

Agenda of Regular Meeting

The Board of Trustees El Campo Independent School District

A Regular Meeting of the Board of Trustees of El Campo Independent School District will be held June 22, 2021, beginning at 7:00 PM in the Boardroom, 700 W. Norris, El Campo, TX 77437.

The subjects to be discussed are as listed below.

1. Call to Order/Opening Prayer/Pledge of Allegiance
2. Public Comment
3. Recognition
4. **Consent Agenda**
 - A. Governance
 1. Consider Approval of Minutes 4
 - a. May 18, 2021 - Regular Meeting 5
 - b. May 27, 2021 - Special Meeting 8
 2. Consider Approval of TASB Policy Update 63 (Correlates with Local Policy Manual Update 117) affecting local policies 9
 - B. Business and Support Services
 1. Review of Monthly Financial Reports - May 2021 129
 2. Review of Checks Written for the Month of May 2021 137
 3. Review of Application for Payment submitted by Polasek Construction, Inc. for the El Campo Strength and Conditioning Complex 158
 4. Construction Progress Report - El Campo Strength and Conditioning Complex 164
 5. Budget Amendment(s) 181
 6. Review of Quarterly Investment Report 184
 - C. Personnel
 - D. Curriculum and Instruction
 1. Capturing Kids Hearts Agreement Part 2 for the 21-22 School Year 200
 2. NWEA MAPS Universal Screener Contract 208
 3. Leach Literacy Training PK-3rd Grades Contract 209
 4. Reading Academy Contract with Fort Bend ISD 210
 - E. Students
5. **Presentation Items**
 - A. Governance
 - B. Business and Operations
 1. Review of Preliminary 2021-22 Budget 211
 2. Review of 2021-22 Compensation Plan Estimates 214
 3. Review of 2021-22 Stipend and Supplemental Compensation Plans
 - C. Curriculum and Instruction

1. Every Student Succeeds Act (ESSA)	216
2. Elementary and Secondary School Emergency Relief III (ESSER III) 2021-2024	218
3. State Compensatory Education	231
6. Closed Session:	
A. Texas Government Code § 551.074 (1) PERSONNEL MATTERS, to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee.	
B. Texas Government Code § 551.071, consult with legal counsel on a matter in which the attorney has duty of confidentiality to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct, including legal issues related to student and employee dress and grooming regulations.	
7. Personnel	
A. Consideration of Employment for Special Education Director	
B. Consideration of Employment for High School Dean of Instruction	
8. Discussion and Action Items	
A. Curriculum and Instruction	
B. Business and Operations	
1. Consideration and Possible Action to increase the amount of the contract with Polasek Construction by 25 percent to be used to build a new parking lot north of the El Campo Strength and Conditioning Complex	236
2. Consider and Possible Action on EDGAR - Micro Purchase Threshold Resolution	239
C. Governance	
1. Consideration and Possible Action to Amend the Limitations of Discretionary of State and Personal Leave found in Board Policy DEC (LOCAL)	243
2. Discussion and Possible Action on the 2021-2022 Dress Code Policy for Students and Employees	
3. Discussion and Possible Action regarding amending hiring authority to the Superintendent from August 31, 2021 to July 27, 2021	
9. Review Items	
A. Curriculum and Instruction	
B. Business and Operations	
C. Governance	
10. Superintendent's Report	
A. Governance	
1. Dates for Budget Workshop(s)	
B. Business and Support Services	
C. Personnel	
D. Curriculum and Instruction	
E. Students	
F. Community and Governmental Relations	
11. Adjournment	

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on Thursday, June 17, 2021 at 4:30 p.m.

For the Board of Trustees

Action Required

Recommendation:	Minutes of Previous Meetings
Impact/Rationale:	
Program Description/Summary:	According to policy BE (LOCAL), BOARD MEETINGS, MINUTES, board action shall be carefully recorded by the secretary or clerk; when approved, and these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.
ECISD Board Policy	BE (LOCAL), BOARD MEETINGS
Effective Date	June 22, 2021
Previous Board Action	The Board approves minutes at each regular monthly meeting.
Future Action Expected	None.
Background Information and Significant Issues	
Attachments	May 18, 2021 – Regular May 27, 2021 – Special
Submitted By	Vicky Limas, Administrative Assistant to the Superintendent
Recommended for Approval	Motion, second and majority vote to approve the minutes.
Bob Callaghan, Superintendent of Schools	I recommend you approve the minutes of previous meetings as part of the Consent Agenda.

Minutes of Regular Meeting

The Board of Trustees El Campo Independent School District

A Regular Meeting of the Board of Trustees of El Campo Independent School District was held May 18, 2021 at 7:00 PM in the ECHS Auditorium, 600 West Norris, El Campo, Texas 77437.

MEMBERS PRESENT: Anthony Dorotik, James Russell, Susan Nohavitza, David Vallejo, Ed Erwin with Rich DuBroc and Kathy Smith online.

MEMBERS ABSENT: None

OTHERS PRESENT: Bob Callaghan, David Bright, Dolores Trevino, Alicia Stary, Vicky Limas, Ashley Barnes, Demetric Wells, Kyle Poenitzsch, Rebecca Crowell, Elizabeth Tupa, Mauri Couey, Coach Worrell, Coach Cavazos, Coach Cash, Rolando Cantu, Katrese Skinner, Lindsey Poenitzsch, and several parents and students.

Board President, James Russell called the meeting to order at 7:00 p.m. James gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

PUBLIC COMMENT: There was no Public Comment

ADMINISTER OATH OF OFFICE TO NEWLY ELECTED TRUSTEES

Vicky Limas, Notary, Administred the Oath of Office to newly elected Trustees, Kathy Smith, Rich DuBroc, David Vallejo, James Russell.

A. Reorganization of the Board

PRESIDENT: David Vallejo nominated James Russell for President of the Board. Susan Nohavitza made the second nomination for James Russell for President. Anthony Dorotik by acclamation of James Russell as President. Ed Erwin seconded. Motion passed 6-0 with James Russell abstaining.

VICE PRESIDENT: James Russell nominated Anthony Dorotik for Vice President of the Board. David made the second nomination. James moved to cease nominations. Ed Erwin seconded. Motion passed 6-0 with Mr. Dorotik abstaining.

SECRETARY: Ed Erwin nominated David Vallejo as Secretary. Susan Nohavitza made the second nomination. James Russell moved to cease nominations. Susan Nohavitza seconded. Motion passed 6-0 with David Vallejo abstaining.

- B. Reaffirm Board Member Code of Ethics
- C. Discussion of Renewal or Revisions to Current Board Operating Procedures

Rich DuBroc and Kathy Smith logged off at 7:15 p.m.

RECOGNITION

- A. El Campo High School Class of 2021 Valedictorian and Salutatorian
- B. Off the Grid and Career Prep
- C. UIL Congress
- D. Skills USA
- E. FFA
- F. UIL Region 3- 4A State Qualifiers - Boys and Girls

CONSENT AGENDA: A motion was made by Suan Nohavitza and a second motion was made by Anthony Dorotik to approve the consent agenda removing B4. Motion passed 5-0.

- A. Governance
 - 1. Consider Approval of Minutes
 - a. April 27, 2021 Regular
 - b. May 11, 2021 Special
 - 2. Consider Authority for Hiring be Reinstated to the Board Beginning June 22, 2021
- B. Business and Support Services
 - 1. Review Monthly Financial Report - April 2021
 - 2. Review Checks Written for the Month of April 2021
 - 3. Consider Approval of Bank Depository Contract Extension
 - 4. Consider Renewal of Contract with ARAMARK for Food Service Management Services.
 - 5. Consider Approval of an MOU with Texana Center Behavioral Healthcare & Developmental Disabilities Services
 - 6. Consider Approval of HVAC at Myatt Elementary in the Amount of \$47,026.00
 - 7. Consider Approval of HVAC at Northside Elementary in the Amount of \$65,039.00
 - 8. Consider Approval of HVAC at Hutchins Elementary in the Amount of \$208,543.00
 - 9. Consider Approval of HVAC at the High School Science Lecture Hall in the Amount of \$41,702.00
- C. Personnel
- D. Curriculum and Instruction
 - 1. Annual GT Program Evaluation Report
 - 2. Capturing Kids' Hearts Agreement
- E. Students

PRESENTATION ITEMS

- A. Governance
- B. Business and Operations
 - 1. Review of Expenditures - Applied to Maintenance Tax Notes

C. Curriculum and Instruction

1. Annual Student Health Advisory Committee (SHAC) Report
2. Presentation of El Campo High School Class of 2021 Graduates

DISCUSSION AND ACTION ITEMS

A. Curriculum and Instruction

B. Business and Operations

C. Governance

1. Introduction and Recommendation to Revise the Limitations of Discretionary Use of State Personal Leave found in Board Policy DEC (LOCAL)
2. Consider Approval of a Board Resolution Supporting the City of El Campo in its Application to the Texas Department of Transportation's Transportation Alternatives Set-Aside Infrastructure Program

A motion was made by Ed Erwin to Approve the Board Resolution Supporting the City of El Campo in its Application to the Texas Department of Transportation's Transportation Alternatives Set-Aside Infrastructure Program. A second was made by Anthony Dorotik. Motion passed 5-0 with Rich DuBroc and Kathy Smith absent.

REVIEW ITEMS

A. Curriculum and Instruction

B. Business and Operations

C. Governance

CLOSED SESSION: THERE WAS NO CLOSED SESSION

Texas Government Code § 551.074 (1) PERSONNEL MATTERS, to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee

PERSONNEL

SUPERINTENDENT'S REPORT

A. Governance

B. Business and Support Services

C. Personnel

D. Curriculum and Instruction

E. Students

F. Community and Governmental Relations

There being no further business, the meeting adjourned at 8:09 p.m.

James Russell, President

David Vallejo, Secretary

Minutes Special Meeting

The Board of Trustees El Campo Independent School District

A Special Meeting of the Board of Trustees of El Campo Independent School District was held May 27, 2021, beginning at 6:00 PM in the Boardroom, 700 W. Norris, El Campo, TX 77437.

MEMBERS PRESENT: James Russell, Anthony Dorotik, David Vallejo, Rich DuBroc, Susan Nohavitza, Kathy Smith

MEMBERS ABSENT: Ed Erwin
Ed Erwin arrived at 6:02 p.m.

OTHERS PRESENT: Bob Callaghan, David Bright, Alicia Stary, Dolores Trevino, Jeff Balcar, Vicky Limas

Board President, James Russell called the meeting to order at 6:00 p.m. James Russell gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

PUBLIC COMMENT: There was no public comment

DISCUSSION AND ACTION ITEMS

A. Consider Approval of Wall & Flooring Project Bid, for Hutchins' Elementary.

A motion was made by Susan Nohavitza and a second by Rich DuBroc to approve the Wall & Flooring Bid for Hutchins Elementary. Motion passed 7-0.

B. Consider Approval of Steel Building Renovation Bid, for the High School Maintenance Shop and Freshman/JV Locker Room.

A motion was made by Kathy Smith and a second by Anthony Dorotik to approve the Steel Building Renovation Bid for the High School Maintenance Shop and Freshman/JV Locker Room. Motion passed 7-0.

There being no further business, meeting adjourned at 6:20 p.m.

James Russell, President

David Vallejo, Secretary

Regulations Resource Manual

Update 63

(Correlates with Local Policy Manual Update 117)

What is the *Regulations Resource Manual*?

The *Regulations Resource Manual (RRM)* is an online collection of sample administrative regulations (also called “procedures”) and exhibits (which include forms). TASB Policy Service provides the *RRM* to help superintendents develop regulations and implement board policies.

“The duties of the superintendent include...developing or causing to be developed appropriate **administrative regulations** to implement policies established by the board of trustees....”

Texas Education Code 11.201(d)(8)

How do I use the *RRM*?

Review the changes associated with Update 63 in the Explanatory Notes. Download a copy of these administrative documents from your MyTASB account and adapt them to reflect your district’s day-to-day practices.

The following resources will help you get started:

- [A User’s Guide to the Regulations Resource Manual](#) (pdf)
- [Tutorial video: Regulations Resource Manual](#)

Contact us

The *RRM* is available through myTASB in the [Policy Service Resource Library](#). Contact TASB Policy Service at (800) 580-7529 or (512) 467-0222 if you have questions.

Disclaimer

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matters. This information is neither an exhaustive treatment on the subject nor is it intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

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Instruction Sheet

TASB Regulations Resource Manual Update 63

Regulations Resource Manual

Code	Type	Action To Be Taken	Note
BBE	(REGULATION)	Replace regulation	Revised regulation
BG	(EXHIBIT)	ADD exhibit	See explanatory note
C	(LEGAL)	Replace table of contents	Revised table of contents
CCG	(REGULATION)	DELETE regulation	See explanatory note
CEA	(EXHIBIT)	Replace exhibit	Revised exhibit
CH	(EXHIBIT)	Replace exhibit	Revised exhibit
CNB	(REGULATION)	Replace regulation	Revised regulation
CNBA	(REGULATION)	DELETE regulation	See explanatory note
CVA	(EXHIBIT)	ADD exhibit	See explanatory note
DFFA	(REGULATION)	Replace regulation	Revised regulation
DFFA	(EXHIBIT)	Replace exhibit	Revised exhibit
DGB	(REGULATION)	DELETE regulation	See explanatory note
EC	(REGULATION)	DELETE regulation	See explanatory note
EC	(EXHIBIT)	Replace exhibit	Revised exhibit
EIF	(REGULATION)	Replace regulation	Revised regulation
FDC	(EXHIBIT)	Replace exhibit	Revised exhibit
FFAC	(REGULATION)	Replace regulation	Revised regulation
FFAC	(EXHIBIT)	Replace exhibit	Revised exhibit
FL	(EXHIBIT)	Replace exhibit	Revised exhibit

Explanatory Notes

TASB Regulations Resource Manual Update 63

Regulations Resource Manual

BBE(REGULATION) BOARD MEMBERS: AUTHORITY

The regulation has been revised for improved accessibility. In addition, the regulation addresses how a district will communicate board member responsibilities for information excepted from disclosure or that is confidential.

BG(EXHIBIT) BOARD SELF-EVALUATION

We have added an exhibit with links to information that will assist the board with the self-evaluation process.

C(LLEGAL) BUSINESS AND SUPPORT SERVICES

The C Section table of contents has been revised to rename CHE subtitle, Vendor Disclosures and Contracts.

