14	\$ 61,569
15	\$ 62,193
16	\$ 62,818
17	\$ 63,442
18	\$ 64,066
19	\$ 64,690
20	\$ 65,315
21	\$ 65,939
22	\$ 66,563
23	\$ 67,187
24	\$ 67,812
25	\$ 68,436
26	\$ 69,060
27	\$ 69,684
28	\$ 70,309
29	\$ 70,933
30	\$ 71,557

*Waxahachie ISD pays \$1500 for a masters degree and \$3000 for a doctoral degree*

### Curricular and Co-Curricular Stipends – 2023-2024- Revised

Stipend	\$	Campus
Academic Decathlon Sponsor	\$2,500	WHS
Art – Jr. VASE – per teacher	\$500	DW
Assistant Band Director	\$10,000	HS
Director - JH	\$8,500	JH
Assistant Band Director - JH	\$6,500	JH
Cheer Sponsor (Varsity) - HS	\$8,000	HS
Cheer (JV) -HS	\$6,000	HS
Cheer (Freshman) - HS	\$5,000	HS
Cheer Sponsor - JH	\$2,500	JH
Choir Director – HS - 207 Days	\$7,500	HS
Choir Asst. Director - HS	\$4,000	HS
Choir Director - JH	\$3,500	JH
Choir Assistant - JH	\$2,500	JH
Color Guard (Head) - HS	\$3,500	HS
Color Guard (Assistant) - HS	\$2,500	HS
Junior Class Sponsor - WHS	\$500	WHS
Senior & Junior Class Sponsor- Global	\$500	GHS
Senior Class Sponsor - WHS	\$750	WHS
Counselor* - DW	\$2,000	DW
Lead Counselor - WHS	\$2,000	WHS
Crisis Counselor* (+Counselor) DW	\$1,500	DW
<b>CTE</b>		
CTSO Duties –WHS & Global	\$500	HS
Culinary Arts (new) - HS	\$5,300	HS
Agriculture & Project Management- HS	\$5,000	HS
Shot Gun Club Sponsor - HS	\$2,500	HS
Ag Lead/Barn Manager	\$2,500	HS
Department Head - WHS	\$2,000	WHS
Department Head - Global	\$750	GHS
Department Head - JH	\$1,000	JH
Drill Team Sponsor - HS	\$10,000	HS
Drill Team Sponsor (JV) - HS	\$5,000	HS
Drill Team Sponsor - JH	\$4,000	JH
<b>Language</b>		
Bilingual - Elem	\$4,000	EL
ESL (Classroom as Bilingual) - Elem	\$1,000	EL
ESL Teacher - Secondary	\$1,000	JH, HS
Dual Language Lead Elem/JH	\$1,500	EL/JH
Foreign Language –Max (\$600 per class)	\$3,000	HS
<b>Team Leader – Pre-K</b>	\$500	EL
Interact Sponsor - Global	\$500	GHS
Interact Sponsor (X2) - WHS	\$500	WHS
<b>Grade Level Chair – Elem (Grades 1-6)</b>	\$750	ELM
<b>LEO Club Sponsor -WHS</b>	\$500	WHS

Stipend	\$	Campus
<b>Librarian (Lead)- DW</b>	\$2,500	DW
<b>Math Teacher Max (\$600 per class) up to</b>	\$3,000	JH/HS
National Honor Society - WHS	\$1,000	WHS
National Honor Society Sponsor - Global	\$500	GHS
National Honor Society Sponsor - JH	\$500	JH
<b>Newspaper Sponsor - WHS</b>	\$2,000	WHS
Social Media - WHS	\$2000	
Robotics Team Sponsor (x2) - WHS	\$1,200	WHS
TSA – Robotics Sponsor - Global	\$500	GHS
<b>Science Teacher Max (\$600 per class)- Sec</b>	\$3,000	HS
<b>Secondary Extra Class</b> (per semester) - WHS	\$32500	WHS
<b>Special Education-</b> CM, Incl, Resource	\$1,000	DW
<b>Special Education-</b> ECSE, PBSE, SLE, LS	\$3,000	DW
<b>Special Educations:</b> Lead Diagnostician	\$1,500	Sped
Diagnosticians, LSSP, Speech Paths, & OTs	\$2,000	DW
Assistant: Speech Path, Diagnostician, LSSP	\$1000	DW
Deaf & Hard of Hearing – SPED & LOTE	\$5000	DW
<b>Student Council</b>		
Student Council Sponsor - WHS	\$1,500	WHS
Student Council Sponsor – Global	\$1,000	GHS
Junior HS	\$750	JH
<b>Summer School</b>		
Summer School Elem, Sec Teachers & Testing	\$1,500	DW
Summer School Aides & Secretaries (Hourly)	\$15.00	DW
<b>TAFE Sponsor - WHS/JH</b>	\$500	JH/WHS
Theater Arts Director – WHS (226 days)	\$10,000	WHS
Theater Arts Assistant Director - WHS	\$5,000	WHS
Theater Arts Director - Global	\$2,500	GHS
Theater Arts Director - JH	\$2,500	JH
Theatrical Design	\$2,000	WHS
UIL Coach (per team/competition) Elem/JH	\$150	EL/JH
UIL Coach (per team/ competitions)	\$800	GHS/WHS
• Add'l \$100 Regional & State		GHS/WHS
UIL Coordinator - Elem	\$500	EL
UIL Coordinator - JH	\$1,000	JH
UIL Coordinator - Global	\$1,000	GHS
UIL Coordinator - WHS	\$2,000	WHS
UIL Debate Coach - WHS	\$1,500	WHS
UIL Debate Coach - Global	\$1,000	GHS
<b>Written Translator - District</b>	\$4,500	DW
Yearbook Sponsor - Elem	\$400	EL
Yearbook Sponsor - JH	\$1,500	JH
Yearbook Sponsor - Global	\$750	GHS
Yearbook Sponsor - WHS	\$2,000	WHS

## Hourly & Grant Stipends

Stipend		\$
Dual Credit (As assigned by master schedule and/or College/University schedule)		-
Tutoring, Test Prep		\$25.00
Travel Allowance (travel between 2 schools daily)		\$450.00 (Annual)
Travel Allowance (travel between 3+ schools daily)		\$650.00 (Annual)
CN Travel Allowance (travel to CN office daily)		\$450.00 (Annual)
Tutoring, Before/After School		\$25.00
Homebound Night Teacher		\$30.00
After School Detention Monitor		\$25.00
Saturday School Monitor		\$25.00
Graduation Sign Language Interpreter		\$25.00
Special Olympics Coach		\$25.00
Summer Professional Help off calendar/ Admin PG's 1-6		\$50.00
CTE – Expanded Program Access Coordinator – Tier 1	Grant - Based on Available Funds Annually	\$1500.00
CTE – Expanded Program Access Coordinator – Tier 2	Grant - Based on Available Funds Annually	\$2500.00
CTE – Expanded Program Access Coordinator – Tier 3	Grant - Based on Available Funds Annually	\$5000.00
Pathway 2(b) Participant – “Grow Your Own”	Grant – Based on Grant Funds (2 years)	\$2,500.00
Pathway Dual Credit Participant – “Grow Your Own”	Grant – Based on Grant Funds (2 years)	\$5,000
Incentive for Advance Placement Passing Scores	Average \$50 per student passing HS Budget	\$15,000.00
Advance Placement	Grant - Based on Available Funds Annually	\$250.00
GYO Teacher Residents	ESSER III	\$20,000
GYO Resident Teacher Mentors		\$2,5000
Principal Residency Stipend (Principal Candidate)	Grant – Based on Available Funds Annually	\$5,000.00
Principal Residency Stipend (Principal Mentor)	Grant – Based on Available Funds Annually	\$1,000.00
TCLAS Grant Teachers, Counselors & Advisors -2022-24	ESSER III ARP Act paid per student math/reading	\$100.00
TCLAS Intern, Clinical Teacher	TCLAS Grant ESSER III	\$20,000
TCLAS Data Fellow annually – (2022-2023 & 2023-2024)	TCLAS Grant ESSER III	\$9000.00
TCLAS Ed. & Training	TCLAS Grant ESSER III	\$2500 - \$5000
(TIA) Teacher Incentive Allotment	TIA Grant as determined by TEA	TBD by TEA
National Board Certification Teacher to Lead cohort	TIA - District	\$350.00
Reading Academy	TEA Grant Funds	TBD by TEA
Math Academy	TEA Grant Funds	TBD by TEA
Launch Mentor (1 <sup>st</sup> Year Teacher Mentors 1-2 Candidates)	Title II Funds	\$500.00
Launch Mentor (1 <sup>st</sup> Year Teacher Mentor -3+ Candidates)	Title II Funds	\$1,000.00
Incentive for Day Care Workers	Grant Texas Workforce – Based on Available Funds	\$1000.00

Administrators are not eligible for stipends. If position returns to teacher pay scale, employee is eligible for stipend amount.

\*All employees in the district who are serving in these positions are eligible to receive this stipend.

Each elementary is authorized 7 stipends for grade level chairs (k5 and Specials). Elementary campuses with two SPED specialized instruction units (SLE, Life Skills, PBSE, ECSE) will receive an additional stipend allowance for SPED.

Each secondary campus is allocated 6 stipends for department chairs (English, Math, Social Studies, Science, Fine Arts, and SPED). High schools are allocated an additional department chair stipend for Languages Other Than English.

## WISD Athletic Stipends – 2023-2024 – DRAFT - (Revision 8/14/2023)

Sport	Stipend Amount	Extra Days	# Per Campus
<b>Baseball</b>			
Head Coach	\$10,000	5	1
First Assistant Coach HS	\$8,000	5	1
Assistant Coach HS	\$5,000	5	3
9 <sup>th</sup> Grade Coach – as needed	\$5,000	5	0
<b>Basketball</b>			
Head Coach	\$10,000	5	2
First Assistant Coach HS	\$8,000	5	1
Assistant Coach HS	\$5,000	5	4
9 <sup>th</sup> Grade Coach – as needed	\$5,000	5	0
Assistant Coach JH	\$2,000	0	8
<b>Campus Coordinator</b>			
Campus Coordinator JH	\$2,500	10	2
<b>Cross Country</b>			
Head Coach- To 207 days	\$8,000	0	1
Assistant Coach HS	\$4,500	10	2
Assistant Coach JH	\$2,000	5	2
<b>Football</b>			
Offensive Coordinator	\$10,000	20	1
Defensive Coordinator	\$10,000	20	1
Assistant Coach Football HS	\$5,000	10	15
9 <sup>th</sup> Grade Coach - as needed	\$5,000	10	0
Assistant Coach JH	\$2,000	10	8
<b>Golf</b>			
Head Coach	\$8,000	0	2
Summer Facility Opening	\$3,000	0	1
Assistant Coach HS	\$4,000	0	1
Golf Coach JH	\$2,000	0	1
<b>Power Lifting</b>			
Head Coach	\$6,500	0	2
<b>Soccer</b>			
Head Coach	\$10,000	5	2
First Assistant Coach HS	\$8,000	5	1
Assistant Coach HS	\$5,000	5	6
Assistant Coach JH	\$2,000	0	2

Sport	Stipend Amount	Extra Days	# Per Campus
<b>Softball</b>			
Head Coach	\$10,000	5	1
First Assistant Coach HS	\$8,000	5	1
Assistant Coach HS	\$5,000	5	3
<b>Swimming</b>			
Head Coach	\$8,000	0	1
<b>Tennis</b>			
Head Coach – To 207 days	\$8,000	0	1
Assistant Coach	\$4,000	10	1
Tennis JH	\$2,000	0	1
<b>Track</b>			
Head Coach	\$8,000	3	2
Assistant Coach HS	\$5,000	3	11
Assistant Coach JH	\$2,000	0	8
<b>Volleyball</b>			
Head Coach	\$10,000	10	1
First Assistant Coach HS	\$8,000	10	1
Assistant Coach HS	\$5,000	10	2
Assistant Coach JH	\$2,000	5	4
<b>Athletic Trainer</b>			
Athletic Trainer HS DW	\$8,000	20	3
Athletic Trainer JH- DW	\$8,000	20	0
As needed with growth			
<b>Audio/Visual Operations</b>			
AV/Scoreboard Director	\$4,500	0	1
Assistant Video Operator	\$2,500	0	1
<b>HS Athletic Liaison</b>			
	\$2,000	10	1
<b>Physical Education (PE)</b>			
*PE Lead (Elementary) - DW	\$3,000	0	1
PE Lead (Secondary) - DW	\$4,000	0	1
<b>*Strength &amp; Conditioning</b>			
	\$3,000	0	0

\*The strength and conditioning coach assignment will not include 207-day employees and is a summer assignment only.