CCG(REGULATION) LOCAL REVENUE SOURCES: AD VALOREM TAXES

The regulation regarding ad valorem taxes has been deleted.

CEA(EXHIBIT) ANNUAL OPERATING BUDGET: FINANCIAL EXIGENCY

The form regarding financial exigency has been replaced with a link to TEA's website, which has information and the required forms.

CH(EXHIBIT) PURCHASING AND ACQUISITION

The resolution at (EXHIBIT)—A, addressing the board's criteria for accepting electronic bids or proposals, and the form at (EXHIBIT)—B, addressing purchasing limits of district staff, have been updated. The resolution addressing the board's criteria for determining the safety record of a bidder has been moved to CVA(EXHIBIT). Other exhibits have been deleted due to outdated content.

CNB(REGULATION) TRANSPORTATION MANAGEMENT: DISTRICT VEHICLES

The regulation regarding nonschool use and school-related use of district vehicles has been revised to better align with the provisions of CNB(LOCAL).

CNBA(REGULATION) DISTRICT VEHICLES: BUS MAINTENANCE

The regulation regarding bus operations has been deleted.

CVA(EXHIBIT) FACILITIES CONSTRUCTION: COMPETITIVE BIDDING

We have moved the resolution addressing the board's criteria for determining the safety record of a bidder from CH(EXHIBIT) to this code to align with content at CVA(LEGAL).

DFFA(REGULATION) REDUCTION IN FORCE: FINANCIAL EXIGENCY

The regulation has been revised to reflect the *Regulations Resource Manual* style and format.

DFFA(EXHIBIT) REDUCTION IN FORCE: FINANCIAL EXIGENCY

The exhibit has been revised to reflect the *Regulations Resource Manual* style and format.

Explanatory Notes

TASB Regulations Resource Manual Update 63

Regulations Resource Manual

DGB(REGULATION) EMPLOYEE RIGHTS AND PRIVILEGES: PERSONNEL-MANAGEMENT RELATIONS

The regulation regarding employee organizations has been deleted.

EC(REGULATION) SCHOOL DAY

The regulation regarding interruptions during the school day and announcements during the school day has been deleted.

EC(EXHIBIT) SCHOOL DAY

(EXHIBIT)—A has been revised regarding parent consent for student removal from class for remedial tutoring or test preparation. (EXHIBIT)—B has been added to address requests by a parent to excuse his or her child from reciting the Pledge of Allegiance and the Texas Pledge of Allegiance.

EIF(REGULATION) ACADEMIC ACHIEVEMENT: GRADUATION

The regulation has been revised to address the application that a student will complete prior to graduation for federal student aid (FAFSA) or state financial aid (TASFA). A link has been included to TEA's website regarding this information.

FDC(EXHIBIT) ADMISSIONS: HOMELESS STUDENTS

At (EXHIBIT)—B, revisions have been made to add a link to the website of the Texas Education for Homeless Children and Youth (TEHCY), which administers the McKinney-Vento Homeless Assistance Act on behalf of TEA, and the link to the McKinney-Vento Homeless Education complaint form has been updated.

FFAC(REGULATION) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

We have revised the regulation to address new Texas Administrative Code rules effective February 2021, regarding administration of unassigned asthma medication.

FFAC(EXHIBIT) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

Based on new Texas Administrative Code rules effective February 2021, regarding administration of unassigned asthma medication, we have revised the exhibits that address this topic. In addition, we have added (EXHIBIT)—L and (EXHIBIT)—M.

FL(EXHIBIT) STUDENT RECORDS

We have added an exhibit to address disclosure of student information protected by FERPA to parents of dependent students 18 years and older.

Note: See BBE(EXHIBIT—B) for a sample form to track Board member requests for information, including the cost of responding to one or more requests by an individual Board member.

The following regulation should be revised to reflect the District's BBE(LOCAL) policy and any applicable Board operating procedures.

Additional resources related to Board member requests for records and the District's obligations to track, along with sample Board operating procedures, are available on the [TASB School Law eSource](#).¹

**Guidelines for
Providing Access to
Information,
Records, and
Documents**

Documents requested by Board action will be provided within the time frame and in the manner determined at the Board meeting.

Documents and records requested outside a Board meeting by a committee of the Board or by an individual Board member acting in his or her official capacity will ordinarily be made available in accordance with law, which is within 20 business days. If the District is unable to provide access to the requested records within this time frame because of the amount, age, or location of the requested information, the Superintendent will inform the requesting Board member or Board committee when the records will be available; however, the response period will not exceed 30 business days.

[Include only the correct option below to reflect District practice regarding redaction of information that is excepted from disclosure or is confidential under law.]

When providing a Board member access to records or reports that are confidential or otherwise not subject to public disclosure, the District will advise the Board member of the responsibility to comply with confidentiality requirements and the District's information security controls. The District will communicate this responsibility to the Board member by _____ (e.g., form letter provided by the District, denoting or marking when a document or information is confidential or should not be disclosed). [See BBE(EXHIBIT—C)] The applicable District security controls are:

[Check with your IT department regarding security controls, which are defined as a safeguard or protective action, device, policy, procedure, technique, or other measure prescribed to meet security requirements (i.e., confidentiality, integrity, and

availability) that may be specified for a set of information or documents. Controls may include security features, management constraints, personnel security, and security of physical structures, areas, and devices.]

Or

To the extent a responsive record contains personally identifiable confidential information, the District will provide the information but will redact any personally identifiable, confidential information in accordance with the law.

**Posting and
Reporting
Requirements**

When a request for records from an individual Board member meets the requirements for tracking under law and Board operating procedures, the District will maintain a record of such requests and, in accordance with law, will:

- Post the cost of responding to one or more requests submitted by a Board member if the requests are for 200 or more pages of material in a 90-day period; and
- Report to TEA, no later than September 1 of each year, the number of requests submitted by an individual Board member during the preceding school year and the total cost to the District for that school year of responding to these requests.

For tracking purposes, the cost of the request will be calculated as if the Board member requested one complete set of the records, even if duplicates are provided to the rest of the Board. The cost will be calculated using the attorney general rules for charges under the Texas Public Information Act. No cost will actually be charged to the Board member.

¹ TASB School Law eSource: <https://www.tasb.org/services/legal-services/tasb-school-law-esource/governance/board-member-responsibilities.aspx>

Note: Refer to the TASB website for information regarding [Effective Board Practices](#).¹ The information will guide your board-superintendent team while focusing on specific actions in the areas of planning and governance, oversight of management, board-superintendent team operations, and advocacy.

[Why Your School Board Needs to Conduct Regular Self-Assessments](#)² is a TASB article that explains why board self-assessments will lay the foundation for a board's continuous improvement.

¹ Effective Board Practices: <https://www.tasb.org/services/board-development-services/resources/effective-board-practices-inventory.aspx>

² Why Your School Board Needs to Conduct Regular Self-Assessments: <https://www.tasb.org/members/enhance-district/school-board-self-assessments/>

Please Note: This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

SECTION C: BUSINESS AND SUPPORT SERVICES

CA	FISCAL MANAGEMENT GOALS AND OBJECTIVES
CAA	Financial Ethics
CB	STATE AND FEDERAL REVENUE SOURCES
CBA	State
CBB	Federal
CC	LOCAL REVENUE SOURCES
CCA	Bond Issues
CCB	Time Warrants
CCC	Certificates of Indebtedness
CCD	Recreational Facilities Bonds
CCE	Athletic Stadium Authority
CCF	Loans and Notes
CCG	Ad Valorem Taxes
CCGA	Exemptions and Payments
CCGB	Economic Development
CCH	Appraisal District
CD	OTHER REVENUES
CDA	Investments
CDB	Sale, Lease, or Exchange of School-Owned Property
CDBA	Revenue Bonds from Proceeds
CDC	Gifts and Solicitations
CDD	Rentals and Service Charges
CDE	Shop Sales
CDF	Royalties
CDG	Gate Receipts, Concessions
CDH	Public and Private Facilities
CE	ANNUAL OPERATING BUDGET
CEA	Financial Exigency
CF	ACCOUNTING
CFA	Financial Reports and Statements
CFB	Inventories
CFC	Audits
CFD	Activity Funds Management
CFE	Payroll Procedures
CFEA	Salary Deductions and Reductions
CFF	Checking Accounts
CFG	Cash in School Buildings
CG	BONDED EMPLOYEES AND OFFICERS

Please Note: This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

SECTION C: BUSINESS AND SUPPORT SERVICES

CH	PURCHASING AND ACQUISITION
CHB	Petty Cash Account
CHD	Purchasing Procedures
CHE	Vendor Disclosures and Contracts
CHF	Payment Procedures
CHG	Real Property and Improvements
CHH	Financing Personal Property Purchases
CI	SCHOOL PROPERTIES DISPOSAL
CJ	CONTRACTED SERVICES
CJA	Criminal History
CK	SAFETY PROGRAM/RISK MANAGEMENT
CKA	Inspections
CKB	Accident Prevention and Reports
CKC	Emergency Plans
CKD	Emergency Medical Equipment and Procedures
CKE	Security Personnel
CKEA	Commissioned Peace Officers
CKEB	School Marshals
CKEC	School Resource Officers
CL	BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
CLA	Security
CLB	Maintenance
CLC	Traffic and Parking Controls
CLD	Records and Reports
CLE	Flag Displays
CM	EQUIPMENT AND SUPPLIES MANAGEMENT
CMA	Receiving and Warehousing
CMB	Authorized Uses of Equipment and Supplies
CMD	Instructional Materials Care and Accounting
CN	TRANSPORTATION MANAGEMENT
CNA	Student Transportation
CNB	District Vehicles
CNBA	Bus Maintenance
CNC	Transportation Safety
CO	FOOD AND NUTRITION MANAGEMENT
COA	Procurement
COB	Free and Reduced-Price Meals

Please Note: This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

SECTION C: BUSINESS AND SUPPORT SERVICES

COC	Vending Machines
CP	OFFICE MANAGEMENT
CPA	Office Communications
CPAA	Printing and Duplicating
CPAB	Mail and Delivery
CPAC	Telephone
CPC	Records Management
CQ	TECHNOLOGY RESOURCES
CQA	District, Campus, and Classroom Websites
CQB	Cybersecurity
CQC	Equipment
CR	INSURANCE AND ANNUITIES MANAGEMENT
CRA	Property Insurance
CRB	Liability Insurance
CRD	Health and Life Insurance
CRE	Workers' Compensation
CRF	Unemployment Insurance
CRG	Deferred Compensation and Annuities
CS	FACILITY STANDARDS
CT	FACILITIES PLANNING
CV	FACILITIES CONSTRUCTION
CVA	Competitive Bidding
CVB	Competitive Sealed Proposals
CVC	Construction Manager-Agent
CVD	Construction Manager-at-Risk
CVE	Design-Build
CVF	Job Order Contracts
CW	NAMING FACILITIES
CX	CONTRACTS FOR FACILITIES
CY	INTELLECTUAL PROPERTY

Note: Information and required forms regarding a District declaring [financial exigency](#) can be found on [TEA's website](#).¹

¹ TEA: Financial Exigency: <https://tea.texas.gov/finance-and-grants/financial-accountability/financial-exigency>

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[Exhibit A—Resolution of the Board Establishing Criteria for Accepting Electronic Bids or Proposals](#)

[Exhibit B—Employees Authorized to Make Budgeted Purchases](#)

Exhibit A—Resolution of the Board Establishing Criteria for Accepting Electronic Bids or Proposals

Note: The following resolution assumes the District will accept electronic transmission of bids and proposals by District email. If the District uses a different electronic procurement system or platform, adjust the criteria accordingly.

WHEREAS, Section 44.0313 of the Texas Education Code and the District's CH(LOCAL) policy permit a school district to receive bids or proposals through electronic transmission if the Board adopts rules to ensure the identification, security, and confidentiality of electronic bids or proposals and to ensure that the electronic bids or proposals remain effectively unopened until the proper time;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of _____ School District establishes the following procedures to be followed when bids and proposals are submitted electronically:

[Amend the list below to reflect any additional District procedures.]

1. Bids or proposals will be submitted to the District email address specified by the District for a particular public notice during the open bid period.
2. Bids or proposals sent to any other email address will not be considered.
3. Bids or proposals must be sent as an attachment to an email.
4. The subject of the email must read " _____ " (*insert subject heading*).
5. The email message must contain the respondent's full name, address, and phone number. The body of the email message should not contain contents of the attachment or include any information that will reveal substance of the content.
6. The District's designated email address to receive sealed bids or proposals will have attachment preview functions disabled.
7. All emailed bids or proposals will be date- and time-stamped as determined by the designated District recipient's email account.
8. Attachments to emails will remain unopened by the District until the scheduled date and time for opening all bids, to occur at the appropriate location when required by law.
9. If multiple emails are sent by a respondent, a copy of each email must be included in the procurement file.
10. On the rare occasion that the body of an email message does not contain the required information above or cannot be identified as the response to a District solicitation, District staff may open an attachment solely for the purpose of identification so that the attachment can be properly marked as received. On such occasions, District staff must document in writing the time, date, and purpose for which an attachment was opened and noted as "Opened to Determine Identification," or like description as appropriate.

11. An email notification confirming receipt of the bid or proposal will be sent by the District to the respondent's submission email.
12. The District will not be responsible for any delay of delivery, including delays related to email programs, servers, or acts of nature.

Adopted this _____ (*date*) day of _____ (*month*), _____ (*year*), by the Board of Trustees.

Presiding officer: _____

Secretary: _____

Exhibit B—Employees Authorized to Make Budgeted Purchases

Note to administrator: The following form should be modified in accordance with CH(LOCAL) and reviewed regularly to ensure the information correctly reflects board delegation.

In accordance with CH(LOCAL), the Board of Trustees of _____ School District has delegated to the Superintendent purchasing authority for goods or services valued up to _____ [fill in dollar amount listed in CH(LOCAL)].

(Revise list to include each employee specifically authorized by the Board and the dollar amount thresholds. Be sure to remove or update this form regularly to ensure information is accurate.)