\* PE Lead for elementary as needed or added with growth.

Coaches will cap at 10 extra days or the highest day of two sports per year and the days will be paid at the daily rate. No extra days for Junior High Coordinators.



## Athletic Game Worker Pay Scale 2023-2024 - DRAFT

<b>Football</b>								
<b>Duty</b>	<b>Level</b>	<b>\$</b>	<b>Duty</b>	<b>Level</b>	<b>\$</b>	<b>Duty</b>	<b>Level</b>	<b>\$</b>
Facility Gate Attendant	Varsity	60 - 100	Clock/Scoreboard/Spotter	Varsity	45	Pressbox Elev. Oper.	Other	60
Facility Gate Attendant	Sub-V	25	Clock/Scoreboard/Spotter	Sub-V	25	Pressbox Host	Varsity	225
Facility Gate Attendant	JH	15	Clock/Scoreboard/Spotter	JH	15	Pressbox Host	Playoff	75-225*
Facility Gate Attendant	Playoff	60 - 100	Clock/Scoreboard/Spotter	Playoff	45	Pressbox Host	Other	75-225*
Facility Gate Attendant	Other	60 - 100	Clock/Scoreboard/Spotter	Other	75	Pressbox Host Asst.	Varsity	60
Facility Supervisor	Varsity	75	Field Access Gate	Varsity	80	Pressbox Host Asst.	Playoff	60
Facility Supervisor	Sub-V	50	Field Access Gate	Playoff	80	Pressbox Host Asst.	Other	60
Facility Supervisor	JH	35	Field Access Gate	Other	80-100*	Pressbox Manager	Playoff	75-125*
Facility Supervisor	Playoff	75-250*	Lockerroom Attendant	Varsity	60	Pressbox Manager	Other	75-125*
Facility Supervisor	Other	75-250*	Lockerroom Attendant	Playoff	60	Tickets Manager	Varsity	300
Game Administrator	Varsity	30-75*	Lockerroom Attendant	Other	75	Tickets Mgr Asst.	Varsity	75
Game Administrator	Sub-V	30-75*	Usher -.5 Time of Full	Varsity	30-60	Tickets Reserve Clk.	Varsity	150
Game Administrator	JH	30-75*	Usher -.5 Time of Full	Playoff	60			
Game Administrator	Playoff	30-75*	Usher -.5 Time of Full	Other	75			
Game Administrator	Other	30-75*	NDN Vision Director	Playoff	125-205*			
Game Announcer	Varsity	60	NDN Vision Director	Other	125-250*			
Game Announcer	Sub- V	25	NDN Vision Assistant	Varsity	60			
Game Announcer	JH	15	NDN Vision Assistant	Playoff	60			
Game Announcer	Other	75	NDN Vision Assistant	Other	75			
Game Chain Crew	Varsity	75	Pressbox Admin/Foyer	Varsity	75			
Game Chain Crew	Sub-V	30	Pressbox Admin/Foyer	Playoff	75			
Game Chain Crew	JH	20	Pressbox Admin/Foyer	Other	75			
Game Chain Crew	Playoff	75	Pressbox Elev Oper.	Varsity	60			
Game Chain Crew	Other	75	Pressbox Elev Oper.	Playoff	60			
<b>Baseball/Softball/ Soccer</b>								
<b>Duty</b>	<b>Level</b>	<b>\$</b>	<b>Duty</b>	<b>Level</b>	<b>\$</b>	<b>Duty</b>	<b>Level</b>	<b>\$</b>
Facility Field Prep	Playoff	75	Game Administrator	Playoff	30-75*	Facility Gate Attendant	Varsity	45-75
Facility Field Prep	Other	75	Game Administrator	Other	30-75*	Facility Gate Attendant	Sub-V	25
Facility Supervisor	Playoff	75-150*	Announcer/Scoreboard	Varsity	45	Facility Gate Attendant	Playoff	45-75
Facility Supervisor	Other	75-150*	Announcer/Scoreboard	Sub-V	25	Facility Gate Attendant	Other	45-75
Game Administrator	Varsity	30-75*	Announcer/Scoreboard	Playoff	45			
Game Administrator	Sub-V	30-75*	Announcer/Scoreboard	Other	60			
<b>Gym</b>								
<b>Duty</b>	<b>Level</b>	<b>\$</b>	<b>Duty</b>	<b>Level</b>	<b>\$</b>	<b>Duty</b>	<b>Level</b>	<b>\$</b>
Facility Supervisor	Playoff	75-150*	Annc/Scoreboard/Bks/Mus	Varsity	45	Game Doorman	JH	20
Facility Supervisor	Other	75-150*	Annc/Scoreboard/Bks/Mus	Sub-V	25	Game Doorman	Playoff	20
Game Administrator	Varsity	30-75*	Annc/Scoreboard/Bks/Mus	JH	15	Game Doorman	Other	20
Game Administrator	Sub-	30-75*	Annc/Scoreboard/Bks/Mus	Playoff	45			
Game Administrator	JH	30-75*	Annc/Scoreboard/Bks/Mus	Other	60	Facility Gate Attendant	Varsity	45 - 75
Game Administrator	Playoff	30-75*	Game Doorman	Varsity	20	Facility Gate Attendant	Sub-V	25
Game Administrator	Other	30-75*	Game Doorman	Sub- V	20	Facility Gate Attendant	Playoff	45 - 75
						Facility Gate Attendant	Other	45 - 75
<b>Duty</b>	<b>Level</b>	<b>\$</b>						
Athletic Trainer	Playoff	75						

\*Based on event size and request

() based on a combined position

Other positions as the need arises not represented above \$15 - \$75

Revised - 06/2023

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** August 28, 2023 **Presented By:** Monica James

**Subject:** Substitute Pay for 2023-2024 **Related Page(s)** 1



**EXECUTIVE SUMMARY:**

The Human Resources Department is requesting approval of substitute pay for 2023-2024 school year.

**ATTACHMENTS:**

Memorandum

		BOARD PRIORITY GOALS
	<b>Priority #1</b>	<b>Student Growth</b>
X	<b>Priority #2</b>	<b>Honor and Support Staff</b>
	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Approve substitute pay for 2023-2024 school year.



**Memorandum**

**PROPOSED TO BE APPROVED AUGUST 28, 2023**

To: Dr. Jerry Hollingsworth, Superintendent  
From: Monica James, Chief Human Resources Officer  
Date: August 14, 2023  
Subject: Substitute Pay for 2023-2024

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The recommended substitute pay rates for the 2023-2024 school year reflect a \$5.00 increase per day for each substitute type. The rates are as follows:

	Days 1-5	Days 6-10	Days 11+	Long Term Rate
Certified Teacher	\$105	\$120	\$135	\$155
Registered Nurse	\$135	\$135	\$135	\$135
Degreed (Bachelors or Masters)	\$95	\$110	\$125	\$125
NonDegreed	\$85	\$100	\$115	\$115
Special Education Paraprofessional	\$85	\$100	\$115	\$115
Paraprofessional	\$80	\$85	\$85	\$115

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** August 28, 2023 **Presented By:** Ryan Kahlden

**Subject:** Compensation Plan for 2023-2024 **Related Page(s)** \_\_\_\_\_



**EXECUTIVE SUMMARY:** The compensation plan for the 2023-2024 school year is presented for approval. While it is not common for the compensation plan to be presented outside of the annual budget book, there is anticipation of a special called legislative session during this fiscal year. If additional funding is granted by the legislature, this plan would allow the district to provide additional compensation to staff without concerns of being considered a gift of public funds.

The only change from the original compensation plan presented in the 2023-2024 Budget Book, is the addition of a possible retention stipend for staff if surplus ESSER III funds are identified.

**ATTACHMENTS:** Compensation plan for 2023-2024

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:** Approve 2023-2024 compensation plan as presented

## **Compensation Plan for 2023-2024**

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Management is proposing a 2.0% pay increase from current 2022-2023 salary for all staff for the 2023-2024 school year, through funds identified at the local level. During the 2022-2023 fiscal year, management reviewed salary concerns from members of the special education department and proposed adjustments with the 2023-2024 salary schedules to ensure compensation was at market value.

In addition to the stated compensation offered to employees, the District maintains a deferred compensation program for all staff that provides a net \$200 payment around the first week of December. This payment is on-top of published salary schedules and is available for all staff who are employed and work at least one-day before November 15 of the current calendar year.

The district has utilized ESSER III funds to increase the compensation offered to substitute teachers by \$15 per day for substitutes that took at least 6 jobs per month and \$30 per day for those taking 11 or more jobs per month. These enhanced substitute rates will continue for the 2023-2024 school year, but this will be the final year of these enhancements as ESSER III funding expires at the end of this fiscal year. If there are any identified surplus ESSER III funds, the district reserves the right to offer another retention stipend to staff.

The district remains committed to providing competitive salaries for our teaching staff, compared to surrounding districts as compiled as part of the United Educators Association (UEA) of Texas, DFW area salary survey for 2022-2023. In reviewing this survey, we noticed that the early career salaries for the district's teachers, librarians, counselors, and nurses were not as competitive with the surrounding metroplex schools as the more experienced salaries are. To address salary competitiveness, the district is taking a hard look at our staffing levels and becoming more lean where able to utilize cost savings for additional compensation, as appropriate.

At the publishing of this budget, the Texas Legislature is highly anticipated to return via a called special session in the fall of 2023 to address school district funding. If additional funds are made available to districts as a result of any special session during this school year, or additional funds made available as a result of student enrollment beyond expectations, the district reserves the right to increase compensation for staff mid-year.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** August 28, 2023 **Presented By:** Monica James

**Subject:** Waiver for Classroom Teachers **Related Page(s)** 1



**EXECUTIVE SUMMARY:**

The Human Resources Department is requesting approval of waiver for classroom teachers.

**ATTACHMENTS:**

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
X	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve waiver for classroom teachers.



**Memorandum**

To: Dr. Jerry Hollingsworth, Superintendent  
From: Monica James, Chief Human Resources Officer  
Date: August 28, 2023  
Subject: Waiver for Classroom Teachers

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**BACKGROUND**

Consideration and Possible Approval of Certification Waiver for Classroom Teachers:

A new waiver to address staffing shortages, which are being experienced nationwide, that would allow Districts to employ persons who do not meet requirements to teach without the necessary certification. The district currently has approximately thirty individuals who would be considered under this waiver. The district will provide expectations to each candidate. The employees will also be at-will and cannot serve in Special Education or bilingual classrooms. This waiver would also be for only one year.

## **TEA Certification - Waiver Information**

District Certification Waivers were created to allow districts to employ persons who do not meet requirements to teach without the necessary certification.

### **Certification Wavier Background:**

The certification waiver may be issued to allow:

- A person to teach without the necessary certification requirements.
- Qualified individuals to teach outside their areas of certification in Career and Technical Education
- Qualified individuals to teach outside their areas of certification in a subject or course for which no state assessment has been developed.
- Qualified individuals to teach outside their areas of certification in alternative education.
- Qualified individuals to teach Junior Reserve Officer Training Corp classes outside their areas of certification. In alternative education.

### **District Expectations:**

- Priority one- bachelor's degree or higher candidates
- Priority two- associate degree or 60 college semester hours or more; Career and technical education industry candidates that may only have industry related certification or licensure.
- Candidates must achieve progress toward teacher certification and/or obtain a bachelor's degree for agreement renewal.
- If the waiver isn't approved for an educator, the district will pay the employee the Long-term Substitute rate for the remainder of the school year.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** August 28, 2023 **Presented By:** Ryan Kahlden

**Subject:** Purchase Orders **Related Page(s)** 2

**Consent  
Agenda Item**

**EXECUTIVE SUMMARY:**

Purchase Order requiring Board approval is presented.

**ATTACHMENTS:**

Purchase Order 99800023028 is presented for approval.

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:**

Administration recommends that these purchase orders be approved as presented.

COPIES  
WHITE VENDOR  
YELLOW RECEIVING

INVOICE TO:  
WAXAHACHIE ISD  
411 N. GIBSON STREET  
WAXAHACHIE, TX 75165  
TAX NBR: 75-6002723  
PHONE: 972-923-4631  
FAX NBR: 972-923-4658

P.O. NUMBER: 9980023028  
VENDOR KEY : CENGAGE 000  
PAGE NUMBER: 1  
P.O. DATE : 08/21/2023  
SHIP DATE : 08/21/2023  
SHIP VIA : BEST WAY  
FISCAL YEAR: 2022-2023  
ENTERED BY : JOHNSRHO001

PRINTED 08/21/2023  
\*REPRINTED PO\*

COMPANY:  
CENGAGE LEARNING, INC.  
PO BOX 936743  
ATLANTA, GA 31193-6743

DELIVER TO:  
WISD GLOBAL HIGH  
275 INDIAN DRIVE  
WAXAHACHIE, TX 75165  
  
ATTN: DEREK ZANDT-GLOBAL HIGH SCHOOL

QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
170	EACH	9780357700044 - PAC CENGAGE UNLIMITED 12 MONTH	189.99000	32298.30
90	EACH	9780357700051 - PAC CENGAGE UNLIMITED 24 MONTH	249.99000	22499.10

SEE QUOTE #: 81655241  
APPROVED VENDOR LIST: REGION 19  
20-7373 THRU 6/30/23  
GLOBAL HIGH CONTACT: RYAN  
CAVAZOS  
rcavazos@wisd.org  
BUSINESS OFFICE CONTACT: RHONDA  
JOHNSTON rjohnston@wisd.org

USE P.O. NUMBER ON ALL CORRESPONDENCE TOTAL 54,797.40

T A X E X E M P T I O N S  
  
TAX EXEMPT ENTITY  
NO BACK ORDERS ACCEPTED

PURCHASE APPROVED BY:  
  
CHIEF FINANCIAL OFFICER

P.O.: 9980023028 ACCOUNT SUMMARY (FOR INTERNAL USE)		VENDOR KEY : CENGAGE 000
ACCOUNT		AMOUNT
199 E 11 6321 00 999 0 11 000		54,797.40

DIRECT ALL CORRESPONDENCE TO:  
 CENGAGE Learning  
 10650 Toebben Drive  
 Independence, KY 41051

Bringing you resources from:  
 Cengage Learning  
 National Geographic Learning  
 WebAssign, Learning Objects, Ed2Go

ORIGINAL INVOICE

NO. 81655241

Phone: 1-800-354-9706

Cengage is no longer accepting FAX communications

Date 08/04/23

Page 1 of 1

Order No. 80453198SQ

Federal ID No.: 59-2124491

Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001

Canadian Q.S.T#/T.V.Q.: 1023272543

SAN: 2002213

ACCOUNT NO. 4230714

ACCOUNT NO. 4230714

BILL TO WAXAHACHIE ISD  
 411 N GIBSON ST  
 WAXAHACHIE TX 75165

SHIP TO WAXAHACHIE ISD  
 411 N GIBSON ST  
 WAXAHACHIE TX 75165

Quote is valid for 30 days from the date of issue for the specific items and quantities noted on the quote

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT		
SHIPPED	PENDING	PRICEQUOTE	09/03/23	Net 30 Days	UPS GRD &	EXW	
		ISBN	TITLE / AUTHOR / EDITION		PRICE	DISCOUNT	NET AMOUNT
170		9780357700044	PAC CENGAGE UNLIMITED 12 MONTH Cengage Unlimited 001		189.99	NET	32,298.30
90		9780357700051	PAC CENGAGE UNLIMITED 24 MONTH Cengage Unlimited 001		249.99	NET	22,499.10

260	Total Qty					SUBTOTAL	54,797.40
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TAX INFORMATION

If you are exempt and feel you have been charged sales tax in error, email a copy of this invoice and your sales tax exemption certificate to MS.Certificates@Cengage.com. For other sales tax inquiries, contact MS.Tax@Cengage.com.

**PAY THIS AMOUNT** 54,797.40

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Proposed changes would address calculation of dual credit courses for class rank in the final semester for seniors and add a final tie-breaker for heist ranking graduate using the 100-point scale.

**ATTACHMENTS:**

Attached is the Local Policy Comparison Packet and Explanatory Notes prepared by TASB.

		<b>BOARD PRIORITY GOALS</b>
X	<b>Priority #1</b>	<b>Student Growth</b>
X	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends approval of the changes to local policies contemplated within Update 121 and proposed changes to DEC (Local) and EIC (Local).

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Leave  
Administration**

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

**Definitions**

The term "immediate family" is defined as:

Immediate Family

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

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

Family Emergency

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

Leave Day

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

School Year

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

Catastrophic Illness  
or Injury

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

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

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**Availability**

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

**State Leave Proration**

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

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

**Medical Certification**

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

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

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

**State Personal Leave**

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

**Nondiscretionary Use**

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

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

**Discretionary Use**

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

<i>Request for Leave</i>	<p>In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.</p>
<b>Local Leave</b>	<p>Each employee shall earn five paid local leave days per school year in accordance with administrative regulations.</p> <p>Local leave shall accumulate without limit.</p> <p>Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]</p>
<b>Sick Leave Bank</b>	<p>The District shall establish a sick leave bank that employees may join through contribution of local leave.</p> <p>Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.</p> <p>The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:</p> <ol style="list-style-type: none"><li>1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;</li><li>2. Procedures to request leave from the sick leave bank;</li><li>3. The maximum number of days per school year a member employee may receive from the sick leave bank;</li><li>4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and</li><li>5. Other procedures deemed necessary for the operation of the sick leave bank.</li></ol>
Appeal	<p>An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.</p>
<b>Unpaid Leave</b>	<p>A full-time employee who has worked for the District in a full-time capacity for less than 12 consecutive months preceding the need for leave shall be granted in a school year a maximum of 30 workdays of unpaid leave to be used:</p>

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

1. For the employee's personal illness or injury, including pregnancy-related illness or injury;
2. For absences related to the illness, injury, or disability of a member of the employee's immediate family; or
3. For the birth, adoption, or placement of a child.

To be eligible for unpaid leave, the employee shall have been absent for at least five consecutive workdays.

**Family and Medical Leave**

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

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

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Twelve-Month Period

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

Combined Leave for Spouses

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

Intermittent or Reduced Schedule Leave

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of Leave

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

Fitness-for-Duty Certification

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

Leave at the End of Semester

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

**Temporary Disability Leave**

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

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

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

**Workers'  
Compensation**

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

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**No Paid Leave  
Offset**

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

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

**Court Appearances**

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

**Payment for  
Accumulated Leave  
Upon Retirement**

The following leave provisions shall apply to state and local leave accumulated beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for payment for accumulated state and local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. ~~The employee provides advance written notice of intent to retire three months before the last day of instruction.~~
  - 2.a. For campus based personnel, the employee provides advance written notice of intent to retire three months before the last day of instruction of the fall or spring semester.
  - 2.b. For non-campus based personnel, the employee provides advance written notice of intent to retire three months before the employee's last day of employment.
3. The employee has at least 15 years of continuous service with the District.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

4. The employee has maintained a 95 percent attendance rate for each of the three years preceding retirement, excluding absences for approved FMLA leave.

The employee shall receive payment for each day of accumulated state and local leave, to a maximum of 40 days, at half of the employee's daily rate of pay in the final year of service. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

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

Exception

At the option of the District, the employee may be absent from work with full pay for the final 30 workdays of employment instead of receiving payment for accumulated leave upon retirement.

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

**Calculation**

The District shall include in the calculation of class rank only semester grades earned in grades 9–12 for high school credit in the following subjects: English, mathematics (not including math electives), science, and social studies.

District-approved distance learning courses in these subjects, including approved courses taken through the Texas Virtual School Network (TxVSN), shall be included in class rank calculations.

Exclusions

The calculation of class rank shall exclude grades earned in or by credit by examination, with or without prior instruction; summer school courses, except courses taken for acceleration; and distance learning courses not approved for this purpose.

**Weighted Grade Point Average (GPA)**

The District shall convert grades earned in eligible courses to grade points in accordance with the following chart and shall calculate a weighted GPA:

Numeric Grade	Dual Credit, Advanced Placement (AP), and Pre-AP	Regular	Letter Grade
97–100	6.00	4.00	A
93–96	5.75	3.75	A
90–92	5.50	3.50	A
85–89	5.25	3.25	B
80–84	5.00	3.00	B
75–79	4.50	2.50	C
70–74	4.00	2.00	D

Transferred Grades

When a student transfers grades for properly documented and eligible courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District.

Students transferring into the District shall receive the numerical grade that was earned in courses at another school. Letter grades shall be recorded as follows:

Conversion Scale							
A+	98	B+	88	C+	78	D+	74
A	95	B	85	C	77	D	72
A-	92	B-	82	C-	75	D-	70
						F	60

**Local Graduation  
Honors**

Class rank for all students in grades 10–12 shall be calculated three times per year, following the first full semester, the second full semester, and at the completion of all summer school programs. Official class rankings for students in grade 9 shall be calculated only after the completion of the second full semester and all summer school programs.

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank using grades available at the time of calculation at the end of the fifth six weeks grading period of the senior year. The cumulative average of the fourth and fifth six weeks grades shall be used as the semester grade for this purpose. *This provision is inapplicable to dual credit courses. Grades earned during the final semester of the senior year in dual credit courses shall not be calculated for this purpose.*

For the purpose of applications to institutions of higher education, the District shall also calculate class ranking as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law. [See EIC(LEGAL)]

Valedictorian,  
Salutatorian, and  
Distinguished  
Scholar

The valedictorian, salutatorian, and distinguished scholar shall be the eligible students with the highest, second highest, and third highest ranking, respectively. To be eligible for such recognition, a student must:

1. Have been continuously enrolled in the same high school in the District for the three school years immediately preceding graduation;
2. Have completed the Recommended Program, the Advanced/Distinguished Achievement Program, or the foundation program with the distinguished level of achievement; and
3. Be graduating after exactly eight semesters of enrollment in high school.