For purchases of goods or services valued up to the dollar amounts below, the following employees are authorized to make purchases:

Valued up to: _____ <i>(fill in dollar amount)</i>	Valued up to: _____ <i>(fill in dollar amount)</i>
Employee:	Employee:
Position:	Position:
Employee:	Employee:
Position:	Position:
Employee:	Employee:
Position:	Position:

Note to administrator: The following sample procedures are provided as a starting point when districts are developing guidelines for both school-related use and nonschool use of District vehicles. Districts should consult with their school attorneys prior to implementation. For additional information on school district-provided transportation, see the TASB School Law eSource at [Business](#).¹ The article [School District Transportation](#)² answers frequently asked questions about District-provided transportation. The article [Use of Public Funds](#)³ is an outline of the statutory and constitutional restrictions on use of public funds.

See CNB(LOCAL) for Board-adopted policy regarding use of District vehicles.

School-Related Use

Reservations for the use of District vehicles for extracurricular activities must be made by sending a request form to the _____ (e.g., principal, transportation director, etc.) at least _____ (number of) days in advance.

These requests must be approved in writing prior to use and comply with all applicable laws, Board policies, and departmental guidelines.

[If the District allows nonschool use of District vehicles in CNB(LOCAL), the text below should be adjusted to reflect District practices.]

Nonschool Use

District-owned vehicles are available for nonschool purposes in accordance with all applicable laws, policy, and procedures, and so long as normal school operations are not impeded. In granting approval, the Superintendent shall not make decisions based on the viewpoints expressed by the requesters.

The District limits use of District vehicles to the following organizations:

[List the types of groups or categories of organizations authorized to request permission for use of District vehicles.]

¹ Business Overview: <https://www.tasb.org/services/legal-services/tasb-school-law-esource/business.aspx>

² Transportation: <https://www.tasb.org/services/legal-services/tasb-school-law-esource/business/transportation.aspx>

³ Use of Public Funds: <https://www.tasb.org/services/legal-services/tasb-school-law-esource/business/budgeting-and-accounting.aspx>

Note to administrator: This sample resolution may be used by the Board to establish written definitions and criteria for accurately determining the safety record of a bidder before the District may take into account the safety record of a bidder; of the firm, corporation, partnership, or institution represented by a bidder; or of anyone acting for such a firm, corporation, partnership, or institution.

Resolution of the Board Establishing Definitions and Criteria for Determining the Safety Record of a Bidder

WHEREAS, Section 44.031 of the Texas Education Code permits a school district to use competitive bidding as a procurement method for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel;

WHEREAS, a school district shall award a competitively bid contract at the bid amount to the bidder offering the best value for the District;

WHEREAS, in determining the best value for the District, the District is not restricted to considering price alone but may consider any other factors stated in the selection criteria;

WHEREAS, Section 44.0351(b) of the Texas Education Code expressly states that Section 271.0275 of the Texas Local Government Code applies when a school district uses competitive bidding to procure contracts for the purchase of goods and services;

WHEREAS, Section 271.0275 of the Texas Local Government Code provides that the District may take into account the safety record of the bidder; of the firm, corporation, partnership, or institution represented by the bidder; or of anyone acting for such a firm, corporation, partnership, or institution if the District has adopted a written definition and criteria for accurately determining the safety record of a bidder; and

WHEREAS, the District, when using competitive bidding, may wish to consider a bidder's safety record to determine which bidder offers the best value to the District;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of _____ School District establishes the following definition and criteria for accurately determining the safety record of a bidder, which shall be used in determining the bidder offering the best value for the District for procurements using competitive bidding:

FACILITIES CONSTRUCTION
COMPETITIVE BIDDING

CVA
(EXHIBIT)

Adopted this _____ (*date*) day of _____ (*month*), _____ (*year*), by the
Board of Trustees.

Presiding officer: _____

Secretary: _____

Note: Information regarding termination of a contract due to financial exigency can be found on the [TASB School Law eSource website](#)¹ and in the [HR Services HR Library](#).²

For nonrenewal of a term contract due to a program change, see DFBB and DFFB.

For termination of a continuing contract due to financial exigency, see DFCA and DFFC.

¹ TASB School Law eSource, Contract and At-Will Employment: <https://www.tasb.org/services/legal-services/tasb-school-law-esource/personnel/contract-and-at-will-employment.aspx>

² HR Services HR Library: <https://www.tasb.org/services/hr-services/member-resources.aspx>

Note: The forms on the following pages are for termination of a probationary or term contract during the contract term due to financial exigency.

For nonrenewal of a term contract due to a program change, see DFBB and DFFB.

For termination of a continuing contract due to financial exigency, see DFCA and DFFC.

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[Exhibit A—Notice of Proposed Termination of Probationary Contract During Contract Term Due to Financial Exigency](#)

[Exhibit B—Notice of Proposed Termination of Term Contract During Contract Term Due to Financial Exigency](#)

[Exhibit C—Notice of Contract Termination](#)

Exhibit A—Notice of Proposed Termination of Probationary Contract During Contract Term Due to Financial Exigency

Note to administrator: DFFA(LOCAL) allows the Board to decide whether a discharge hearing pursuant to DFFA will be conducted in accordance with DFD, using an independent hearing examiner, or DFBB(LOCAL), using the District’s nonrenewal hearing process. Modify the text below to reflect the Board’s decision. Remove the italicized notes below from the final notice. It is important to work with the District’s attorney when a contract is being considered under a financial exigency.

Date of notice: _____

Employee’s name: _____

On _____ (*date of meeting*), the Board voted to propose termination of your probationary contract due to a financial exigency declared under Education Code 44.011. A copy of the District’s DFFA(LOCAL) policy is attached.

The Board has determined that any hearing on this proposed termination will be conducted as follows:

[Choose one of the sections below that matches District practice.]

[If the Board has decided that an independent hearing officer will conduct the hearing, use the following text.]

Before an independent hearing examiner appointed by the commissioner of education. To request a hearing on the Board’s proposed termination of your employment contract, you must submit a written request to the commissioner of education for appointment of an independent hearing examiner, and provide the Board a copy of the request, not later than the 15th day after the date you receive this notice.

Or

[If the Board has decided that it will follow the nonrenewal hearing process in DFBB, choose one of the statements below that matches the District’s DFBB(LOCAL) at REQUEST FOR HEARING.]

[If DFBB(LOCAL) at REQUEST FOR HEARING specifies that the Board conducts non-renewal hearings, use the following text.]

Before the Board. To request a hearing on the Board’s proposed termination of your employment contract, you must submit a written request to the Board not later than the 15th day after the date you receive this notice.

Or

[If DFBB(LOCAL) at REQUEST FOR HEARING allows the Board to choose whether the Board conducts nonrenewal hearings or an attorney designated by the Board conducts nonrenewal hearings, use the following text.]

Before the Board or designee. To request a hearing on the Board's proposed termination of your employment contract, you must submit a written request to the Board not later than the 15th day after the date you receive this notice. The Board will notify you whether the hearing will be conducted by the Board or an attorney designated by the Board.

If you do not request a hearing within 15 days of receiving this notice, the Board will vote to terminate your contract.

Please direct questions regarding the proposed termination of your contract to the Superintendent.

Signature: _____

Printed name: _____

Title: _____

Exhibit B—Notice of Proposed Termination of Term Contract During Contract Term Due to Financial Exigency

Note to administrator: DFFA(LOCAL) allows the Board to decide whether a discharge hearing pursuant to DFFA will be conducted in accordance with DFD, using an independent hearing examiner, or DFBB(LOCAL), using the District's nonrenewal hearing process. Modify the text below to reflect the Board's decision. Remove the italicized notes below from the final notice. It is important to work with the District's attorney when a contract is being considered under a financial exigency.

Date of notice: _____

Employee's name: _____

On _____ (*date of meeting*), the Board voted to propose termination of your term contract due to a financial exigency declared under Education Code 44.011. A copy of the District's DFFA(LOCAL) policy is attached.

The Board has determined that any hearing on this proposed termination will be conducted as follows:

[Choose one of the sections below that matches District practice.]

[If the Board has decided that an independent hearing officer will conduct the hearing, use the following text.]

Before an independent hearing examiner appointed by the commissioner of education. To request a hearing on the Board's proposed termination of your employment contract, you must notify the Board in writing not later than the tenth day after the date you receive this notice. You must also submit a written request to the commissioner of education for appointment of an independent hearing examiner, and provide the Board a copy of the request, not later than the 15th day after the date you receive this notice.

Or

[If the Board has decided that it will follow the nonrenewal hearing process in DFBB, choose one of the statements below that matches the District's DFBB(LOCAL) at REQUEST FOR HEARING.]

[If DFBB(LOCAL) at REQUEST FOR HEARING specifies that the Board conducts non-renewal hearings, use the following text.]

Before the Board. To request a hearing on the Board's proposed termination of your employment contract, you must submit a written request to the Board not later than the tenth day after the date you receive this notice.

Or

[If DFBB(LOCAL) at REQUEST FOR HEARING allows the Board to choose whether the Board conducts nonrenewal hearings or an attorney designated by the Board conducts nonrenewal hearings, use the following text.]

Before the Board or designee. To request a hearing on the Board's proposed termination of your employment contract, you must submit a written request to the Board not later than the tenth day after the date you receive this notice. The Board will notify you whether the hearing will be conducted by the Board or an attorney designated by the Board.

If you do not notify the Board of a hearing request within ten days of receiving this notice, or if you fail to timely request appointment of an independent hearing examiner, if applicable, the Board will vote to terminate your contract.

Please direct questions regarding the proposed termination of your contract to the Superintendent.

Signature: _____

Printed name: _____

Title: _____

Exhibit C—Notice of Contract Termination

Note to administrator: Use this form to notify an employee of the Board's final action to terminate a probationary or term contract, if the employee fails to timely notify the Board or request a hearing.

Date of notice: _____

Employee's name: _____

On _____ (*date of meeting*), the Board took final action to terminate your employment contract, effective _____ (*date*).

Please direct questions regarding the termination of your contract to the Superintendent.

Signature: _____

Printed name: _____

Title: _____

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[Exhibit A—Consent for Removal from Class for Remedial Tutoring or Test Preparation](#)

[Exhibit B—Parent Request to Excuse Student from Reciting the Pledges of Allegiance to the United States and Texas Flags](#)

Note to administrator: Written parental consent is required if a student will miss more than ten percent of the school days on which the class is offered for remedial tutoring or test preparation. [See EC(LEGAL)] This is a sample form that may be used to obtain parental consent.

Exhibit A—Consent for Removal from Class for Remedial Tutoring or Test Preparation

Date: _____

Dear Parent:

State law requires that the District receive parental consent if a student will miss more than ten percent of the days a class is offered for remedial tutoring or test preparation. Your child’s grade in the classes to be missed will not be negatively affected due to participation in this program. You may revoke permission at any time.

Your child, _____, (*student’s name*) has been identified for additional tutoring or test preparation in the following subject(s) or for the following reasons: (*list subjects or reasons, such as test preparation.*)

In order to participate in the remedial tutoring or test preparation program, your child may be removed from the following classes for more than ten percent of the days the classes are offered:

[List classes the student may miss.]

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the District offers these services.

Sincerely,

Principal

Parental consent:

I give permission for my child, _____, to be removed from class for more than ten percent of the days the above listed class(es) is/are offered to participate in the remedial tutoring or test preparation program described above.

Or

I do not give permission for my child, _____, to be removed from class for more than ten percent of the days the above listed class(es) is/are offered to participate in the remedial tutoring or test preparation program described above.

Name of parent or guardian: _____

Signature of parent or guardian: _____

Date: _____

**Exhibit B—Parent Request to Excuse Student from Reciting
the Pledges of Allegiance to the United States and Texas Flags**

A student is required by law to recite the pledges of allegiance to the United States and Texas flags once during each school day. As a parent, you may request in writing that your child be excused from reciting the pledges.

By filling out the below and signing, your child will be excused from reciting the pledges.

Student name: _____

Grade: _____

Parent or guardian name (*print*): _____

Parent or guardian signature: _____

Date: _____

**Required Notification
Regarding Algebra II**

In accordance with law, not later than September 1 of each year, the District will notify by regular mail or email the parents of or person standing in parental relation to each student enrolled in grade 9 or above that a student is not required to complete Algebra II to graduate under the foundation high school program.

[Information and sample language addressing the [Required Notification Regarding Algebra II](#)¹ are posted on TEA's website.]

Note: Information and an opt-out form addressing the [financial aid requirement](#)² are posted on TEA's website.

**Student Aid
Application**

In accordance with law, each student prior to graduation will complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

Exceptions

A student will not have to complete and submit the required application form if:

1. A parent or other person standing in parental relation signs and submits the TEA-approved opt-out form for the student;
2. The student is at least 18 years old or has been emancipated under Texas Family Code, Chapter 31, and signs and submits the TEA-approved opt-out form for himself or herself; or
3. A school counselor authorizes the student to opt out for good cause, as determined by the school counselor.

If a school counselor notifies a school district that a student has declined to complete and submit a financial aid application for good cause, the school counselor may not indicate details regarding what constitutes good cause.

Note to administrator: The provisions below only need to be used if the Board approves local alternative graduation requirements differing from those in state rule for an eligible individual who entered grade 9 before the 2011–12 school year to be awarded a high school diploma.

**Alternative Local
Graduation
Requirements for
Certain Individuals**

An individual who entered grade 9 before the 2011–12 school year and meets the requirements of Education Code 28.02541(a) [see EIF(LEGAL)] may be awarded a high school diploma if a local graduation committee determines that the individual has demonstrated proficiency in the content areas related to the assessments on which the individual has not performed satisfactorily.