*Breaking Ties*

In case of a tie in weighted grade point averages among the top ranking students, the following methods shall be used to determine who shall be recognized as salutatorian or valedictorian:

1. The weighted grade point average shall be computed to a sufficient number of decimal places until the tie is broken.

2. However, if a tie still remains, the student with the highest numerical grade average of all Pre-AP, AP, and dual credit courses taken shall be designated.
3. If a tie still remains after steps one and two, the student with the highest numerical grade average on a 100-point scale of all regularly calculated courses shall be designated.

# Explanatory Notes

## TASB Localized Policy Manual Update 121

### Waxahachie ISD

#### **AC(LEGAL) GEOGRAPHIC BOUNDARIES**

This legal policy has been revised to include additional Education Code provisions related to ways in which a district's geographic boundaries may change, such as by detachment, annexation, consolidation, and abolition.

#### **AF(LEGAL) INNOVATION DISTRICTS**

Amended Administrative Code rules, effective October 25, 2022, revised the list of Education Code sections and administrative rules from which a district of innovation may not be exempted. Changes include a requirement to provide TEA a link to the local innovation plan posted on the district's website. Previously, the rule required the district to provide TEA with a copy of the local innovation plan.

#### **AIE(LEGAL) ACCOUNTABILITY: INVESTIGATIONS**

Changes reflect revised Administrative Code provisions regarding compliance investigations by TEA, effective October 26, 2022. Other changes are to better reflect legal sources.

#### **BBBA(LEGAL) ELECTIONS: CONDUCTING ELECTIONS**

Provisions regarding confidentiality of the email address and personal phone number of an election judge or clerk have been moved from GBA(LEGAL) to this code addressing elections.

#### **BQ(LEGAL) PLANNING AND DECISION-MAKING PROCESS**

An existing requirement to include the district's bullying prevention policy and procedures in the district improvement plan has been added to this policy.

#### **C(LEGAL) BUSINESS AND SUPPORT SERVICES**

The C section table of contents has been revised to add the new code CKED, Security Personnel: Other Security Arrangements. We have also added for future expansion new codes addressing facility standards at CSA (Safety and Security) and CSB (Gas and Pipelines).

#### **CBB(LEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL**

Revisions are to better reflect legal sources.

#### **CCA(LEGAL) LOCAL REVENUE SOURCES: BOND ISSUES**

Citations have been updated to reflect the repeal and replacement of an Administrative Code provision regarding the bond guarantee program, effective March 1, 2023. References to Administrative Code provisions regarding the instructional facilities allotment and existing debt allotment have been clarified.

#### **CCGA(LEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS**

This policy has been revised to reflect the increased homestead exemption of \$40,000 approved by voters on May 7, 2022.

#### **CCGB(LEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT**

We have added a note regarding the expiration of the Texas Economic Development Act on December 31, 2022, and the continued application of the law to limitations on appraised value in existence at that time.

# Explanatory Notes

## TASB Localized Policy Manual Update 121

### Waxahachie ISD

#### **CFB(LOCAL) ACCOUNTING: INVENTORIES**

Revisions regarding the capitalization threshold are based on amended guidance from *GASB Implementation Guide 2021-1*, Question 5.1, regarding the capitalization of assets with individual acquisition costs below the threshold if the assets in the aggregate are significant. The amended guidance applies to reporting periods beginning after June 15, 2023.

#### **CH(LEGAL) PURCHASING AND ACQUISITION**

We have replaced the citation to a repealed Administrative Code rule regarding purchases of automated information systems with a citation to a new rule effective December 19, 2022.

#### **CKE(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL**

The district's text has been retained, with updates to cross-references. Please review the policy to ensure it aligns with current district practice. If additional revisions are needed regarding other security personnel, please contact your policy consultant.

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

#### **CL(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT**

We have replaced the citation to repealed Administrative Code provisions regarding public pool sanitation and safety with a citation to new provisions effective January 1, 2023.

#### **CLA(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: SECURITY**

New Administrative Code rules, effective February 2, 2023, have been added to address required warning signs regarding human trafficking.

#### **CLB(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE**

Changes reflect revisions to Administrative Code rules regarding integrated pest management, effective January 16, 2023.

#### **CLB(LOCAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE**

Administrative Code rules regarding integrated pest management (IPM) were amended to include district-owned residential property among the district facilities subject to the IPM requirements. Although the changes to the rules add "residential property" to the buildings and grounds subject to IPM requirements, it is our understanding from the Texas Department of Agriculture that this inclusion is intended to apply only to district-owned residential property that is primarily used as student housing. As requested by TDA, revisions include such residential property among the district facilities subject to the district's IPM program.

#### **CMD(LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING**

An Administrative Code provision, effective June 7, 2022, has been added regarding purchasing technological equipment with the instructional materials and technology allotment.

#### **CNC(LEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY**

Provisions have been added regarding the use of school bus warning signals.

# Explanatory Notes

## TASB Localized Policy Manual Update 121

### Waxahachie ISD

#### **CO(LEGAL) FOOD AND NUTRITION MANAGEMENT**

New Administrative Code provisions were adopted regarding appeals related to federal food and nutrition programs administered by the Texas Department of Agriculture. A reference to these provisions, effective November 27, 2022, has been added.

#### **CQ(LEGAL) TECHNOLOGY RESOURCES**

A reference to Administrative Code provisions regarding management of electronic transactions and signed records has been clarified.

#### **CQA(LEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES**

The link to the Texas Department of State Health Services Guidelines for the Care of Students with Food Allergies has been updated.

#### **CRF(LOCAL) INSURANCE AND ANNUITIES MANAGEMENT: UNEMPLOYMENT INSURANCE**

There are no significant revisions to the text on reasonable assurance; however, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

#### **CSA(LEGAL) FACILITY STANDARDS: SAFETY AND SECURITY**

The Commissioner of Education proposed new School Safety Requirements in the Commissioner's Rules Concerning School Facilities in November 2022. The public comment period closed December 12, 2022, but the rules are not yet finalized. The proposed rules require local policy provisions. Policy Service will include legal provisions in this new policy code and provide local policy provisions for consideration following publication of the final rules.

#### **CVA(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE BIDDING**

Policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

#### **CVB(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE SEALED PROPOSALS**

As noted above, policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

#### **DBAA(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PRE-EMPLOYMENT REVIEWS**

Changes have been made to better reflect legal sources and to delete obsolete provisions.

#### **DEA(LOCAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN**

To eliminate the possibility of confusion about the frequency of pay, we recommend replacing *bimonthly* with the more specific and widely used *semi-monthly*. Other revisions are recommended for policy style

# Explanatory Notes

## TASB Localized Policy Manual Update 121

### **Waxahachie ISD**

and to clarify the circumstances under which certain employees will receive premium pay during an emergency closing for a disaster.

If the district no longer wants to provide premium pay for nonexempt employees who are required to work during an emergency closing for a disaster, please contact your policy consultant for appropriate revisions to this policy.

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

#### **DEAB(LLEGAL)                      COMPENSATION PLAN: WAGE AND HOUR LAWS**

Changes have been made to better reflect legal sources.

#### **E(LLEGAL)                              INSTRUCTION**

The E section table of contents has been updated to add the new code EHBCA, which includes provisions addressing accelerated instruction previously located at EHBC. The subtitle for policy EHBC has been changed to Compensatory Services and Intensive Programs.

#### **EF(LLEGAL)                            INSTRUCTIONAL RESOURCES**

Legal definitions of "harmful materials" and "obscene" have been added for ease of access.

#### **EHAD(LLEGAL)                        BASIC INSTRUCTIONAL PROGRAM: ELECTIVE INSTRUCTION**

A reference to Administrative Code provisions has been added regarding driver education safety program requirements.

#### **EHBAB(LLEGAL)                      SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM**

Changes reflect revised Administrative Code provisions regarding students who are homeless or in substitute care, effective January 1, 2023.

#### **EHBAF(LLEGAL)                        SPECIAL EDUCATION: VIDEO/AUDIO MONITORING**

Revisions reflect amended Administrative Code provisions, effective January 22, 2023, pertaining to filing certain documents electronically.

#### **EHBC(LLEGAL)                        SPECIAL PROGRAMS: COMPENSATORY SERVICES AND INTENSIVE PROGRAMS**

Update 121 includes a reorganization of the information regarding compensatory, intensive, and accelerated instructional services. Provisions addressing accelerated instruction have been moved to the new code EHBCA. The remaining provisions at this code, now subtitled Compensatory Services and Intensive Programs, have been reordered and adjusted for clarity.

#### **EHBCA(LLEGAL)                        COMPENSATORY SERVICES AND INTENSIVE PROGRAMS: ACCELERATED INSTRUCTION**

This new policy addressing accelerated instruction comprises provisions moved from EHBC(LLEGAL). For clarity, we have reordered and adjusted the material.

# Explanatory Notes

## TASB Localized Policy Manual Update 121

### Waxahachie ISD

#### **EHBH(LLEGAL) SPECIAL PROGRAMS: OTHER SPECIAL POPULATIONS**

An amended Administrative Code provision, effective January 18, 2023, has been added pertaining to regional day school programs for the deaf.

#### **EHBI(LLEGAL) SPECIAL PROGRAMS: ADULT AND COMMUNITY EDUCATION**

Changes reflect revisions to Administrative Code provisions, effective November 24, 2022, regarding essential program components of adult education programs.

#### **EHBJ(LLEGAL) SPECIAL PROGRAMS: INNOVATIVE AND MAGNET PROGRAMS**

Changes include a new Administrative Code provision, effective February 26, 2023, regarding requests for approval of an innovative course by the State Board of Education.

#### **EI(LLEGAL) ACADEMIC ACHIEVEMENT**

This legal policy has been revised to replace a repealed Administrative Code rule with a new rule, effective January 1, 2023, related to awarding credit to students who are homeless or in substitute care for coursework completed prior to the student enrolling in or transferring to the district. Other changes are to better reflect legal sources.

#### **EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT**

Duplicative text regarding students who fail to perform satisfactorily on a state assessment instrument has been deleted and replaced with a note pointing to EHBC and EHBCA.

#### **FD(LLEGAL) ADMISSIONS**

The policy has been updated to delete an Administrative Code rule repealed by the State Board of Education, effective March 9, 2023.

#### **FD(LOCAL) ADMISSIONS**

Recommended revisions to this policy at Transition Assistance reflect the repeal and replacement of an Administrative Code provision regarding awarding credit to a student who is homeless or in substitute care. Under the new rule, a district must adopt a policy to ensure credit has been awarded appropriately prior to enrollment. Other changes provide greater flexibility for the district with regard to requiring proof of residency by removing specific requirements and referring to administrative regulations.

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

#### **FDA(LLEGAL) ADMISSIONS: INTERDISTRICT TRANSFERS**

This policy has been reorganized for clarity. Other changes are to better match statutory wording. Notes have been added to more clearly indicate the application of certain provisions.

#### **FDC(LLEGAL) ADMISSIONS: HOMELESS STUDENTS**

A note has been added to clarify that information regarding support services for students experiencing homelessness, including provisions regarding district liaisons and transition services, is located at FFC.