Local Graduation Committee	<p>The local graduation committee for an eligible individual will consist of the following:</p> <ol style="list-style-type: none"><li data-bbox="560 373 1443 451">1. The _____ (<i>position title, e.g., assistant superintendent for curriculum</i>);<li data-bbox="560 468 1443 573">2. A representative of the District with knowledge of the assessments on which the individual has not performed satisfactorily and the subject areas covered by such assessments; and<li data-bbox="560 590 1443 630">3. The individual seeking graduation under these provisions.
Alternative Requirements	<p>To be eligible to graduate and receive a high school diploma under these provisions, an eligible individual must demonstrate proficiency to the satisfaction of the local graduation committee in the content areas related to the assessments on which the individual has not performed satisfactorily.</p> <p>As approved by resolution of the Board, proficiency must be established through one or more of the following factors:</p> <ol style="list-style-type: none"><li data-bbox="560 930 1443 1035">1. The individual's grade in each course in the subject areas applicable to the assessments on which the individual has not performed satisfactorily;<li data-bbox="560 1052 1443 1129">2. The individual's score on each assessment instrument on which the individual has failed to perform satisfactorily;<li data-bbox="560 1146 1443 1318">3. The individual's performance on any projects or work samples in the subject areas applicable to the assessments on which the individual has not performed satisfactorily (including any projects or work samples identified and assigned by the local graduation committee to be completed by the individual);<li data-bbox="560 1335 1443 1375">4. The individual's participation in offered remediation;<li data-bbox="560 1392 1443 1432">5. The individual's school attendance rate;<li data-bbox="560 1449 1443 1488">6. The individual's transcript of course work;<li data-bbox="560 1505 1443 1583">7. The individual's completion of career and technical education (CTE) program courses; or<li data-bbox="560 1600 1443 1669">8. Any other academic, work, or life experience determined to be relevant by the local graduation committee.
Finality of Decision	<p>The decision of the local graduation committee regarding whether an individual qualifies to graduate and receive a high school diploma is final and may not be appealed. The decision of the local graduation committee must be unanimous in order for the individual to be eligible to receive a diploma.</p>

Expiration

Education Code 28.02541 and 19 Administrative Code 74.1027 expire on September 1, 2023. An individual may graduate by means of the local graduation committee under these provisions if the local graduation committee has made its determination by September 1, 2023.

¹ Graduation Information, Required Notification Regarding Algebra II:
https://tea.texas.gov/Academics/Graduation_Information

² Financial Aid Requirement: <https://tea.texas.gov/academics/college-career-and-military-prep/financial-aid-requirement>

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[Exhibit A—Dispute of Eligibility, School Selection, or Enrollment Under the McKinney-Vento Homeless Assistance Act](#)

[Exhibit B—Notice of Parent and Student Rights in the McKinney-Vento Enrollment Dispute Resolution Process](#)

Exhibit A—Dispute of Eligibility, School Selection, or Enrollment Under the McKinney-Vento Homeless Assistance Act

Note: This form is for use to initiate the dispute resolution process required by the McKinney-Vento Homeless Assistance Act when the parent, guardian, or unaccompanied youth disagrees with the District’s eligibility, school selection, or enrollment decision.

District policy requires the parent, guardian, or unaccompanied youth to use the dispute resolution process set out in FNG(LOCAL), beginning at Level Two. [See FDC(EXHIBIT—B) for the Notice of Parent and Student Rights in the McKinney-Vento Enrollment Dispute Resolution Process.] Filling out this form is the first step in that process. Informal resolution is encouraged but does not extend any deadlines in FNG(LOCAL), except by mutual written consent.

To file a formal dispute under the McKinney-Vento Homeless Assistance Act (“Act”), please fill out this form completely and submit it by hand-delivery, email, or U.S. Mail to the principal or the District’s liaison for homeless students. District policy typically requires dispute forms to be filed within 15 District business days of receiving the written explanation of the District’s decision. However, because the Act’s dispute process should be expedited whenever possible, TEA recommends that you submit the form as soon as possible, preferably within ten District business days of receiving the written explanation of the District’s decision. If a dispute arises over school selection or enrollment in a school, the child shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student will remain attending the school where enrollment is sought during the entire dispute resolution process.

If you need assistance filling out this form or if you have other questions, please contact the liaison for homeless students.

Principal

Liaison for Homeless Students

Name:	_____	Name:	_____
Address/Location:	_____	Address/Location:	_____
Phone number:	_____	Phone number:	_____
Email:	_____	Email:	_____

The principal or liaison will forward this form to the administrator, typically the Superintendent or designee, who will conduct the dispute resolution conference in accordance with FNG(LOCAL), which can be found in the District’s policy manual located in the Superintendent’s office or *[insert website URL]*.

Name: _____

Address: _____

Phone number: _____

Email address: _____

Campus: _____

If you will be represented in presenting your dispute by someone other than the liaison for homeless students, please identify the person representing you.

Name: _____

Address: _____

Phone number: _____

Email address: _____

Please describe the McKinney-Vento eligibility, school selection, or enrollment decision that has prompted this dispute resolution process. Attach any documentation you have received from the school regarding this dispute.

What was the date you received written notice of the campus's/District's decision causing this dispute?

Please explain why you are dissatisfied with the eligibility, school selection, or enrollment decision.

Please describe the outcome you seek from this dispute and why you believe this outcome to be in the student's best interest. Please attach any documents and/or provide any information that you believe supports your desired outcome.

Student's or parent's signature: _____

Signature of student's or parent's representative: _____

Date that District personnel received this formal appeal: _____

Name and title of the District personnel receiving this formal appeal:

Attach to this form any documents that you believe will support the dispute resolution process; if unavailable when you submit this form, they may be presented no later than the dispute resolution conference. Please keep a copy of the completed form and any supporting documentation for your records.

The District's homeless liaison is available to assist the parent, guardian, or unaccompanied youth in completing and submitting this form.

Exhibit B—Notice of Parent and Student Rights in the McKinney-Vento Enrollment Dispute Resolution Process

This document provides school district personnel with information regarding McKinney-Vento Dispute Resolution procedures, including local and state expectations for processing a dispute. It should be used in conjunction with a district's policies and procedures addressing McKinney-Vento, including the district's local policy on homeless students at FDC(LOCAL), the district's McKinney-Vento Dispute Resolution Form at FDC(EXHIBIT), and the district's local policy on student and parent complaints at FNG(LOCAL). McKinney-Vento disputes should be expedited and resolved promptly to meet federal requirements. Districts have a responsibility to ensure that local timelines in the district's complaint policies are expedited, whenever possible, to meet the Texas Education Agency's (TEA) expectation of prompt dispute resolution. This document is the result of collaboration between TEA and the Texas Association of School Boards.

The McKinney-Vento Homeless Assistance Act ("Act") provides important protections and rights for homeless children and unaccompanied homeless youth. The Act provides direction for districts when disputes occur regarding student eligibility, school selection, or enrollment. This document only addresses disputes regarding eligibility, school selection, or enrollment, since those are the only issues subject to the dispute resolution provisions of the Act. [See FNG(LOCAL) for all other disputes regarding homeless students.]

This document provides information about the dispute resolution process should the parent, guardian, or an unaccompanied youth disagree with a district's determination of eligibility, school selection, or enrollment. Upon dispute of eligibility, school selection, or enrollment, a school district must immediately enroll a homeless child in the school of origin, unless the parent, guardian, or unaccompanied youth selects the school located in the attendance zone where the student temporarily resides. In determining the best interest of the child, the district shall presume that keeping the student in his or her school of origin is in the student's best interest, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth. The district shall also consider the impact of moving schools on achievement, education, health, and safety. In addition the district must provide transportation to and from the school of origin. The student shall remain attending the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.

Who at the district makes the eligibility, school selection, or enrollment decision?

A district's enrollment staff will gather and analyze information from the parent, guardian, or unaccompanied youth and make a determination of eligibility.

What type of notice will the parent, guardian, or an unaccompanied youth receive about a district's enrollment decision if the district determines that the student is not eligible for enrollment?

The district must provide the parent, guardian, or unaccompanied youth with a written notice that includes an explanation of the decision regarding eligibility, school selection, or enrollment, and the right of the parent, guardian, or unaccompanied youth to appeal or dispute the decision.

Once the enrollment decision is made, the district's liaison for homeless students will ensure that the notice:

- Includes an explanation of the reasons for the determination;
- Includes a description of the appeal process, including appeal timelines and information on how and to whom to appeal the decision; and
- Is provided to the parent, guardian, or unaccompanied youth promptly in a way that is understandable to the parent, guardian, or unaccompanied youth.

Please note: If the district's liaison for homeless students is unable to fulfill any of the duties described in this document, the liaison should appoint a designee to do so.

What are the responsibilities of the district's McKinney-Vento liaison for homeless students regarding disputes?

A district's liaison for homeless students is responsible for ensuring that the dispute resolution process is conducted as expeditiously as possible. The liaison must ensure that decisions are communicated in writing to the parent, guardian, or unaccompanied youth and include information about the right to appeal. The liaison is available to provide assistance to parents, guardians, or unaccompanied youth through the entire dispute process. [See FDC(LOCAL).]

If the parent, guardian, or unaccompanied youth decides to appeal the decision, will someone at the district be available to help the parent, guardian, or unaccompanied youth through the dispute process?

Yes. A district's liaison for homeless students will accompany and assist the parent, guardian, or unaccompanied youth through the entire dispute resolution process. [See FDC(LOCAL) and FFC(EXHIBIT).] The District's homeless liaison is:

Name: _____

Position: _____

Address: _____

Phone number: _____

Email address: _____

Are there any enrollment decisions that cannot be disputed under the Act's dispute resolution provisions?

Yes. Texas law requires a district to enroll a homeless child in the district regardless of the residence of the child or the child's parent, guardian, or person with lawful control of the child. [See Education Code 25.001(b)(5).] If under this provision a parent or guardian seeks enrollment in a school other than the school of origin or the campus in the attendance zone where the student currently resides, the parent or guardian may not dispute which specific

campus within the district the child is assigned by using the dispute resolution provisions of the Act.

Will the homeless child be able to attend the school in which enrollment is sought during the dispute resolution process?

During the dispute resolution process, the district must immediately enroll the homeless child in the school of origin or school located in the child's attendance zone, as requested by the parent, guardian, or unaccompanied youth, and permit the child to attend classes, receive requested services, and participate fully in school activities. In addition, the district must provide transportation to and from the school of origin. The district must provide transportation comparable to transportation provided to nonhomeless students.

How does a parent, guardian, or unaccompanied youth begin the appeal process?

District policy FDC(LOCAL) requires the parent, guardian, or unaccompanied youth to use the dispute (complaint) resolution process set out in FNG(LOCAL), beginning at Level Two. The appeal begins at Level Two rather than Level One to expedite the appeal. The first step is for the parent, guardian, or unaccompanied youth to file a Level Two dispute form. [See FDC(EXHIBIT)—A] These forms are available on the district's website at _____ (*District's web address*) and through the liaison for homeless students.

When does the parent, guardian, or unaccompanied youth need to complete and submit the dispute form?

District policy typically requires dispute forms to be filed within 15 District business days from the date when the parent, guardian, or unaccompanied youth first knew of the school selection or enrollment decision about which the parent, guardian, or unaccompanied youth is appealing. Considering that McKinney-Vento disputes are to be expedited, TEA recommends that the parent, guardian, or unaccompanied youth file the dispute form as soon as possible, preferably within ten district business days. (The district cannot dismiss a dispute because the person did not meet this recommended, expedited timeline, as long as the dispute form is filed within the district's timeframe.) The district liaison will inform the parent, guardian, or unaccompanied youth of both the district's filing timeline and the recommended expedited timeline. [Check FNG(LOCAL) for the district's standard filing timelines.] The district's policy manual is available on the district's website at _____ (*District's web address*). The district's liaison for homeless students will provide hard copies of relevant district policies to a parent, guardian, or unaccompanied youth who does not have access to the website. A copy of the policy manual is also available at the district's central administration office.

To expedite the process, the district's liaison for homeless students will help the parent, guardian, or unaccompanied youth submit the dispute form as soon as possible after the disputed school selection or enrollment decision.

What information will the parent, guardian, or unaccompanied youth need to complete the dispute form?

The dispute form will ask for the following information:

- Contact information for the parent, guardian, or unaccompanied youth and anyone representing the parent, guardian, or unaccompanied youth in the dispute;
- The factual details regarding the decision or circumstances that caused the dispute;
- The harm caused by the decision or circumstance; and
- The outcome that the parent, guardian, or unaccompanied youth seeks.

The dispute form will also ask that any documents regarding the dispute be attached to the form. If, however, the parent, guardian, or unaccompanied youth does not have copies of the relevant documents when filling out the form, these documents may be presented at the Level Two dispute resolution conference.

What if the parent, guardian, or unaccompanied youth needs assistance completing the dispute form?

The liaison for homeless students is available to assist the parent, guardian, or unaccompanied youth in completing the form, and can work with the parent, guardian, or unaccompanied youth to fill out the form based on the parent, guardian, or unaccompanied youth's oral statements. [See FDC(LOCAL).]

Where does the parent, guardian, or unaccompanied youth file the dispute form?

The dispute form may be mailed or submitted electronically, such as by email or fax, to the appropriate administrator listed in the district's policy, typically the superintendent or designee. The parent, guardian, or unaccompanied youth may also submit the form to the liaison for homeless students or the principal, who will forward the dispute form to the appropriate administrator.

What are the next steps after the parent, guardian, or unaccompanied youth files the dispute form?

After receiving the written dispute form, the appropriate district administrator will make reasonable efforts to schedule the conference as quickly as possible. District policy FNG(LOCAL) typically states that the administrator has up to ten district business days to hold a Level Two dispute resolution conference with the parent, guardian, or unaccompanied youth. To expedite the process, TEA recommends that the district administrator schedule and hold the conference within five district business days. At the conference, the parent, guardian, or unaccompanied youth will have an opportunity to explain the dispute and present any other relevant documents or information. District policy FNG(LOCAL) typically requires the district administrator to provide the parent, guardian, or unaccompanied youth with a written response within ten district business days following the Level Two dispute resolution conference. To expedite the process, TEA recommends that the administrator provide the written response within five district business days.

Who holds the Level Two dispute resolution conference with the parent, guardian, or unaccompanied youth?

District policy FNG(LOCAL) determines who holds the Level Two dispute resolution conference. In most districts, the superintendent will hold the conference, and in some districts the

superintendent has designated another district employee to hold the conference. Because the district's liaison for homeless students has the role of assisting and supporting the parent, guardian, or unaccompanied youth during the dispute process, he or she should not be named as the superintendent's designee for this purpose. [See FDC(LOCAL).]

A written record of the conference proceedings will be made by the administrator and a copy will be given to the parent, guardian, or unaccompanied youth upon request.

Will the liaison for homeless students attend the Level Two dispute resolution conference to assist the parent, guardian, or unaccompanied youth?

The district's liaison for homeless students will attend the Level Two dispute resolution conference along with the parent, guardian, or unaccompanied youth.

What is the next step in the process if the parent, guardian, or unaccompanied youth disagrees with the Level Two dispute resolution decision?

If the parent, guardian, or unaccompanied youth did not receive the relief requested at Level Two, the parent, guardian, or unaccompanied youth may appeal the decision to the school board by submitting a written appeal notice on the district's form. The parent, guardian, or unaccompanied youth has ten district business days to appeal after receiving the written Level Two dispute resolution written response. To expedite the process, the district's liaison for homeless students will assist the parent, guardian, or unaccompanied youth in filing the appeal form as soon as possible after the Level Two dispute resolution decision.

The homeless liaison will inform the parent, guardian, or unaccompanied youth of the date, time, and place of the board meeting at which the appeal will be heard. To expedite the process, TEA recommends that the district schedule the appeal at the next board meeting and, if the next regularly scheduled meeting is more than 15 district business days away, that the district schedule a special board meeting.

District policy FNG(LOCAL) typically provides that after the board hears the appeal, it may provide its decision orally or in writing at any time up to and including the next regularly scheduled board meeting. To expedite the process, TEA recommends that the board provide its decision within 15 district business days of the hearing before the board.

The homeless liaison will ensure that the parent, guardian, or unaccompanied youth is informed of the board's decision and the ability to appeal to TEA.

Does the parent, guardian, or unaccompanied youth need to provide additional documents at the Board hearing?

No. The parent, guardian, or unaccompanied youth does not need to provide additional documents at the Board meeting. The Level Two district administrator will provide to the school board a copy of the Level Two appeal record. The parent, guardian, or unaccompanied youth shall be given a copy of the Level Two appeal record upon request.

If requested by the parent, guardian, or unaccompanied youth, can the liaison for homeless students attend the board meeting to assist the parent, guardian, or unaccompanied youth?

Yes. The district's liaison for homeless students should contact the parent, guardian, or unaccompanied youth with the date and time of the board meeting and attend the board meeting.

How long does the entire dispute resolution process take?

TEA recommends that the entire local dispute process should not exceed 30 district business days. The dispute will be resolved as quickly as possible, following the process in the district's grievance policy, FNG(LOCAL). A parent, guardian, or unaccompanied youth can speed up the process by promptly filing any appeal forms. The district will attempt to schedule conferences and hearings and issue decisions as quickly as possible and may schedule a special board meeting to expedite the process and complete the process within the recommended 30 days.

What is the next step in the process if the parent, guardian, or unaccompanied youth disagrees with the school board's decision?

Within ten business days of receiving the school board's decision, the parent, guardian, or unaccompanied youth may appeal to the State Coordinator of Homeless Education at TEA. Please visit the [TEA Complaints page](#).¹ At Other Public School District & Charter School and Educator Misconduct Complaints, McKinney-Vento Homeless Education, there is a link to the TEA General Complaint Form to download and submit to TEA. When filling out the form be sure to select Other under Section 3, and type McKinney-Vento Homeless Education.

Only disputes that have gone through all levels of the local dispute resolution process will be reviewed by TEA.

What is the role of the district homeless liaison regarding appeals to TEA under the Act?

The homeless liaison, as with previous levels of the dispute resolution process, is responsible to notify the parent, guardian, or unaccompanied youth of their right to appeal to TEA and to be available to provide assistance with the process.

Additionally, the homeless liaison will provide information to TEA about the local dispute resolution process that was conducted and any other information that pertains, or is requested by the State Coordinator of Homeless Education.

What happens after TEA receives a complaint?

Once a complaint is received, TEA will notify the district homeless liaison that a complaint was filed and request that all related documentation, including the Level Two dispute resolution record and any other information the board used in its decision-making, is submitted to the TEA within five business days.

How soon will TEA make a decision?

The TEA homeless education coordinator, or designee, along with the appropriate agency director, shall make a final decision within 20 business days upon receipt of the full record from the district and any additional records required by TEA to review the dispute.

How will the parent, guardian, or unaccompanied youth be notified of TEA's decision?

TEA's written decision will be sent by letter electronically and in hard copy to the parent, guardian, or unaccompanied youth who filed the complaint; the local school district's homeless liaison; and the local superintendent.

If the parent, guardian, or unaccompanied youth disagrees with TEA, is there a further appeal available?

No. TEA's decisions regarding McKinney-Vento disputes are final.

Other resources

The Texas Education for Homeless Children and Youth (TEHCY) Technical Support Center is available to provide information, resources, and technical assistance regarding McKinney-Vento disputes and the dispute resolution process. Their contact information is provided below:

TEHCY Technical Support Team

1-800-446-3142

tehcy@esc13.net

Monday through Friday, from 8:00 AM to 8:00 PM CST

<http://www.tehcy.tea.texas.gov>

¹ TEA Complaints page: <https://tea.texas.gov/about-tea/contact-us/complaints-and-investigations>

Note: For more information on implementing school district policies and administrative regulations related to medication, including a request for administration of medication at school, self-medication authorization form, student self-medication assessment, medication administration record, and additional sample forms and procedures, see the [Guide to Medication Administration in the School Setting](#)¹ from the Texas Department of State Health Services (DSHS). Additional information regarding [Medication Administration in the School Setting](#)² can be found on the [Texas School Nurses Organization website](#).³

**Injury or Illness
at School**

A student who is injured or becomes ill at school or at a school activity will be evaluated and the student’s parent will be notified for further instructions.

Employees will comply with traumatic injury response protocols, including contacting emergency medical services, when required by law [see CKD].

Employees may also contact emergency medical services for emergency care when deemed necessary.

If a parent cannot be reached, decisions concerning medical treatment will be made by school staff in accordance with parental consent provided on the Authorization to Consent to Medical Treatment of a Student. [See FFAC(EXHIBIT)—A]

A student may consent to medical treatment without parental consent in accordance with Family Code 32.003.

**Administering
Medication**

Administration of medication to students will be strictly governed by FFAC(LEGAL), FFAC(LOCAL), FFAF(LEGAL), FFAF(LOCAL), any related procedures, and the following:

1. Only school administrators may assign to willing and trained District employees the task of administering medication by any mode, including injectable medication, oral medication, inhalants, topical medication, or rectally administered medication. Only authorized District employees may administer medication to students.
2. District employees authorized to administer medication will be provided orientation, instruction, and supervised practice appropriate to the task. The school nurse will explain to the principal or designated building administrator; employees authorized to administer medication; and, as applicable, the

student's teachers any adverse side effects of the medication and the recommended action to be taken.

3. Medication for a specific student will be provided and brought to school by the parent of the student. Students will not carry medication or administer it to themselves unless authorized by their physician and permitted by state law to self-carry and self-administer. The physician must provide the District campus written documentation for the student to self-carry and self-administer. [See FFAC(LEGAL) and FFAF]
4. The principal or designee will appoint one employee, such as the school nurse, to supervise the storing and administering of medications and to maintain records of the administration of medication. Any District employee administering medication to a student must record each dose given on a medication administration record. Records will also include the parent's written request.
5. The principal will provide locked storage space where all medication may be maintained apart from office supplies, stored at the appropriate temperatures, and accessible only to authorized employees.
6. Each student's medication must have the original pharmacy label, including the student's name, the name of the medication, directions concerning dosage, and the schedule for administration.
7. Unless a shorter duration is specified, all parent requests or permissions for the District to administer medication will expire at the end of each school year and new requests or permissions must be reviewed prior to the beginning of each school year. Renewed, written permission for treatment will be required from both the physician and the parent for each new school year.
8. Hypodermic injections may be administered by a school nurse, if available, when the parental request also includes the prescribing physician's request. The physician's request must include detailed information concerning the administration of the medication, as well as follow-up procedures. The student's parent will be instructed to furnish sterile, disposable syringes and needles. Used syringes and needles will be disposed of in accordance with rules of disposal of sharp instruments.

9. When the course of treatment is complete, or at the end of the school year, the parent will be asked to pick up any medication within a specified amount of time. The District will dispose of any unclaimed medication.
10. The Superintendent or designee may approve additional procedures concerning the handling, storing, administering, transporting, and disposing of medication in accordance with law and policy.
11. If any person has incorrectly administered a medication to a student, this person must immediately contact emergency medical services, the campus principal, and the school nurse.

[Please review FFAC(LOCAL) to see if the board has adopted policy provisions regarding epinephrine auto-injectors.]

**Epinephrine
Auto-Injectors**

In accordance with state law, and for the purposes of these procedures, the following definitions will apply:

Definitions

Anaphylaxis

“Anaphylaxis” is a sudden, severe, and potentially life-threatening allergic reaction that occurs when a person is exposed to an allergen.

*Anaphylactic
Reaction*

An “anaphylactic reaction” is a serious allergic reaction that is rapid in onset and may cause death.

*Epinephrine
Auto-Injector*

An “epinephrine auto-injector” is a disposable medical drug delivery device that contains a premeasured single dose of epinephrine that is intended to be used to treat anaphylaxis.

*Unassigned
Epinephrine
Auto-Injector*

An “unassigned epinephrine auto-injector” is an epinephrine auto-injector prescribed by an authorized health-care provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine auto-injector, issued by a physician or person who has been delegated prescriptive authority under Occupations Code, Chapter 157.

Trained Individual

A “trained individual” or volunteer is a school employee or volunteer who has received required training and has signed the agreement to administer an unassigned epinephrine auto-injector.

[Coordinate the statements below with Board policy.]

**Administration of
Epinephrine**

The District will follow the prescription medication administration regulations above for students who have a prescribed epinephrine auto-injector available on campus.

Certain students at risk of anaphylaxis reactions may possess and self-administer prescription anaphylaxis medication, including epinephrine auto-injectors, while on school property or at a school-related event or activity. Prior to self-possession or administration, a parent or guardian and a prescribing physician or health-care provider must provide written authorization.

Authorized and trained individuals may administer an unassigned epinephrine auto-injector _____ (on campus, at off-campus school events, and while in transit to and from a school event). Authorized, trained individuals will administer epinephrine only when that individual reasonably believes that a person is experiencing an anaphylactic reaction.

[The statements above are based on District policy. If the District has different practices for different campuses in the District, revise accordingly.]

The District will ensure that at each campus at least one authorized and trained individual is present on campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

After Emergency
Administration to a
Child

If an individual administers an unassigned epinephrine auto-injector to a child, the school will promptly notify the child's parent, guardian, or emergency contact as soon as is feasible during the emergency response to suspected anaphylaxis.

[Choose or modify one of the following.]

**District Epinephrine
Coordinator**

The Superintendent will be the District epinephrine coordinator.

Or

The Superintendent has designated the following staff person as the District epinephrine coordinator:

Name: _____

Position: _____

Address: _____

Phone number: _____

Email: _____

Responsibilities

The District epinephrine coordinator will:

[Before revising this list to reflect District practice, see 25 Texas Administrative Code 37.605 for required duties of the District epinephrine coordinator and the schools.]

1. Oversee the acquisition or purchase of unassigned epinephrine auto-injectors.
2. Coordinate the disposal of expired unassigned epinephrine auto-injectors in accordance with guidelines in the [Guide to Medication Administration in the School Setting](#) and used unassigned epinephrine auto-injectors in accordance with guidelines in the [Model Bloodborne Pathogens Exposure Control Plan](#).⁴
3. Coordinate with each campus to ensure that the unassigned epinephrine auto-injectors are checked monthly for expiration and usage and the findings are documented.
4. Schedule and coordinate the annual training.
5. Maintain a list of individuals authorized and trained in the District to administer unassigned epinephrine auto-injectors.
6. Maintain agreements to administer an unassigned epinephrine auto-injector signed by each authorized and trained individual. [See FFAC(EXHIBIT)—E]
7. Ensure that each campus has at least one trained individual (e.g., school personnel) or volunteer present for hours required by law or policy.
8. Maintain documentation that each authorized individual received the required training.
9. Disseminate applicable District policies and procedures regarding epinephrine auto-injectors.
10. Document the number of and expiration dates for unassigned epinephrine auto-injectors available at each location where administration is authorized by Board policy.
11. Train campus staff on the inventory process used to check unassigned epinephrine auto-injectors monthly for expiration and replacement.

12. Provide guidance to campuses to ensure that unassigned epinephrine auto-injectors are securely stored and easily accessible to authorized and trained individuals.
13. Arrange for replacement of unassigned epinephrine auto-injectors due to use or expiration.
14. Make reports required by law. [See Reporting, below]
15. Maintain all reports and records in accordance with the District's record retention schedule regarding the administration, maintenance, and disposal of unassigned epinephrine auto-injectors.
16. Maintain contact information for any health-care providers who provide the standing orders for epinephrine, and consult with the physicians as needed.
17. Verify that, for each incident, local emergency medical services were promptly notified by the school when an individual is suspected of experiencing anaphylaxis and when an epinephrine auto-injector was administered.
18. Verify that, for each incident, documentation is maintained regarding required notification of a parent, guardian, or emergency contact during or after emergency administration of an unassigned epinephrine auto-injector to a child.
19. Coordinate an annual review of the District's procedures.

The school principal will identify specific individuals, which include _____ (*employees, and/or volunteers, and/or Board members*), to administer unassigned epinephrine auto-injectors. Each individual must attend appropriate training. [See Training, below]

Notification

Before the start of each school year, the District will provide notice to parents that the District has authorized and trained individuals to administer an unassigned epinephrine auto-injector to a person who may be experiencing anaphylaxis. The District will provide notice within 15 calendar days of any change to these provisions or discontinuation of this service. [See FFAC(EXHIBIT)—B and C]

Training

The District will annually train authorized individuals from each campus as required by law. The initial training will include hands-on training with an epinephrine auto-injector trainer. Documentation that authorized individuals have received the required annual training is maintained at _____ (*specify location*) by the District epinephrine coordinator. [See FFAC(EXHIBIT)—D]

[While a campus epinephrine coordinator is not required, Policy Service recommends that the District designate a coordinator to ensure compliance with the District's program at the campus level. Choose or modify one of the following.]

Campus Epinephrine Coordinator

The principal will be the campus epinephrine coordinator.

Or

The _____ (Superintendent or principal) has designated the following employee as the campus epinephrine coordinator:

Name: _____

Position: _____

Address: _____

Phone number: _____

Email: _____

Responsibilities

The campus epinephrine coordinator will:

[Revise this list based on District practice.]

1. Maintain a list of individuals authorized and trained at the campus level to administer unassigned epinephrine auto-injectors.
2. Attend the annual training.
3. Ensure that authorized individuals at the campus level have attended the necessary training.
4. Ensure that at least one authorized and trained individual is present on campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.
5. Check the inventory of unassigned epinephrine auto-injectors and expiration dates monthly to ensure sufficient inventory at each location where administration is authorized by Board policy.
6. Promptly notify local emergency medical services when an individual is suspected of experiencing anaphylaxis and when an epinephrine auto-injector is administered. If the campus

epinephrine coordinator is the individual trained to administer unassigned epinephrine auto-injectors and is the only individual available to notify emergency medical services, he or she should administer the unassigned epinephrine auto-injector before notifying emergency services.