# Explanatory Notes

## TASB Localized Policy Manual Update 121

### Waxahachie ISD

#### **FEA(LLEGAL) ATTENDANCE: COMPULSORY ATTENDANCE**

This legal policy has been updated to remove provisions of Administrative Code rules repealed by the State Board of Education, effective March 9, 2023. A note has been added referring to the *Student Attendance Accounting Handbook* for additional guidance.

#### **FEB(LLEGAL) ATTENDANCE: ATTENDANCE ACCOUNTING**

This legal policy has been updated to remove provisions of Administrative Code rules repealed by the State Board of Education, effective March 9, 2023. We have also added a note referring to the *Student Attendance Accounting Handbook* for additional guidance, as well as existing statutory provisions for completeness and clarification.

#### **FFAF(LLEGAL) WELLNESS AND HEALTH SERVICES: CARE PLANS**

Links to the Texas Department of State Health Services' guidance for the care of students with diabetes and of students with food allergies have been updated.

#### **FFC(LLEGAL) STUDENT WELFARE: STUDENT SUPPORT SERVICES**

Revisions throughout this policy reflect amended Administrative Code provisions, effective January 1, 2023, regarding transition assistance for students experiencing homelessness or in substitute care.

#### **FFI(LLEGAL) STUDENT WELFARE: FREEDOM FROM BULLYING**

A note has been added with a link to the [Minimum Standards for Bullying Prevention](#) finalized by TEA on January 31, 2023.

#### **FFI(LOCAL) STUDENT WELFARE: FREEDOM FROM BULLYING**

The [Minimum Standards for Bullying Prevention](#), completed by TEA on January 31, 2023, include a requirement for policy provisions on reporting bullying incidents. Existing policy language addresses reporting by students and staff. The enclosed revisions are recommended to address the new minimum standards.

#### **FL(LLEGAL) STUDENT RECORDS**

Provisions at Access, Disclosure, and Amendment, beginning on page 4, have been revised and reorganized for clarity and to better reflect legal sources. The definition of eligible student has been added. Additional reporting requirements under the National School Lunch Act or the Child Nutrition Act have also been added. A note has been added at the beginning of the policy to clarify that information regarding juvenile law enforcement records is located in GBA.

#### **G(LLEGAL) COMMUNITY AND GOVERNMENTAL RELATIONS**

The G section table of contents has been revised to reflect the correct subtitle for GBA, Access to Public Information.

#### **GB(LLEGAL) PUBLIC INFORMATION PROGRAM**

Update 121 includes a reorganization of the public information policies in the GB series. As part of the reorganization, we have deleted provisions that are duplicated at other policy codes and adjusted provisions for clarity and to better match statutory wording.

# Explanatory Notes

## TASB Localized Policy Manual Update 121

### **Waxahachie ISD**

#### **GBA(LLEGAL)**

#### **PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION**

As part of the reorganization of the public information policies, we have made the following changes:

- Deleted provisions that are duplicated at other policy codes and added cross-references, if necessary, to improve usability.
- Moved provisions regarding confidentiality based on statutes outside the Public Information Act (Government Code Chapter 552) to the policy code addressing the specific topic.
- Reordered and adjusted provisions for clarity and to better match statutory wording.

#### **GBAA(LLEGAL)**

#### **ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION**

As part of the reorganization of the GB series, we have made the following changes:

- Deleted provisions that are duplicated at other policy codes and added cross-references, if necessary.
- Reordered and adjusted provisions for clarity and to better match statutory wording.

#### **GRA(LLEGAL)**

#### **RELATIONS WITH GOVERNMENTAL ENTITIES: STATE AND LOCAL GOVERNMENTAL AUTHORITIES**

This policy has been revised to include an Education Code provision prohibiting citation of a student alleged to have committed a school offense. Family Code definitions have also been added to support existing content regarding students taken into custody.



## (LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the 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; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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

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

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

**Capitalization  
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$5,000~~\$5,000.

The Superintendent shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

**School Resource  
Officers**

To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

A school resource officer shall perform duties as described in the agreement and as included in the District improvement plan and the Student Code of Conduct. A school resource officer shall not be assigned routine classroom discipline or administrative tasks.

Training

All school resource officers shall receive at least the minimum amount of education and training required by law.

[See CKEC](LEGAL)]

**School Marshals**

Pursuant to its authority under state law, the Board may appoint an employee of the District to serve as a school marshal if the employee is certified as eligible by the Texas Commission on Law Enforcement (TCOLE). [See CKEB(LEGAL)]

**Integrated Pest  
Management  
Program**

The District is committed to following integrated pest management (IPM) guidelines as required by Chapter 1951 of the Occupations Code and Title 4, Chapter 7 of the Administrative Code in all pest control activities that take place on District property.

Definition

IPM is a pest management strategy that relies on accurate identification and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve the best control of pests. These tactics shall ~~possibly~~ include, but are not limited to, the judicious use of pesticides.

Standards

The District's IPM program shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities, including residential property primarily used as student housing.

IPM Coordinator

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law and shall provide training to District employees, as necessary.

Application Time  
Frame

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

No Unauthorized  
Application

If the IPM coordinator is a licensed applicator, the IPM coordinator may apply pesticides in accordance with law. No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a District facility, including residential property primarily used as student housing, without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM program.

INSURANCE AND ANNUITIES MANAGEMENT  
UNEMPLOYMENT INSURANCE

CRF  
(LOCAL)

**Reasonable  
Assurance**

The District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year. [See DCD and DCE]

FACILITIES CONSTRUCTION  
COMPETITIVE BIDDING

CVA  
(LOCAL)

**Specifications**

The Superintendent ~~or designee~~ shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.

**Bid Process**

All bids shall be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

**Safety Record**

If the District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

FACILITIES CONSTRUCTION  
COMPETITIVE SEALED PROPOSALS

CVB  
(LOCAL)

**Specifications**

The Superintendent ~~or designee~~ shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.

**Process**

All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposal and the time of the deadline for submission. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

Withdrawal and  
Late Proposals

Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.

Proposal  
Acceptance

The District may reject any and all proposals.

**Safety Record**

If the safety record of offerors is considered in selecting a proposal, the record shall be defined as an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

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

**Pay Administration**

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

Annualized Salary

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

Pay Increases

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

~~Mid-Year~~ Midyear  
Pay Increases

Contract  
Employees

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

Noncontract  
Employees

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

**Pay During Closing**

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

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

Premium Pay  
During Disasters

Nonexempt employees who are required to work ~~during to mitigate the reason for~~ an emergency closing ~~for a disaster, as declared by a federal, state, or local official or the Board,~~ shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. ~~All other nonexempt employees who are required to work during an emergency closing shall be paid their regular rate of pay.~~

Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent ~~or designee~~ shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

<b>Persons Age 21 and Over</b>	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
<b>Registration Forms</b>	The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.
Proof of Residency	<del>At the time of initial registration and on an annual basis thereafter</del> In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency <del>in accordance with administrative regulations developed by the Superintendent.</del> The District may investigate stated residency as necessary.
<b>Minor Living Apart</b>	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.
Person Standing in Parental Relation	
Misconduct	A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
Exceptions	Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.
Extracurricular Activities	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
<b>Nonresident Student in Grandparent's After-School Care</b>	The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.
	The Superintendent shall have authority to approve or deny such admissions requests in accordance with this policy.
Substantial After-School Care	For the purpose of admission under this provision, a substantial amount of after-school care shall consist of at least two hours per school day for five days during the regular school week.  A student enrolled under this provision may continue in enrollment so long as the grandparent provides this level of care.

The Superintendent shall have authority to waive these requirements on the basis of a student's extenuating circumstances.

**"Accredited" Defined**

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

**Grade-Level Placement**

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

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

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

**Transfer of Credit**

Accredited Texas Public Schools

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

Other Accredited or Nonaccredited Schools

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

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to ~~determine transfer of~~ensure credit, including proportionate

credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

**Withdrawal**

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

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

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**Note:** This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

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<b>Bullying Prohibited</b>	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
<b>Minimum Standards</b>	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
<b>Retaliation</b>	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
<b>False Claim</b>	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
<b>Timely Reporting</b>	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
<b>Reporting Procedures</b>	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
<b>Notice of Report</b>	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
<b>Prohibited Conduct</b>	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
<b>Investigation of Report</b>	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
<b>Concluding the Investigation</b>	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
<b>Notice to Parents</b>	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

<b>District Action</b>	
Bullying	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
<b>Confidentiality</b>	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
<b>Appeal</b>	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
<b>Records Retention</b>	Retention of records shall be in accordance with CPC(LOCAL).
<b>Access to Policy and Procedures</b>	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** August 28, 2023      **Presented By:** Ryan Kahlden

**Subject:** Amending Final Budget at 8/31/23      **Related Page(s)** 12

**Agenda Item**

**EXECUTIVE SUMMARY:**

Reports are presented detailing the final amended budgets for General Operating, Interest & Sinking, Capital Projects and Enterprise Funds. Amounts going between functions are specified on each report per funds.

**ATTACHMENTS:**

General Fund, Interest & Sinking, Capital Projects and Enterprise Funds Budget Amendments

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:**

Administration recommends that the annual investment report and policies be approved as presented.



FC OBJ	2022-23		2022-23		2022-23		Unencumbered	Balance	2022-23
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Comment	FYTD %			
00 LOCAL/INTER. SOURCES	59.67	0.00	0	0			-59.67	0.00	
00 STATE PROGRAM REV.	0.00	0.00	0	0			0.00	0.00	
00 OTHER RESOURCES	201,652,556.50	0.00	0	0			4,001.50	100.00	
00 gen	201,652,616.17	0.00	0	0			3,941.83	100.00	
-- Revenue	201,652,616.17	0.00	0	0		201,656,558	3,941.83	100.00	
00	0.00	0.00	0	0			0.00	0.00	
00 gen	0.00	0.00	0	0			0.00	0.00	
11 PAYROLL COSTS	0.00	0.00	0	0			0.00	0.00	
11 SUPPLIES	-3.71	0.00	0	0			3.71	0.00	
11 CAPITAL PROJECTS	0.00	0.00	0	0			0.00	0.00	
11 INSTRUCTION	-3.71	0.00	0	0			3.71	0.00	
12 SUPPLIES	0.00	0.00	0	0			0.00	0.00	
12 CAPITAL PROJECTS	0.00	0.00	0	0			0.00	0.00	
12 INST. RESOURCES & ME	0.00	0.00	0	0			0.00	0.00	
35 SUPPLIES	0.00	0.00	0	0			0.00	0.00	
35 FOOD SERVICES	0.00	0.00	0	0			0.00	0.00	
36 SUPPLIES	0.00	0.00	0	0			0.00	0.00	
36 CAPITAL PROJECTS	0.00	0.00	0	0			0.00	0.00	
36 COCURR./EXTRACUR.AC	0.00	0.00	0	0			0.00	0.00	
51 PRO./CONTRACTED SVC.	6,352.00	0.00	0	0		10,000	3,648.00	63.52	
51 SUPPLIES	10,333.09	15,345.88	0	0		17,000	-8,678.97	60.78	
51 CAPITAL PROJECTS	0.00	0.00	0	0		0	0.00	0.00	
51 PLANT MAINTENANCE &	16,685.09	15,345.88	0	0		27,000	-5,030.97	61.80	
52 PRO./CONTRACTED SVC.	0.00	0.00	0	0			0.00	0.00	
52 SUPPLIES	0.00	0.00	0	0			0.00	0.00	
52 CAPITAL PROJECTS	0.00	0.00	0	0			0.00	0.00	
52 SECURITY & MONITORIN	0.00	0.00	0	0			0.00	0.00	
71 DEBT SERVICE	1,652,556.50	0.00	0	0		1,652,561	4.50	100.00	
71 DEBT SERVICES	1,652,556.50	0.00	0	0		1,652,561	4.50	100.00	
81 PAYROLL COSTS	0.00	0.00	0	0		0	0.00	0.00	