7. Maintain documentation regarding notification of a parent, legal guardian, or emergency contact after emergency administration of an unassigned epinephrine auto-injector to a child.
8. Report to the District epinephrine coordinator required information when an epinephrine auto-injector is used.
9. Submit requests to the District epinephrine coordinator for replacement of epinephrine auto-injectors _____ (days/weeks) before the expiration and within _____ (days/weeks) of use.
10. Maintain, store, and dispose of epinephrine auto-injectors in accordance with guidelines in the [Guide to Medication Administration in the School Setting](#) from DSHS.
11. Develop a map to be placed in high-traffic areas that indicates the location of the unassigned epinephrine auto-injectors.

[If inventory and storage decisions differ by campus, include information for each campus. Note that the campus must commit to stock, possess, and maintain at least one unassigned adult epinephrine auto-injector pack (two doses), and may choose to stock unassigned pediatric epinephrine auto-injector packs based on the need of the school's population. Choose or modify one of the following based on District policy.]

**Campus Inventory
and Storage**

_____ (campus name) will have _____ (e.g., one unassigned epinephrine auto-injector pack [two doses] for every _____ students, or _____ unassigned epinephrine auto-injector packs) available to use at the campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

The supply of unassigned epinephrine auto-injectors will be stored in the _____ (specify secure location).

Or

Inventory and Storage

On Campus

_____ (campus name) will have _____ (e.g., one unassigned epinephrine auto-injector pack [two doses] for every _____ students, or _____ unassigned epinephrine auto-injector packs) available to use at the campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

The supply of unassigned epinephrine auto-injectors will be stored in the _____ (specify secure location).

Off-Campus School Events

At each off-campus event, the campus will supply _____ (number of) unassigned epinephrine auto-injector packs.

The supply of unassigned epinephrine auto-injector packs will be stored in the _____ (specify secure location).

In Transit

The campus will supply _____ (number of) unassigned epinephrine auto-injector packs for use while in transit to and from school events.

The supply of unassigned epinephrine auto-injectors will be stored in the _____ (specify secure location).

Reporting

Within five business days after an individual has administered an unassigned epinephrine auto-injector, the individual will meet with the District epinephrine coordinator to document needed information for the DSHS electronic submission form.

Within ten business days of the administration of an epinephrine auto-injector, the District epinephrine coordinator will notify the physician or other person who prescribed the epinephrine auto-injector, and the commissioner of state health services and report the information required by law. The electronic submission of the [Required Reporting of Administered Epinephrine Auto-Injectors to DSHS](#)⁵ meets the requirement of reporting to the commissioner of state health services and may be used for notifying the other individuals as required by law. [See FFAC(EXHIBIT)—F]

Disposal

Expired

Unassigned epinephrine auto-injectors that have expired but have not been opened, administered, or used for any reason will be disposed of according to guidelines in the [Guide to Medication Administration in the School Setting](#) and any District-approved procedures related to medication disposal.

Used

Unassigned epinephrine auto-injectors that have been administered, opened, or used for any reason will be disposed according to guidelines in the [Model Bloodborne Pathogens](#)

[Exposure Control Plan](#) and any District-approved procedures related to infectious waste disposal. [See also DBB(LEGAL)]

Annual Review

Unassigned epinephrine auto-injector procedures will be reviewed at least annually and after each administration of an unassigned epinephrine auto-injector.

[Add any specific information regarding how the District will accomplish the annual review.]

[Review FFAC(LOCAL) to confirm the board has adopted policy provisions regarding administration of unassigned prescription asthma medication.]

Unassigned Asthma Medication Definitions

All terms in this regulation have the meaning as defined in FFAC(LEGAL) at Maintenance and Administration of Asthma Medicine.

Administration of Unassigned Asthma Medication

In accordance with FFAC(LOCAL), the Board has authorized school nurses to administer unassigned prescription asthma medication on a school campus to a student experiencing asthma symptoms if the nurse receives the following:

- Written authorization from the parent or guardian for the school nurse to administer unassigned prescription asthma medication to the student; and
- A diagnosis of asthma for the student.

[See FFAC(EXHIBIT)—J]

Designated Campus Asthma Medication Coordinator

The Superintendent will designate an administrator at each campus to serve as the campus asthma medication coordinator, who will be responsible for coordinating and managing implementation of the District’s unassigned asthma medication policy at the campus in accordance with law and these procedures.

[Include a list of each campus and the delegated administrator.]

Campus	Administrator to Serve as Campus Asthma Medication Coordinator (e.g., principal, assistant principal, or other campus administrator)

Responsibilities

The designated campus coordinator will:

[Before revising this list to reflect District practice, see FFAC(LEGAL) for required duties of a campus asthma medication coordinator. Include item 3, regarding the optional review process to determine additional doses of medication, only if this matches the District's practices.]

1. Ensure that authorized nurses at each campus are provided the required training outlined below at School Nurse Training.
2. Maintain training records and a list of nurses authorized and trained at the campus to administer unassigned asthma medication. [See FFAC(EXHIBIT)—L]
3. As needed, coordinate individual campus reviews to determine the need for additional doses of unassigned asthma medication to be stocked on campus.
4. Acquire or purchase unassigned asthma medication, subject to funding.
5. Obtain annually a new prescription or renew an existing prescription from an authorized healthcare provider to stock, possess, and maintain at least two doses of unassigned asthma medication on the campus and any equipment necessary to administer the medication.
6. Ensure that the standing order from the authorized healthcare provider prescribing unassigned asthma medication will allow administration of unassigned asthma medication to any person who:
 - Is reasonably believed to be experiencing a symptom of asthma; and
 - Has provided written notification and permission to the campus as required by law and policy.

**School Nurse
Responsibilities**

Each trained and authorized nurse will:

1. Work with the designated campus asthma medication coordinator as needed to acquire or purchase medication in accordance with law and policy.
2. Check the inventory of unassigned asthma medication and expiration dates to ensure sufficient inventory.
3. Submit within ten business days of administering unassigned asthma medication:

- A report to the campus asthma medication coordinator, the prescribing authorized healthcare provider, and the student's primary healthcare provider; and
 - A report to the Department of State Health Services (DSHS), using the [electronic form on the DSHS School Health Program website](#). [See FFAC(EXHIBIT)—M for information that will be required for the online submission to be completed on the DSHS website.]
4. Place in the student's permanent record a copy of the report that was submitted to the DSHS.
 5. Maintain and retain in accordance with the District's records control schedule all records relating to implementing and administering the unassigned asthma medication policy.
 6. Maintain, store, and dispose of any unassigned asthma medication in accordance with guidelines in the [Guide to Medication Administration in the School Setting](#) from DSHS and manufacturer's guidelines.
 7. Replace, as soon as reasonably possible, any unassigned asthma medication that is used or close to expiration.

**School Nurse
Training**

The District or campus implementing the unassigned asthma medication policy will provide required training to school nurses, including training on the following:

- The Board-adopted policy, FFAC(LOCAL), regarding unassigned asthma medication;
- The standing order from the authorized healthcare provider;
- The procedures for following up with the prescribing authorized healthcare provider and a student's primary healthcare provider when the student has been administered unassigned asthma medication;
- The reporting requirements to submit a form to the campus administrator, the prescribing authorized healthcare provider, the student's primary healthcare provider, and the Department of State Health Services (DSHS) Commissioner. The electronic submission of the [Required Reporting of Administered Unassigned Asthma Medication to DSHS](#)⁶ meets the requirement of reporting to the DSHS commissioner; and
- The requirement to include the required report in the student's permanent record.

Parent Authorization The District will require parents to complete a written authorization form provided by the District if a parent authorizes a school nurse to administer unassigned prescription asthma medication to a student who has been diagnosed as having asthma. [See FFAC(EXHIBIT)—I and (EXHIBIT)—J]

Parent Notification of Policy Before the start of each school year, the District will provide written or electronic notice to parents or guardians that the Board has authorized a school nurse to administer unassigned prescription asthma medication in accordance with law and policy if the parent or guardian provides written authorization for a student who has been diagnosed as having asthma.

The District will provide written or electronic notice detailing a change or discontinuation of the unassigned asthma medication policy within 15 calendar days of any change or discontinuation. [See FFAC(EXHIBIT)—K]

After Administration of Unassigned Asthma Medication In addition to making the reports required by law, if the school nurse administers an unassigned prescription asthma medication to a student, the District will promptly notify the child's parent, guardian, or emergency contact as soon as feasible.

Campus Inventory and Storage _____ (*campus name*) will stock the required amount of asthma medication prescribed by the healthcare provider.

The supply of unassigned prescribed asthma medication will be stored securely in the _____ (*e.g., nurse's office*), in accordance with the manufacturer's guidelines, and in a manner easily accessible to the school nurse.

The unassigned prescription asthma medication will be reviewed by the school nurse as necessary to plan for expiration, disposal, and replacement.

[See FFAC(EXHIBIT)—N]

Disposal
Expired unassigned prescription asthma medication and other expired supplies will be disposed of according to the manufacturer's guidelines, the [Guide to Medication Administration in the School Setting](#), applicable policies, and any District-approved procedures related to medication disposal.

Records Retention In accordance with the District's records control schedule, the District will maintain and retain all records relating to implementing and administering unassigned asthma medication.

¹ *Guide to Medication Administration in the School Setting:*
<http://www.dshs.texas.gov/schoolhealth/schnurs.shtm>

² Medication Administration in the School Setting: https://higherlogicdownload.s3.amazonaws.com/NASN/b385213b-35e8-49e3-97fe-d6627843f498/UploadedImages/Public%20Documents/tsno_medication_position.pdf

³ Texas School Nurse Organization: <https://www.txsno.org/home>

⁴ *Model Bloodborne Pathogens Exposure Plan*:
https://www.dshs.texas.gov/idcu/health/infection_control/bloodborne_pathogens/plan

⁵ Electronic Submission Form, Required Reporting of Administered Epinephrine Auto-Injectors to DSHS: <https://www.dshs.texas.gov/school-health/forms/ReportingForm-Epinephrine.aspx>

⁶ Electronic Submission Form, Required Reporting of Administered Unassigned Asthma Medication to DSHS: <https://dshs.texas.gov/school-health/forms/ReportingForm-Asthma.aspx>

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Note: Samples regarding Request for Administration of Medication at School and Self-Medication Authorization Form can be found in the Texas Department of State Health Services' (DSHS) [Guide to Medication Administration in the School Setting](#).¹

¹ DSHS Guide to Medication Administration in the School Setting:
<https://www.dshs.texas.gov/schoolhealth/schnurs.shtm>

Exhibit A—Authorization to Consent to Medical Treatment of a Student

Note to parent or guardian: In accordance with the law, a District may consent to medical treatment, which includes dental treatment, if necessary, for a student if the District has received written authorization from a person having the right to consent, that person cannot be contacted, and that person has not given the District actual notice to the contrary. This authorization form will be used by the District when a student's parent or authorized designee is unable to be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the District to consent to medical treatment, District employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

Part 1

Please read Part 1 in its entirety and choose the option that you wish the school to follow for your child regarding medical care and treatment, including dental treatment, at school or school activities.

(Please print.)

Student's name: _____

Date of birth: _____

Grade: _____

Name of parent or guardian
giving consent below: _____

Address: _____

Work phone number: _____

Home phone number: _____

Mobile phone number: _____

Alternate person(s) to contact if parent or guardian cannot be reached who is/are authorized to consent to the student's medical treatment:

Name: _____

Phone number: _____

Relationship to student: _____

Student's physician or other preferred health-care provider

Name: _____

Phone number: _____

Student's dentist

Name: _____

Phone number: _____

Medications or drugs to which the student has an allergic or adverse reaction

Option One:

- If I, or the alternate contact person I designated above, cannot be reached, I authorize school officials to secure any and all necessary medical care and treatment, which includes dental treatment, if necessary, for the above-named student for illness suffered, injury sustained, or other situation requiring medical treatment while at school or participating in school-related activities. If medical treatment can only be secured off school property, I prefer that my child be taken for care and treatment at the following medical facility: _____ (*name of preferred medical facility*). I understand that the District may use another licensed hospital, clinic, or medical facility, if necessary, to ensure proper care for my child.

I further understand that the District will contact emergency medical services for emergency care either as required by law or when deemed necessary, regardless of the consent authorized herein for medical treatment.

I understand that cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent or guardian and will not be assumed by the District or any of its officers or employees.

(*Check one*)

- I do** have medical insurance coverage on my child with:

-
- I do not** have medical insurance coverage on my child.

Parent's or guardian's signature: _____

Date: _____

Option Two:

- School officials are not authorized to secure any and all medical care or treatment for the above-named student while at school or participating in school-related activities.

I further understand that the District will contact emergency medical services for emergency care either as required by law or when deemed necessary, regardless of the consent authorized herein for medical treatment.

I understand that cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent or guardian and will not be assumed by the District or any of its officers or employees.

Parent's or guardian's signature: _____

Date: _____

Part 2

[Include this section only if the District's FFAC(LOCAL) permits administration of non-prescription medication for secondary students to prevent or treat illness or injury in the District's athletic program.]

The District's athletic trainer or medical advisor:

(Choose only one.)

- May administer** nonprescription medication to my child to prevent or treat illness or injury related to participation in the District's athletic program.
- May not administer** nonprescription medication to my child to prevent or treat illness or injury related to participation in the District's athletic program.

Parent's or guardian's signature: _____

Date: _____

Copies of this authorization may be presented to the admissions office of a hospital or clinic or to a physician or dentist. Other distribution will occur only within the limitations of the Family Educational Rights and Privacy Act.

Exhibit B—Notice to Parent or Guardian for Emergency Administration of Unassigned Epinephrine Auto-Injectors

Note to administrator: This notice must be sent to each parent or guardian before a policy authorizing trained individuals to administer District-provided, unassigned epinephrine auto-injectors is implemented by the District, and before the start of each school year. Coordinate this notice with Board policy. [See FFAC(LOCAL)]

_____ (date)

Dear parent or guardian:

In accordance with Chapter 38, Subchapter E of the Education Code, the Board of _____ School District has adopted a policy to allow authorized _____ (school personnel and/or school volunteers) who have been adequately trained to administer an unassigned epinephrine auto-injector to a person who is reasonably believed to be experiencing an anaphylactic reaction.

Authorized and trained individuals may administer an epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The District will ensure that at each campus a sufficient number of school personnel and volunteers are trained to administer epinephrine so that at least one trained individual is present on campus during regular school hours and whenever school personnel are physically on site for school-sponsored activities.

[Delete the paragraph below if not applicable.]

Authorized and trained individuals may administer an unassigned epinephrine auto-injector to a person experiencing anaphylaxis (*at an off-campus school event or while in transit to or from a school event*) when an unassigned epinephrine auto-injector is available.

If you have any questions regarding this notice, please feel free to call _____ (name of District epinephrine coordinator) at _____ (telephone number).

Sincerely,

Superintendent

Exhibit C—Notice to Parent of Change or Discontinuation of the Emergency Administration of Unassigned Epinephrine Auto-Injectors

Note to administrator: A notice, written or electronic, must be sent to each parent or guardian within 15 calendar days of the District discontinuing or changing its policy regarding unassigned epinephrine auto-injectors. Coordinate this notice with Board policy. [See FFAC(LOCAL)]

_____ (date)

Dear parent or guardian:

25 Texas Administrative Code 37.609 requires the Board of _____
School District to notify parents upon _____ (changing or discontinuing)
the District policy on the maintenance, administration, and disposal of unassigned epinephrine auto-injectors. Effective _____ (insert date of policy change or discontinuation), the District _____ (will no longer permit authorized and trained individuals to administer unassigned epinephrine auto-injectors or [describe policy change]).

If you have any questions regarding this notice, please call _____
(name of District epinephrine coordinator) at _____ (telephone number).

Sincerely,

Superintendent

Exhibit D—Training Documentation on Emergency Administration of Epinephrine Auto-Injectors

In accordance with state law, I have received the following required annual training:

(Check all that apply.)

Type of training

- Formal/In-person training
- Online training

Initial or refresher training

- Initial training, including hands-on training with an epinephrine auto-injector trainer
- Annual refresher training, including hands-on demonstration of administration skills

Subjects covered in training

- Recognizing the signs and symptoms of anaphylaxis;
- Administering an epinephrine auto-injector;
- Implementing emergency procedures, including prompt notification of local emergency medical services;
- Notifying parents or legal guardians, and other authorities after administering an epinephrine auto-injector;
- Properly inspecting epinephrine auto-injectors for usage and expiration; and
- Properly disposing of used or expired epinephrine auto-injectors.

(Please print.)

Name of person trained: _____

Position/Title: _____

Date of training: _____

Number of hours trained: _____

Name of person/entity that provided training: _____

Signature of person trained: _____

Signature of trainer *(in-person training only)*: _____

(If training was taken online, please attach a certificate of training completion.)

Return the completed form to _____ *(name of District epinephrine coordinator)*. [See FFAC(REGULATION)]

Exhibit E—Agreement to Administer Unassigned Epinephrine Auto-Injector

Note: In accordance with Section 37.606(c) of the Texas Administration Code, trained school personnel or school volunteers who administer an unassigned epinephrine auto-injector must submit a signed statement indicating that they agree to perform the service of administering an unassigned epinephrine auto-injector to a student or individual who may be experiencing anaphylaxis.

In accordance with state law, I agree to perform the service of administering an unassigned epinephrine auto-injector to a student or individual who may be experiencing anaphylaxis.

I understand that I must also submit documentation of training on emergency administration of epinephrine auto-injectors.

(Please print.)

Name of person: _____

Position/Title: _____

Date: _____

Exhibit F—Epinephrine Auto-Injector Administration Reporting Form

Note: In accordance with Section 38.209 of the Texas Education Code, the school campus will report the following information to the District office, the physician or other person who prescribed the epinephrine auto-injector, and the commissioner of state health services not later than the tenth business day after the date school personnel or a school volunteer administers an epinephrine auto-injector.

This form is designed to report the use of an epinephrine auto-injector to the District office and the physician or other person who prescribed the unassigned epinephrine auto-injector.

The Texas Department of State Health Services ([DSHS](#)) form¹ can be completed and submitted electronically to meet the requirements of reporting to the commissioner of state health services.

In addition, the District requires a person who administers an epinephrine auto-injector to meet with the District's epinephrine coordinator within five days of administration to document needed information for the DSHS electronic submission form.

Recipient information

Person who received the unassigned epinephrine auto-injector injection:

(Check one.)

- Student
- School personnel or school volunteer
- Visitor

Age of person who received the unassigned epinephrine auto-injector injection: _____

Location and dosage information

Physical location of where the injection was administered (*examples: cafeteria, football field, school bus, and the like*):

Number of doses administered: (*one dose = one epinephrine auto-injector*): _____

Type of dosage administered:

- Child dose
- Adult dose

Other information

Date administered: _____

Title of the person who administered the injection (*example: teacher, librarian, basketball coach, school volunteer, and the like*):

Did the person who received the epinephrine auto-injector injection have a known history of anaphylaxis or allergies requiring epinephrine auto-injectors?

- Yes
- No
- Unknown

Was the school's unassigned epinephrine auto-injector utilized?

- Yes
- No

Was the individual who received the epinephrine auto-injector injection transported to local emergency medical services?

- Yes
- No

Symptom information

Respiratory

- Wheezing or coughing
- Trouble breathing or shortness of breath
- Tightness in throat or chest
- Tingling or numbing sensation
- N/A (no respiratory symptoms)

Skin

- Rash
- Hives
- Itchiness
- N/A (no skin symptoms)

Gastrointestinal

- Cramps
- Diarrhea
- Vomiting

- N/A (no gastrointestinal symptoms)

Central nervous system

- Headache
 Swelling of lips, tongue, or throat
 Loss of consciousness
 Anxiety
 N/A (no central nervous system symptoms)

Cardiovascular system

- Dizziness or lightheadedness
 Rapid pulse
 Low blood pressure
 N/A (no cardiovascular symptoms)

Other

- Please list signs or symptoms not listed above, if applicable:

Suspected cause

Please indicate the suspected cause or trigger of the anaphylaxis:

- Food
 Latex
 Insect sting or bite
 Medication
 Unknown
 Other

If "Other," please explain:

¹ Electronic Submission Form for Required Reporting of Administered Epinephrine Auto-Injectors to DSHS: <https://www.dshs.texas.gov/schoolhealth/forms/ReportingForm-Epinephrine.aspx>

Exhibit G—Required Inventory: Unassigned Epinephrine Auto-Injectors

Note: As required by law, each campus will check the inventory of unassigned epinephrine auto-injectors monthly for expiration and replacement, in accordance with the District’s administrative regulations, and indicate the physical and secure location of each unassigned epinephrine auto-injector under the campus’ control.

_____ (*name of campus*) is required to check the inventory and expiration dates for epinephrine auto-injectors every month.

[Use the sample below.]

Inventory Verified (<i>date and initial</i>)	General Location (<i>on campus, off campus school event, transportation</i>)	Prescription Number	Secure Location	Expiration Date	Date Used	Date Disposed

Exhibit H—Notice Seeking Volunteers to be Trained to Administer Unassigned Epinephrine Auto-Injectors

Note to administrator: In a district that has adopted an epinephrine auto-injector policy, a campus principal may seek school personnel or school volunteers who volunteer to be trained to administer unassigned epinephrine auto-injectors. The campus principal may distribute at least once a year a notice seeking volunteers and describing the training volunteers will receive. The campus principal should consult FFAC(LOCAL) in adapting this notice.

The Board of _____ School District has adopted a local policy allowing trained school personnel *[and volunteers]* to administer an unassigned epinephrine auto-injector, in accordance with law and District policy, when a person is reasonably believed to be experiencing anaphylaxis. The District will ensure that at each campus a sufficient number of personnel *[and volunteers]* are trained to administer epinephrine so that at least one trained individual is present on campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

School personnel *[and volunteers]* who volunteer for this service will attend and complete training and will submit a signed statement indicating that they agree to perform the service of administering an unassigned epinephrine auto-injector to a student or individual who may be experiencing anaphylaxis.

[Describe the training school personnel (and, if appropriate, school volunteers) will receive. Be sure to address dates and times of training, the training provider, and method of training—on site or online.]

Subjects covered in training will include:

- Recognizing the signs and symptoms of anaphylaxis;
- Administering an epinephrine auto-injector;
- Implementing emergency procedures;
- Notifying local emergency medical services, parents or legal guardians, and other authorities after administering an epinephrine auto-injector; and
- Other items related to the maintenance and administration of epinephrine auto-injectors.

Initial training will include hands-on training with an epinephrine auto-injector trainer and annual refresher training will include hands-on demonstration of administration skills.

A person who in good faith takes, or fails to take, any action regarding administration of an unassigned epinephrine auto-injector is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act.

School personnel *[and volunteers]* who are interested in volunteering should contact me for more information.

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(EXHIBIT)

Campus principal: _____

Phone number: _____

Email: _____

Exhibit I—Notice to Parent or Guardian for Administration of Unassigned Prescription Asthma Medication

Note to administrator: If the Board has authorized a school nurse to administer District-provided, unassigned prescription asthma medication to a student in accordance with legal requirements, the District must provide notice to each parent or guardian before the policy is implemented by the District and before the start of each school year. Coordinate this notice with Board policy. [See FFAC(LOCAL)]

_____ (date)

Dear parent or guardian:

In accordance with Chapter 38, Subchapter E of the Education Code, the Board of _____ School District has adopted a policy to allow a school nurse to administer an unassigned prescription asthma medication on a school campus to a student with diagnosed asthma if the nurse, in his or her professional judgment, reasonably believes the student is experiencing symptoms of asthma that warrant administration of the medication and the District has obtained prior written consent from the student's parent or guardian.

The school nurse may only administer unassigned prescription asthma medication to a student on a school campus. Please be aware that a school nurse will not always be available at a campus to administer this medication.

If you have any questions regarding this notice, please feel free to call _____ (campus administrator or school nurse) at _____ (telephone number).

Sincerely,

Superintendent

Exhibit J—Parent Authorization for School Nurse to Administer Unassigned Prescription Asthma Medication

Note to administrator: State law provides that a trained and authorized school nurse may administer unassigned prescription asthma medication to a student at a school campus only if the parent or guardian has provided the nurse written notification that the student has been diagnosed with asthma and written permission for the nurse to administer the medication. [See FFAC(LEGAL)]

_____ (date)

I, _____ (parent), give permission for my child, _____ (student's name), who has been diagnosed with asthma, to be administered unassigned prescription asthma medication by the school nurse at a school campus in accordance with the District's procedures.

I understand that the school nurse of a campus may administer unassigned prescription asthma medication if, in his or her professional judgment, the nurse reasonably believes the student is experiencing symptoms of asthma under circumstances that warrant the administration of the District's unassigned prescription asthma medication.

I have attached my child's asthma diagnosis.

If I wish to revoke permission for the school nurse to administer unassigned prescription asthma medication to my child, I will provide written notification to the school nurse.

Parent's name: _____

Parent's signature: _____

Date: _____

Parent's contact information: _____

For Office Use Only

[Must be received by the school nurse.]

Date received: _____

Received by: _____

Approved

Denied

Reasons, if denied:

Exhibit K—Notice to Parent of Change or Discontinuation of the Administration of Unassigned Prescription Asthma Medication

Note to administrator: A notice, written or electronic, must be sent to each parent or guardian within 15 calendar days of the District discontinuing or changing its policy regarding the school nurse administering unassigned prescription asthma medication. Coordinate this notice with Board policy. [See FFAC(LOCAL)]

_____ (date)

Dear parent or guardian:

Effective _____ (insert date of policy change or discontinuation), the District _____ (will no longer permit a school nurse to administer unassigned prescription asthma medication to students OR describe policy change).

If you have any questions regarding this notice, please call _____ (campus administrator or school nurse) at _____ (telephone number).

Sincerely,

Superintendent

Exhibit L—Sample Training Documentation on Administration of Unassigned Asthma Medication

Note: Training components for school nurses address the provisions in 25 TAC 40.46.
Documentation is required for TAC 40.44(c)(3)

School Nurse Training for Administration of Unassigned Asthma Medication
District:

Campus	Name of Campus Nurse	Date Trained to Meet TAC Requirements

Exhibit M—Unassigned Asthma Medication Administration Reporting Form

Note: In accordance with 25 Texas Administrative Code Chapter 40, Subchapter D, the school campus will report the following information to the school administrator, prescribing authorized healthcare provider, the student's primary health-care provider, and to the Department of State Health Services (DSHS) Commissioner not later than the tenth business day after the date a school nurse administers unassigned asthma medication.

This form is designed to report the use of unassigned asthma medication to the school administrator, prescribing authorized health-care provider, and the student's primary healthcare provider.

The Texas Department of State Health Services ([DSHS form](#))¹ must be completed and submitted electronically to meet the requirements of reporting to the commissioner of state health services.

Recipient information

Student name: _____

Age of person who received the unassigned asthma medication: _____

Campus: _____

Grade level: _____

Location and dosage information

Physical location of where the unassigned asthma medication was administered (*examples: nurse's office, classroom, hallway, etc.*):

Name of medication: _____

Administered by Metered Dose Inhaler (MDI) or Nebulized Solution: _____

Number of doses administered: (*Example: 2 puff = 1 dose*) _____

Other information

Date administered: _____

Title and name of the person who administered the unassigned asthma medication: *(Must be a school nurse, as defined by statute: School nurse--Registered nurse, as defined in 19 TAC §153.1022, authorized to administer asthma medication, or licensed vocational nurse working under supervision as described in Texas Occupations Code §301.353.):*

Title: _____

Name of the person: _____

Did the student who got the asthma medication have a history of asthma?

- Yes
- No

Did you notify the parent or guardian after the asthma medication was administered?

- Yes
- No

Did you notify the prescribing physician after the asthma medication was administered?

- Yes
- No

Did you notify the student's primary health-care provider when you administered the asthma medication?

- Yes
- No

After the student got the asthma medication the student:

- Returned to class.
- Parent or guardian picked up student and took them home.
- Parent or guardian picked up student and took them to a health-care provider.
- Parent or guardian picket up student, but unknown if they got medical care.
- We called 911 and student went by EMS to the emergency room.
- Other (Unknown)

Symptom information

Respiratory, if no respiratory symptoms occurred, choose "N/A" and write symptoms in the "other" category.