FC OBJ	2022-23		2022-23		2022-23 Comment	2022-23	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget		Unencumbered Balance	FYTD
81 PRO./CONTRACTED SVC.	750.00	0.00	0	1,000		250.00	75.00
81 SUPPLIES	0.00	0.00	0	0		0.00	0.00
81 OTHER OPERATING EXP.	15.00	0.00	0	40		25.00	37.50
81 CAPITAL PROJECTS	8,363,784.79	9,377,307.66	0	23,600,000		5,858,907.55	35.44
81 FACILITIES ACQ. & CO	8,364,549.79	9,377,307.66	0	23,601,040		5,859,182.55	35.44
-- Expense	10,033,787.67	9,392,653.54	0	25,280,601		5,854,159.79	39.69
Grand Revenue Totals	201,652,616.17	0.00	0	201,656,558		3,941.83	100.00
Grand Expense Totals	10,033,787.67	9,392,653.54	0	25,280,601		5,854,159.79	39.69
Grand Totals	191,618,828.50	9,392,653.54	0	176,375,957		5,850,217.96	108.64
		Profit		Profit		Loss	Profit

Number of Accounts: 314

\*\*\*\*\* End of report \*\*\*\*\*

Waxahachie ISD 2022-23 Final Amendments to Budget at 8/31/2023

	Adopted Ent. Fund	Amended Ent. Fund	Proposed Budget Amendments- Increases Ent. Fund	Proposed Budget Amendments- (Decreases) Ent. Fund	Proposed Revised Budget Ent. Fund	Explanation		
5700 LOCAL & INTER. SOURCE REVENUE	7XXX	7XXX	7XXX	7XXX	7XXX			
5800 STATE PROGRAM REVENUES	593,850	1,000,516	1,660,600	-	2,661,116			
5900 FEDERAL REVENUES	379,078	379,078	24,336	-	403,414			
7900 OTHER RESOURCES	4,097,764	4,097,764	174,451	-	4,272,215			
<b>TOTAL REVENUES</b>	<b>5,070,692</b>	<b>5,477,358</b>	<b>1,859,387</b>	<b>-</b>	<b>7,336,745</b>			
<b>APPROPRIATIONS BY FUNCTION</b>								
11 INSTRUCTIONAL RESOURCES & MEDIA SER	-	-	-	-	-			
12 INSTRUCTIONAL RESOURCES & MEDIA SER	-	-	-	-	-			
13 CURRICULUM & INSTRUCTIONAL STAFF DEV.	-	-	-	-	-			
21 INSTRUCTIONAL LEADERSHIP	-	-	-	-	-			
23 SCHOOL ADMINISTRATION	-	-	-	-	-			
31 GUIDANCE AND COUNSELING SERVICES	-	-	-	-	-			
32 SOCIAL WORK SERVICES	-	-	-	-	-			
33 HEALTH SERVICES	-	-	-	-	-			
34 STUDENT (PUPIL) TRANSPORTATION	-	-	-	-	-			
35 FOOD SERVICES	4,991,120	4,991,120	1,354,482	-	6,345,602			
36 COCURRICULAR/EXTRACURRICULAR ACTIV.	-	-	-	-	-			
41 GENERAL ADMINISTRATION	-	-	-	-	-			
51 PLANT MAINTENANCE AND OPERATION	79,572	79,572	1,718	-	81,290			
52 SECURITY & MONITORING SERVICES	-	-	-	-	-			
53 DATA PROCESSING SERVICES	-	-	-	-	-			
61 COMMUNITY SERVICES	-	131,133	546,175	-	677,308			
71 DEBT SERVICE	-	-	-	-	-			
81 FACILITIES	-	-	-	-	-			
8900 OTHER USES	-	-	-	-	-			
<b>TOTAL APPROPRIATIONS</b>	<b>5,070,692</b>	<b>5,201,825</b>	<b>1,902,375</b>	<b>-</b>	<b>7,104,200</b>			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>							Yes	No
Yes	No							
Approved by Board: _____ Date: _____ Signed: _____								

FC OBJ	2022-23		2022-23		2022-23		2022-23	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD %		
00 LOCAL/INTER. SOURCES	2,634,315.42	0.00	593,850	2,661,116	26,800.58	98.99		
00 STATE PROGRAM REV.	364,431.49	0.00	379,078	403,414	38,982.51	90.34		
00 FEDERAL PROG. REV.	0.00	0.00	0	0	0.00	0.00		
00 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
00 OTHER RESOURCES	3,925,489.19	0.00	4,097,764	4,272,215	346,725.81	91.88		
00 gen	6,924,236.10	0.00	5,070,692	7,336,745	412,508.90	94.38		
-- Revenue	6,924,236.10	0.00	5,070,692	7,336,745	412,508.90	94.38		
00	0.00	0.00	0	0	0.00	0.00		
00 gen	0.00	0.00	0	0	0.00	0.00		
11 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
11 INSTRUCTION	0.00	0.00	0	0	0.00	0.00		
35 PAYROLL COSTS	2,466,074.22	0.00	2,454,983	2,525,565	59,490.78	97.64		
35 PRO./CONTRACTED SVC.	13,867.49	327.30	6,000	16,700	2,505.21	85.00		
35 SUPPLIES	3,041,239.32	423,495.47	2,426,137	3,658,937	194,202.21	94.69		
35 OTHER OPERATING EXP.	2,837.80	0.00	4,000	6,200	3,362.20	45.77		
35 CAPITAL PROJECTS	68,563.41	69,163.68	100,000	138,200	472.91	99.66		
35 FOOD SERVICES	5,592,582.24	492,985.45	4,991,120	6,345,602	260,033.31	95.90		
51 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
51 PRO./CONTRACTED SVC.	80,190.00	0.00	79,572	81,290	1,100.00	98.65		
51 PLANT MAINTENANCE &	80,190.00	0.00	79,572	81,290	1,100.00	98.65		
61 PAYROLL COSTS	565,250.24	0.00	0	565,877	626.76	99.89		
61 PRO./CONTRACTED SVC.	17,452.56	0.00	0	20,569	3,116.44	84.85		
61 SUPPLIES	84,073.45	377.45	0	88,900	4,449.10	95.00		
61 OTHER OPERATING EXP.	1,574.20	0.00	0	1,962	387.80	80.23		
61 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00		
61 COMMUNITY SERVICES	668,350.45	377.45	0	677,308	8,580.10	98.73		
81 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00		
81 FACILITIES ACO. & CO	0.00	0.00	0	0	0.00	0.00		
-- Expense	6,341,122.69	493,363.90	5,070,692	7,104,200	269,713.41	96.20		
Grand Revenue Totals	6,924,236.10	0.00	5,070,692	7,336,745	412,508.90	94.38		

FC OBJ	2022-23		2022-23		2022-23		2022-23	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD %		
Grand Expense Totals	6,341,122.69	493,363.90	5,070,692	7,104,200	269,713.41	96.20		
Grand Totals	583,113.41	493,363.90	0	232,545	142,795.49	250.75		
	Profit	Loss		Profit	Profit			

Number of Accounts: 994

\*\*\*\*\* End of report \*\*\*\*\*

Waxahachie ISD 2022-23 Final Amendments to Budget at 8/31/23

	Adopted Gen. Fund 1XXX	Amended Gen. Fund 1XXX	Proposed Budget Amendments- Increases Gen. Fund 1XXX	Proposed Budget Amendments- (Decreases) Gen. Fund 1XXX	Proposed Revised Budget Gen. Fund 1XXX	Explanation
<b>REVENUES</b>						
5700 LOCAL & INTER. SOURCE REVENUE	72,002,804	72,850,804		(4,143,155)	68,707,649	
5800 STATE PROGRAM REVENUES	35,124,724	39,854,711	3,446,925		43,301,636	
5900 FEDERAL REVENUES	2,000,000	2,000,000	184,321		2,184,321	
7900 OTHER RESOURCES	-		11,571		11,571	
<b>TOTAL REVENUES</b>	<b>109,127,528</b>	<b>114,705,515</b>	<b>3,642,817</b>	<b>(4,143,155)</b>	<b>114,205,177</b>	
00 TRANSFERS IN						
11 INSTRUCTIONAL RESOURCES & MEDIA SER	66,651,550	67,450,423		(598,421)	66,852,002	
12 INSTRUCTIONAL RESOURCES & MEDIA SER	1,435,355	1,435,355		(71,155)	1,364,200	
13 CURRICULUM & INSTRUCTIONAL STAFF DEV.	1,671,711	1,728,696	6,303		1,734,999	
21 INSTRUCTIONAL LEADERSHIP	2,928,172	2,903,480		(192,432)	2,711,048	
23 SCHOOL ADMINISTRATION	6,630,023	6,630,100	45,484		6,675,584	
31 GUIDANCE AND COUNSELING SERVICES	3,081,367	3,132,969	16,323		3,149,292	
32 SOCIAL WORK SERVICES					-	
33 HEALTH SERVICES	1,363,244	1,363,191	22,145		1,385,336	
34 STUDENT (PUPIL) TRANSPORTATION	3,469,633	4,611,633	288,026		4,899,659	
35 FOOD SERVICES	100,000	100,000		(68,035)	31,965	
36 COCURRICULAR/EXTRACURRICULAR ACTIV.	4,488,782	5,120,665	312,498		5,433,163	
41 GENERAL ADMINISTRATION	3,570,027	3,570,027	84,071		3,654,098	
51 PLANT MAINTENANCE AND OPERATION	8,557,114	5,626,154	3,643,058		9,269,212	
52 SECURITY & MONITORING SERVICES	1,767,357	1,917,357	495,373		2,412,730	
53 DATA PROCESSING SERVICES	1,962,500	1,885,825	20,799		1,906,624	
61 COMMUNITY SERVICES	240,693	240,693	23,203		263,896	
71 DEBT SERVICE					-	
81 FACILITIES	550,000	1,760,960		(47,471)	1,713,489	
95	40,000	40,000		(10,000)	30,000	
99	620,000	620,000	50,000		670,000	
<b>TOTAL APPROPRIATIONS</b>	<b>109,127,528</b>	<b>110,137,528</b>	<b>5,007,283</b>	<b>(987,514)</b>	<b>114,157,297</b>	
	<b>Yes</b>	<b>No</b>				

Approved by Board:

Date:

Signed:

FC OBJ	FYTD Activity	2022-23		Original Budget	Revised Budget	2022-23		FYTD %
		Encumbered Amount	Unencumbered Balance			Encumbered	Balance	
00 LOCAL/INTER. SOURCES	68,638,197.34	0.00	72,002,804	68,707,649	69,451.66	99.90		
00 STATE PROGRAM REV.	43,301,636.71	0.00	35,124,724	43,301,636	-0.71	100.00		
00 FEDERAL PROG. REV.	148,496.38	0.00	2,000,000	2,184,321	2,035,824.62	6.80		
00 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
00 OTHER RESOURCES	11,571.18	0.00	0	11,571	-0.18	100.00		
00 gen	112,099,901.61	0.00	109,127,528	114,205,177	2,105,275.39	98.16		
-- Revenue	112,099,901.61	0.00	109,127,528	114,205,177	2,105,275.39	98.16		
00	0.00	0.00	0	0	0.00	0.00		
00 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00		
00 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00		
00 gen	0.00	0.00	0	0	0.00	0.00		
11 PAYROLL COSTS	62,220,770.06	0.00	62,920,166	62,234,930	14,159.94	99.98		
11 PRO./CONTRACTED SVC.	1,174,776.75	63,232.01	1,220,491	1,284,313	46,304.24	96.39		
11 SUPPLIES	2,838,887.82	295,291.92	2,031,828	3,135,060	880.26	99.97		
11 OTHER OPERATING EXP.	173,280.72	3,971.60	463,466	183,583	6,330.68	96.55		
11 CAPITAL PROJECTS	14,116.00	0.00	15,599	14,116	0.00	100.00		
11 INSTRUCTION	66,421,831.35	362,495.53	66,651,550	66,852,002	67,675.12	99.90		
12 PAYROLL COSTS	1,228,196.78	0.00	1,283,655	1,229,338	1,141.22	99.91		
12 PRO./CONTRACTED SVC.	6,446.74	0.00	26,268	7,931	1,484.26	81.29		
12 SUPPLIES	116,969.12	4,358.65	121,032	122,131	803.23	99.34		
12 OTHER OPERATING EXP.	4,294.46	0.00	4,400	4,800	505.54	89.47		
12 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00		
12 INST. RESOURCES & ME	1,355,907.10	4,358.65	1,435,355	1,364,200	3,934.25	99.71		
13 PAYROLL COSTS	1,379,650.25	0.00	1,385,657	1,382,470	2,819.75	99.80		
13 PRO./CONTRACTED SVC.	67,885.35	6,000.00	52,739	76,968	3,082.65	95.99		
13 SUPPLIES	68,296.23	48,101.93	54,586	119,444	3,045.84	97.45		
13 OTHER OPERATING EXP.	148,567.41	5,796.27	178,729	156,117	1,753.32	98.88		
13 CURRICULUM DEV. & INS	1,664,399.24	59,898.20	1,671,711	1,734,999	10,701.56	99.38		
21 PAYROLL COSTS	2,644,936.03	0.00	2,838,514	2,648,650	3,713.97	99.86		
21 PRO./CONTRACTED SVC.	5,180.60	0.00	4,800	5,600	419.40	92.51		
21 SUPPLIES	16,165.88	504.25	39,200	19,521	2,850.87	85.40		
21 OTHER OPERATING EXP.	32,375.33	1,231.95	45,658	37,277	3,669.72	90.16		
21 INSTRUCTIONAL LEADER	2,698,657.84	1,736.20	2,928,172	2,711,048	10,653.96	99.61		

FC OBJ	2022-23 FYTD Activity	2022-23		2022-23 Revised Budget	2022-23 Unencumbered Balance	2022-23 FYTD
		Encumbered Amount	Original Budget			
23 PAYROLL COSTS	6,534,948.49	0.00	6,443,856	6,538,176	3,227.51	99.95
23 PRO./CONTRACTED SVC.	1,981.01	0.00	6,000	6,130	4,148.99	32.32
23 SUPPLIES	86,293.96	471.48	93,887	89,966	3,200.56	96.44
23 OTHER OPERATING EXP.	38,006.40	714.88	86,280	41,312	2,590.72	93.73
23 SCHOOL LEADERSHIP	6,661,229.86	1,186.36	6,630,023	6,675,584	13,167.78	99.80
31 PAYROLL COSTS	3,051,780.38	0.00	3,017,869	3,054,192	2,411.62	99.92
31 PRO./CONTRACTED SVC.	0.00	0.00	0	0	0.00	0.00
31 SUPPLIES	77,901.45	4,117.60	51,118	86,275	4,255.95	95.07
31 OTHER OPERATING EXP.	2,061.89	0.00	12,380	8,825	6,763.11	23.36
31 GUIDANCE & COUNSELIN	3,131,743.72	4,117.60	3,081,367	3,149,292	13,430.68	99.57
32 PAYROLL COSTS	0.00	0.00	0	0	0.00	0.00
32 PRO./CONTRACTED SVC.	0.00	0.00	0	0	0.00	0.00
32 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00
32 SOCIAL WORK SERVICES	0.00	0.00	0	0	0.00	0.00
33 PAYROLL COSTS	1,326,713.67	0.00	1,316,919	1,334,064	7,350.33	99.45
33 PRO./CONTRACTED SVC.	14,141.85	0.00	5,000	19,300	5,158.15	73.27
33 SUPPLIES	24,288.64	63.90	34,475	27,422	3,069.46	88.81
33 OTHER OPERATING EXP.	3,249.50	931.19	6,850	4,550	369.31	91.88
33 DEBT SERVICE	0.00	0.00	0	0	0.00	0.00
33 HEALTH SERVICES	1,368,393.66	995.09	1,363,244	1,385,336	15,947.25	98.85
34 PAYROLL COSTS	2,763,287.80	0.00	2,533,066	2,770,172	6,884.20	99.75
34 PRO./CONTRACTED SVC.	141,641.16	5,701.43	110,200	150,895	3,552.41	97.65
34 SUPPLIES	496,109.22	95,013.15	352,150	636,424	45,301.63	92.88
34 OTHER OPERATING EXP.	137,267.64	1,500.00	148,167	147,477	8,709.36	94.09
34 CAPITAL PROJECTS	325,210.80	865,846.00	326,050	1,194,691	3,634.20	99.70
34 PUPIL TRANSPORTATION	3,863,516.62	968,060.58	3,469,633	4,899,659	68,081.80	98.61
35 PAYROLL COSTS	23,963.09	0.00	0	23,965	1.91	99.99
35 OTHER OPERATING EXP.	7,018.86	0.00	0	7,020	1.14	99.98
35 CAPITAL PROJECTS	0.00	0.00	100,000	980	980.00	0.00
35 FOOD SERVICES	30,981.95	0.00	100,000	31,965	983.05	96.92
36 PAYROLL COSTS	3,532,322.98	0.00	3,231,144	3,535,847	3,524.02	99.90
36 PRO./CONTRACTED SVC.	241,831.54	3,090.00	223,439	252,070	7,148.46	97.16
36 SUPPLIES	381,067.47	14,685.95	304,811	396,458	704.58	99.82
36 OTHER OPERATING EXP.	734,531.18	7,826.00	729,388	761,788	19,430.82	97.45

FC OBJ	2022-23		2022-23		2022-23		2022-23	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD %		
36 CAPITAL PROJECTS	39,773.91	444,082.98	0	487,000	3,143.11	99.35		
36 OCCURR./EXTRACURR.AC	4,929,527.08	469,684.93	4,488,782	5,433,163	33,950.99	99.38		
41 PAYROLL COSTS	2,688,520.48	0.00	2,552,857	2,689,619	1,098.19	99.96		
41 PRO./CONTRACTED SVC.	540,900.58	3,500.00	505,350	555,278	10,877.42	98.04		
41 SUPPLIES	107,500.47	4,197.93	90,135	118,365	6,666.60	94.37		
41 OTHER OPERATING EXP.	280,501.29	6,016.33	414,685	290,836	4,318.71	98.52		
41 CAPITAL PROJECTS	0.00	0.00	7,000	0	0.00	0.00		
41 GENERAL ADMINISTRATI	3,617,422.82	13,714.26	3,570,027	3,654,098	22,960.92	99.37		
51 PAYROLL COSTS	3,699,541.71	0.00	4,740,250	3,702,208	2,666.29	99.93		
51 PRO./CONTRACTED SVC.	2,705,961.31	45,023.59	1,804,896	3,427,453	676,468.10	80.26		
51 SUPPLIES	911,226.86	33,044.56	740,968	990,470	46,198.58	95.34		
51 OTHER OPERATING EXP.	975,635.06	108.00	1,028,000	985,750	10,006.94	98.98		
51 CAPITAL PROJECTS	142,669.04	0.00	243,000	163,331	20,661.96	87.35		
51 PLANT MAINTENANCE &	8,435,033.98	78,176.15	8,557,114	9,269,212	756,001.87	91.84		
52 PAYROLL COSTS	1,707,910.48	0.00	1,223,549	1,712,922	5,011.52	99.71		
52 PRO./CONTRACTED SVC.	590,015.17	4,409.25	511,643	621,527	27,102.58	95.64		
52 SUPPLIES	58,459.67	0.00	26,555	62,371	3,911.33	93.73		
52 OTHER OPERATING EXP.	11,336.41	0.00	5,610	15,910	4,573.59	71.25		
52 CAPITAL PROJECTS	0.00	0.00	0	0	0.00	0.00		
52 SECURITY & MONITORIN	2,367,721.73	4,409.25	1,767,357	2,412,730	40,599.02	98.32		
53 PAYROLL COSTS	930,423.01	0.00	920,171	931,193	769.99	99.92		
53 PRO./CONTRACTED SVC.	539,210.31	22,413.35	586,195	565,745	4,121.34	99.27		
53 SUPPLIES	384,274.40	5,305.70	395,751	393,328	3,747.90	99.05		
53 OTHER OPERATING EXP.	12,896.59	60.92	15,383	16,358	3,400.49	79.21		
53 CAPITAL PROJECTS	0.00	0.00	45,000	0	0.00	0.00		
53 DATA PROCESSING SERV	1,866,804.31	27,779.97	1,962,500	1,906,624	12,039.72	99.37		
61 PAYROLL COSTS	224,001.55	0.00	207,763	224,066	64.45	99.97		
61 PRO./CONTRACTED SVC.	825.00	0.00	1,781	2,618	1,793.00	31.51		
61 SUPPLIES	23,463.20	750.00	20,241	25,358	1,144.80	95.49		
61 OTHER OPERATING EXP.	11,649.46	40.00	10,908	11,854	164.54	98.61		
61 COMMUNITY SERVICES	259,939.21	790.00	240,693	263,896	3,166.79	98.80		
71 DEBT SERVICE	0.00	0.00	0	0	0.00	0.00		
71 DEBT SERVICES	0.00	0.00	0	0	0.00	0.00		

FC OBJ	2022-23		2022-23		2022-23		2022-23	
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget	Unencumbered Balance	FYTD %		
81 PRO./CONTRACTED SVC.	0.00	0.00	0	0	0.00	0.00		
81 SUPPLIES	0.00	0.00	0	0	0.00	0.00		
81 CAPITAL PROJECTS	1,538,752.22	174,373.78	550,000	1,713,489	363.00	99.98		
81 FACILITIES ACQ. & CO	1,538,752.22	174,373.78	550,000	1,713,489	363.00	99.98		
91 PRO./CONTRACTED SVC.	0.00	0.00	0	0	0.00	0.00		
91 CONT. INST. SVCS. \PUBL	0.00	0.00	0	0	0.00	0.00		
95 PRO./CONTRACTED SVC.	21,645.00	0.00	40,000	30,000	8,355.00	72.15		
95 PYMTS. TO JJAEP PROGR	21,645.00	0.00	40,000	30,000	8,355.00	72.15		
99 PRO./CONTRACTED SVC.	667,078.77	0.00	620,000	670,000	2,921.23	99.56		
99 OTHER OPERATING EXP.	0.00	0.00	0	0	0.00	0.00		
99 Other Governmental C	667,078.77	0.00	620,000	670,000	2,921.23	99.56		
-- Expense	110,900,586.46	2,171,776.55	109,127,528	114,157,297	1,084,933.99	99.105		

Grand Revenue Totals	112,009,901.61	0.00	109,127,528	114,205,177	2,105,275.39	98.16
Grand Expense Totals	110,900,586.46	2,171,776.55	109,127,528	114,157,297	1,084,933.99	99.05
Grand Totals	1,199,315.15	2,171,776.55	0	47,880	1,020,341.40	2,504.84
	Profit	Loss		Profit	Profit	

Number of Accounts: 13273

\*\*\*\*\* End of report \*\*\*\*\*



EC OBJ	2022-23		2022-23		2022-23		Unencumbered Balance	FYTD %
	FYTD Activity	Encumbered Amount	Original Budget	Revised Budget				
00 LOCAL/INTER. SOURCES	28,387,966.52	0.00	28,938,478	28,411,188	23,221.48	99.92		
00 STATE PROGRAM REV.	749,892.00	0.00	0	749,892	0.00	100.00		
00 FEDERAL PROG. REV.	159,927.46	0.00	100,000	159,928	0.54	100.00		
00 OTHER RESOURCES	0.00	0.00	0	0	0.00	0.00		
00 gen	29,297,785.98	0.00	29,038,478	29,321,008	23,222.02	99.92		
-- Revenue	29,297,785.98	0.00	29,038,478	29,321,008	23,222.02	99.92		
00 DEBT SERVICE	0.00	0.00	0	0	0.00	0.00		
00	0.00	0.00	0	0	0.00	0.00		
00 gen	0.00	0.00	0	0	0.00	0.00		
71 DEBT SERVICE	16,904,830.83	0.00	16,359,641	16,904,831	0.17	100.00		
71 DEBT SERVICES	16,904,830.83	0.00	16,359,641	16,904,831	0.17	100.00		
-- Expense	16,904,830.83	0.00	16,359,641	16,904,831	0.17	100.00		
Grand Revenue Totals	29,297,785.98	0.00	29,038,478	29,321,008	23,222.02	99.92		
Grand Expense Totals	16,904,830.83	0.00	16,359,641	16,904,831	0.17	100.00		
Grand Totals	12,392,955.15	0.00	12,678,837	12,416,177	23,221.85	99.81		
	Profit		Profit	Profit	Profit			

Number of Accounts: 29

\*\*\*\*\* End of report \*\*\*\*\*

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** August 28, 2023      **Presented By:** Ryan Kahlden

**Subject:** Adopt budgets for General Fund, Debt Service, and Child Nutrition Funds 2023-2024      **Related Page(s)** \_\_\_\_\_

**Action  
Agenda Item**

**EXECUTIVE SUMMARY:** Before the start of the fiscal year, the Board of Trustees is required to adopt an original operation budget for the general fund, debt service fund, and child nutrition fund.

As part of the budget preparation process, district staff have conducted three budget workshops with the board to review expected revenues and expenditures for the upcoming school year. During these workshops, priorities for funding were identified which has led to the budgets that are presented for approval at this time.

**ATTACHMENTS:** Budget summary report for General Fund, Debt Service Fund, and Child Nutrition Fund for 2023-2024.

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:** Adopt 2022-2023 operating budgets for General Fund, Debt Service Fund, and Child Nutrition Fund as presented.

**WAXAHACHIE INDEPENDENT SCHOOL DISTRICT**

FISCAL YEAR 2023-2024

**BUDGET FOR ADOPTION - ALL FUNDS**

	<u>General Fund</u>	<u>Debt Service</u>	<u>Child Nutrition</u>
	Proposed	Proposed	Proposed
<b>REVENUES</b>			
5711 Current Property Taxes	\$ 60,871,997	\$ 33,579,502	\$ -
5712 Delinquent Property Taxes	300,000	90,000	-
5719 Other Tax Revenue	300,000	30,000	-
5729 Single Age Parent Education	50,000	-	-
5735 Out of District Tuition - CTE	50,000	-	-
5739 Miscellaneous Tuition Charges	14,000	-	-
5742 Investment Earnings	1,000,000	-	40,000
5743 Rent	20,000	-	-
5749 Local Source Revenue	227,500	-	20,000
5751 Food Service Sales	-	-	1,570,000
5752 Athletic Activity	160,000	-	-
5811 Per Capita Apportionment	4,151,689	-	-
5812 Foundation School Program	44,376,139	-	-
5828 Pre-K State Program	-	-	-
5829 Revenues from TEA	-	-	25,000
5831 Other State Revenues	5,807,720	-	196,386
5929 QSCB Interest Reimbursements	-	100,000	-
5931 SHARS Reimbursements from Medicaid	2,000,000	-	-
7952 School Breakfast Program	-	-	415,000
7953 National School Lunch Program	-	-	2,675,000
7954 USDA Commodities	-	-	180,000
<b>TOTAL REVENUES</b>	<u>119,329,045</u>	<u>33,799,502</u>	<u>5,121,386</u>
<b>EXPENDITURES</b>			
11 Instruction	70,567,598	-	-
12 Instructional Resources	1,417,523	-	-
13 Curriculum & Instructional Staff Development	1,765,761	-	-
21 Instructional Leadership	2,867,576	-	-
23 School Leadership	6,947,041	-	-
31 Guidance / Counseling	3,118,966	-	-
32 Social Work Services	-	-	-
33 Health Services	1,486,871	-	-
34 Student Transportation	4,070,619	-	-
35 Food Services	-	-	5,102,544
36 Extracurricular Activities	5,080,856	-	-
41 General Administration	3,735,228	-	-
51 Maintenance and Operations	11,404,898	-	79,572
52 Security and Monitoring	2,148,770	-	-
53 Data Processing Services	1,936,246	-	-
61 Community Services	259,812	-	-
71 Debt Service	-	37,842,888	-
81 Capital Outlay	825,000	-	-
95 Juvenile Justice Alternative Education Program	40,000	-	-
99 Other Governmental Charges	655,000	-	-
<b>TOTAL EXPENDITURES</b>	<u>118,327,765</u>	<u>37,842,888</u>	<u>5,182,116</u>
<b>BUDGET SURPLUS (DEFICIT)</b>	<u>\$ 1,001,280</u>	<u>\$ (4,043,386)</u>	<u>\$ (60,730)</u>

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** August 28, 2023      **Presented By:** Ryan Kahlden

**Subject:** Property/Casualty Insurance Renewal 2023-2024      **Related Page(s)** \_\_\_\_\_

**Action  
Agenda Item**

**EXECUTIVE SUMMARY:** The district has utilized Texas Political Subdivisions (TPS) to provide property/casualty, automobile, and error & omissions insurance coverage for a couple of school years. Before going with TPS, the district did an open solicitation and received two responses – one response was a “no bid” as that entity was not accepting new districts for coverage.

Insurance, specifically re-insurance, has been hit hard by the severe weather in populated areas the last couple of years. Between winter storm Uri throughout the state, to flooding from remnants of tropical storms in central Texas, and tornado and severe wind damage in the DFW area; insurance premiums are rising significantly to cover covered claims. Our property reinsurance quote represents a 30.19% increase in our premiums from the 2022-2023 fiscal year.

**ATTACHMENTS:** Renewal quote from TPS

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:** Approve renewal of property/casualty and auto liability insurance coverage from Texas Political Subdivisions Joint Self-Insurance Fund for the 2023-2024 school year at price not to exceed \$1,384,260.

**SUMMARY OF PROPOSAL**

**Waxahachie ISD**

**09-01-2023 to 09-01-2024**

COVERAGE	DEDUCTIBLE	TOTAL CONTRIBUTION
General Liability	Various See Proposal Page	\$7,645
School Board Legal Liability	\$25,000 Per Claim	\$41,215
Auto Liability	Various See Proposal Page	\$40,398
Physical Damage	Various See Proposal Page	\$34,092
Garagekeepers	Various See Proposal Page	\$500
Property	Refer to Property Proposal	\$1,244,779
Electronic Data, Media and Hardware	\$1,000 Per Occurrence	Included
Contractor's Equipment	\$1,000 Per Occurrence	Included
Musical/Band Instruments & Uniforms	\$1,000 Per Occurrence	Included
Equipment Breakdown	\$10,000 Per Accident	Included
Crime	Refer to Crime Proposal	\$1,694
Cyber Liability	Refer to Highlights	\$13,937
Crisis Management	Refer to Highlights	Included at no charge
Foreign & Domestic Terrorism	\$10,000 Per Occurrence	Applies to Property coverage only
<b>Total Contribution</b>		<b>\$1,384,260</b>

**SPECIAL CONDITIONS:**

*Please note revised Crime Coverage Document will be added effective 9/1/23. The mandatory addenda have been included in the form. A copy of the revised form will be provided with the proposal.*

*Crisis coverage is contingent upon receipt of updated SOV prior to binding. (Only locations listed in SOV are covered except as it relates to an off-site event.) Newly acquired/constructed locations should be reported to TPS as soon as possible.*

*Cyber may be subject to receipt of additional supplemental questions prior to binding.*

*Pricing contemplates TPS writing all lines of coverage quoted.*

*This proposal shall automatically expire as of the effective date.*

*Coverage must be bound prior to the inception date and all contributions are due according to the terms of our billing invoice.*

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** August 28, 2023      **Presented By:** Ryan Kahlden

**Subject:** Workers Compensation Insurance Renewal 2023-2024      **Related Page(s)** \_\_\_\_\_

**Action  
Agenda Item**

**EXECUTIVE SUMMARY:** The district has utilized Texas Political Subdivisions (TPS) to provide workers compensation insurance coverage for a couple of school years. Before going with TPS, the district did an open solicitation and received two responses and the comprehensive coverage came TPS.

This renewal is based on estimated payroll and will be audited by the carrier at the end of this fiscal year. An additional premium may be due based on actual payroll for this fiscal year.

**ATTACHMENTS:** Renewal quote from TPS

		BOARD PRIORITY GOALS
	Priority #1	Student Growth
	Priority #2	Honor and Support Staff
	Priority #3	Community and Stakeholder Relationships
X	Priority #4	Financial Integrity

**RECOMMENDATION:** Approve renewal of workers compensation insurance coverage from Texas Political Subdivisions Joint Self-Insurance Fund for the 2023-2024 school year at price not to exceed \$344,120.

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

PROPOSAL

Waxahachie ISD

Rating Period

September 01, 2023 to September 01, 2024

COVERAGE for RATING PERIOD	LIMIT of LIABILITY	TOTAL ANNUAL CONTRIBUTION
Workers' Compensation Injury or Illness - Each Employee	Statutory	\$344,120
Employer's Liability Bodily Injury by Accident - Each Accident Bodily Injury by Disease - Each Employee Bodily Injury by Disease - Interlocal Agreement	\$100,000 \$100,000 \$500,000	Included
<b>Total Annual Contribution</b>		<b>\$344,120</b>

Payment Options:

- TPS Guaranteed Cost Quote offers a monthly pay plan as follows :
  - Initial installment of \$52,345
  - with 11 monthly installments of \$26,525
  
- TPS Guaranteed Cost Quote offers a quarterly pay plan as follows:
  - Initial installment of \$105,389
  - with 3 quarterly installments of \$79,577
  
- TPS Annual Pay Plan: \$344,120