- Wheezing
- Frequent coughing
- Trouble breathing or shortness of breath
- Chest Tightness
- Runny nose and watery eyes

- Confirmed diagnosis of a viral respiratory infection
- N/A (no respiratory symptoms)

Other

- Please list signs or symptoms not listed above, if applicable:

Suspected asthma triggers

Please indicate the suspected cause or trigger of the asthma attack:

(check all that apply)

- Respiratory infections such as cold, flu, or sinus infection
- Exercise (walking, climbing stairs, intense exercise, sports)
- Emotions (laughing or crying too hard, feeling stressed or anxious, anger, fear, yelling)
- Medicines (aspirin, fever reducers, anti-inflammatories, alternative therapies, herbal remedies)
- Food allergies (peanuts, eggs, milk, tree nuts, fish, shellfish, wheat, soy)
- Smoke (cigarette, cigar, pipe smoke, wood-burning fireplaces, burning leaves, campfire, second-hand smoke)
- Weather or air pollution (cold, windy, stormy weather, extreme temperature changes, high humidity, air pollution, smog, vehicle exhaust and fumes)
- Pollen (weeds, trees, grass, flowers)
- Animals (dander, saliva, pet allergens)
- Pests (dust mites, rodents, cockroaches)
- Mold
- Strong odor (scents from perfumes, deodorants, cleaning supplies, gas stoves, scented candles or incense, hairspray, air fresheners, personal care products)
- Unknown
- Other

If "Other," please explain:

Remember to replace the unassigned asthma medication and the equipment used to administer the medication.

If you used a metered dose inhaler, make sure you wipe it down with a sterilizing solution.

¹ Electronic Submission Form for Required Reporting of Administered Unassigned Asthma Medication to DSHS: <https://dshs.texas.gov/schoolhealth/forms/ReportingForm-Asthma.aspx>

Exhibit N—Inventory: Unassigned Prescription Asthma Medication

Note: Each campus nurse will check the inventory of unassigned prescription asthma medication as needed for expiration and replacement in accordance with the District’s administrative regulations and indicate the physical and secure location of each unassigned prescription asthma medication under the school nurse’s control.

The District requires school nurses to check the inventory and expiration dates for unassigned prescription asthma medication as needed. ***[Use the sample below.]***

Inventory Verified (date and initial)	General Location	Prescription Number	Secure Location	Expiration Date	Date Used	Date Disposed

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[Exhibit A—Consent to Disclose Student Information Protected by the Family Educational Rights and Privacy Act \(FERPA\)](#)

[Exhibit B—Notice of Intent to Comply with Subpoena/Court Order](#)

[Exhibit C—Release Form for Display of Student Work and Personal Information](#)

[Exhibit D—Disclosure of Student Information Protected by FERPA to Parents of Dependent Students 18 Years or Older](#)

Note: For Notices Regarding Directory Information and Parent’s Response Regarding Release of Directory Information, see the TASB Model Student Handbook.

Exhibit A—Consent to Disclose Student Information Protected by the Family Educational Rights and Privacy Act (FERPA)

Note to administrator: Use this consent form for general education records or Personally Identifiable Information (PII) in education records; student intellectual property is addressed at Exhibit C.

Note: Unless there is a legal exception under FERPA (20 U.S.C. § 1232g; 34 C.F.R. Part 99), other law, or existing written parental consent on file, a parent or eligible student must provide consent before the District may release or disclose a student’s education records, or personally identifiable information contained therein, to a third party.

This consent authorizes the District to release or disclose the specific information listed for the purposes and in the manner specified below.

An “eligible student” is a student who is age 18 or older. A “parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian, including a person standing in parental relation to a child. However, a parent does not include a person whose parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order.

To _____ School District:

I hereby agree to allow _____ School District to disclose the following education records or personally identifiable information on those records of _____ (*name of student whose information is requested to be disclosed*), assigned ID number _____ (*student identification number*):

This information may be disclosed for the following purposes:

The above information may be released to the following recipient(s) (*name of person, school, agent, or other, including mailing address or contact information for disclosure*):

I understand that I may withdraw my consent to share this information at any time. A request to withdraw consent should be signed, dated, and submitted in writing to:

_____ *(insert contact information for District employee in charge of release of student education records or personally identifiable information)*

Print or type name of parent (or eligible student if age 18 or older):

Signature:

Date:

Exhibit B—Notice of Intent to Comply with Subpoena/Court Order

Note to administrator: This notice may be mailed or emailed. DO NOT SEND this notice if the subpoena or court order indicates parents are not to be notified.

Date: _____

To parents/guardians of: _____

Parent/guardian email address: _____

Campus name: _____

Grade level: _____

Dear parent/guardian:

Enclosed please find a copy of a **subpoena or court order**, which was received on _____, 20__ (date received). The subpoena or court order requires one or more of the following actions by the date noted on the attached subpoena or court order:

- The disclosure of student information/records of _____ (name of student); and/or
- The testimony (under oath) of a District employee in the above-noted case. During the testimony, the employee under subpoena may be required to disclose information concerning the student, including information from his or her educational record.

The District is required by law to comply with lawfully issued subpoenas and with court orders. According to the Family Educational Rights and Privacy Act, the District is required to notify a parent in advance that the District intends to comply with the subpoena or court order. If you have no objections to the District's compliance with the subpoena or court order, no further action is necessary. If you have such objections to the District's release of information in compliance with the subpoena or court order, please consult your attorney or take whatever steps you deem necessary with the issuing party, agency, or court.

The District will comply as directed by the subpoena or as provided by law unless the parent provides a copy of, or confirmation of, the filing of your objection, if any, with the court. To prevent the District from disclosing information or records the parent deems objectionable, a new court order prohibiting the disclosure or describing in detail the information not to be disclosed must be received by the administrator noted below prior to the deadline in the attached subpoena or court order.

Sincerely,

_____, Principal/Administrator

Enclosure/attachment

Exhibit C—Release Form for Display of Student Work and Personal Information

Note to administrator: Use this release for student intellectual property or work subject to copyright and any associated student education records that will be published along with the work.

Occasionally, the District wishes to display or publish original student work to promote student academic and extracurricular activities on the District's website; on a website affiliated with or sponsored by the District, such as a campus or classroom website; or in District publications. Original student work includes artwork, projects, photos taken by the student, other academic or creative work, or original video and voice recordings.

Such work may constitute student intellectual property or work subject to copyright and may also include personally identifiable student information as defined by law or by the District.

The District agrees to use these student works and related personally identifiable student information only in the manner described above.

Parent or eligible student (age 18 or older):

I, parent of _____ (*student's name*), give my permission for the following to be displayed or published by the District:

Or

I, _____ (*name of eligible student if 18 or older*), give my permission for the following to be displayed or published by the District:

(Check all that apply.)

- Original student work, e.g., artwork, projects, photos taken by the student, or other academic or creative work
- Voice recordings
- Video recordings

I also consent for the District to publish the following identifiable student information with the work: (*list any personally identifiable student information that will be published with the work*):

- Student name
- Student age
- Student grade level
- (*list any other information that will be published or displayed*)

Signature of parent or eligible student: _____

Date: _____

Note: For information regarding student records, including directory information, see FL, and the student handbook. For information regarding intellectual property and copyright compliance, see CY.

Exhibit D— Disclosure of Student Information Protected by FERPA to Parents of Dependent Students 18 Years or Older

Note: A district may disclose education records, or personally identifiable information from education records, to a parent without prior written consent of an eligible student if the disclosure meets the conditions in 34 C.F.R. 99.31(a), including if the student is a dependent for tax purposes or in the case of a health or safety emergency. [See FL(LEGAL)] This form may be used to obtain documentation from a parent requesting education records or personally identifiable information from education records for an eligible student who is a dependent of the parent for tax purposes. An “eligible student” is defined by 34 C.F.R. 99.3 as a student who has turned 18 years old or is attending an institution of postsecondary education. A “parent” is defined by 34 C.F.R. 99.3 to include a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. A “dependent student” is defined by section 152 of the Internal Revenue Code of 1986, as specified by 34 C.F.R. 99.31.

Date: _____

To: (ISD) _____

From: (full name of parent requesting information) _____

Address: (full address with city, state, and zip code) _____

Student's full name: _____

Campus: _____

Grade level: _____

Under the Family Educational Rights and Privacy Act (FERPA), the _____ School District is permitted to disclose information from education records to a parent if the parent claims the student as a dependent for federal tax purposes. Please indicate whether you are a parent of the student whose records or information you seek and whether you claim the student as a tax dependent.

Please check applicable boxes to affirm:

- I certify that I am a parent of _____ (name of student) as defined above.
- I certify that I claim _____ (name of student) as a dependent for federal income tax purposes at the time this request is made.

Signature of parent: _____

Date: _____

Information Only

Consent Agenda Item: 4.B.1

Meeting Date: June 22, 2021

Submitted By: David Bright, Assistant Supt. for Finance & Operations

Business and Support Services Review of Monthly Financial Reports for the month of May 2021.

Summary Although there is no statutory or policy requirement for the Board to do so, reviewing the Monthly Financial Report is a good practice for the Board to follow in overseeing the management of the District.

The report provides the Board with a current comparison of actual revenue and expenditures to the budget adopted for the General Fund.

The Tax Collections Report provides the Board with the District's current tax collections for the fiscal year.

The Cash Flow Report provides the Board with both a historical and current perspective of the District's monthly cash flow.

ECISD Board Policy None.

Effective Date May 31, 2021

Previous Board Action Approval of 2020-2021 General Operating Budget on August 25, 2020.

Future Action Expected The Board will review the monthly financial statements at each regular monthly board meeting.

Background Information and Significant Issues The unaudited fund balance in the General Fund (Fund 199 only) on August 31, 2020 was \$9,526,579, which is 27.74% of the approved General Fund operating expenditures (as defined in the AEIS Report) of \$34,346,040.

Fund balance designated for replacement of artificial turf at Ricebird Stadium is \$200,000, leaving an undesignated fund balance of \$9,326,579; or 27.15% of the approved General Fund operating expenditures (as defined in the AEIS Report).

Fiscal Impact None.

Student and Public Benefit Closely monitoring actual revenue and expenditures as compared to the adopted budget each month helps to ensure the efficient use of public funds.

Procedural and Reporting Implications None.

Public Comments None.

Alternatives None.

Other Comments and Related Issues **Financial Report.** In the General Operating Fund, we have received 81.15% of our amended revenue projections; and expended 68.97% of our amended expenditure estimates.

Compared to the same time last year, our revenue increased by \$3,601,355 and our expenditures increased by \$2,341,476.

	2016-2017		2017-2018		2018-2019		2019-2020		2020-2021	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Sep	9.52%	12.19%	10.17%	12.97%	10.71%	11.82%	11.48%	12.51%	13.32%	12.08%
Oct	17.85%	20.11%	19.45%	20.95%	20.45%	18.94%	21.76%	19.51%	23.50%	19.26%
Nov	27.59%	28.12%	28.89%	27.56%	31.14%	27.01%	30.13%	26.27%	31.84%	26.26%
Dec	41.32%	34.35%	41.90%	33.49%	44.04%	33.33%	43.81%	33.89%	45.01%	31.09%
Jan	58.41%	41.42%	59.09%	40.75%	62.84%	39.50%	59.77%	40.59%	60.01%	37.13%
Feb	65.27%	50.86%	65.17%	48.31%	68.87%	48.64%	66.22%	49.16%	68.18%	44.81%
Mar	67.46%	57.88%	67.29%	54.67%	71.28%	56.61%	68.06%	55.71%	71.17%	52.97%
Apr	72.39%	65.38%	72.22%	61.22%	76.61%	63.10%	72.80%	62.19%	77.36%	62.99%
May	76.21%	72.04%	76.12%	68.27%	80.77%	69.97%	76.68%	68.65%	81.15%	68.97%
Jun	81.90%	78.37%	81.98%	74.00%	88.34%	76.32%	82.62%	75.67%		
Jul	84.87%	81.71%	88.73%	80.73%	95.33%	83.60%	86.83%	79.07%		
Aug	100.85%	97.42%	100.85%	97.42%	100.78%	99.12%	97.75%	95.66%		

Tax Collection Report. Our 2020-21 beginning tax levy of \$15,263,761 has been adjusted by -\$20,235 giving us a new adjusted levy of \$15,243,527 and we have currently collected \$14,645,981 which amounts to 96.08% of the adjusted levy. This leaves an uncollected balance of \$597,546.

Delinquent collections YTD are \$230,160 plus \$161,858 in penalty and interest.

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Oct	0.00%	0.12%	0.28%	0.23%	0.17%	1.93%

Nov	1.76%	8.01%	8.48%	12.27%	7.10%	9.18%
Dec	38.01%	38.96%	38.26%	39.13%	39.24%	39.99%
Jan	81.34%	78.42%	79.61%	81.05%	78.42%	76.53%
Feb	94.03%	91.96%	92.41%	92.28%	92.22%	92.55%
Mar	95.25%	93.39%	93.94%	93.90%	93.97%	94.48%
Apr	95.99%	94.03%	94.97%	95.03%	94.58%	95.30%
May	96.69%	95.38%	96.06%	96.21%	95.55%	96.08%
Jun	97.59%	96.01%	96.62%	96.71%	96.27%	
Jul	98.00%	96.53%	97.23%	97.30%	97.11%	
Aug	98.06%	96.79%	97.49%	97.53%	97.48%	
Sep	98.13%	96.98%	97.60%	97.73%	97.61%	

Cash Flow Report. The following spreadsheet shows the actual cash flow compared to the projected (historical) cash flow for the month.

Fiscal Year	Month			Year-to-Date		
	2019-2020	2020-2021	Difference	2019-2020	2020-2021	Difference
Revenue	\$1,539,849	\$1,588,773	\$48,924	\$30,412,538	\$34,013,891	\$3,601,353
Expenditures	\$2,830,522	\$3,006,139	\$175,617	\$25,455,999	\$28,478,615	\$3,022,616
Balance	(\$1,290,673)	(\$1,417,366)	(\$126,693)	\$4,956,539	\$5,535,276	\$578,737

Attachments

- Monthly Financial Report – as of May 31, 2021
- Tax Collection Recap 2020-2021
- Cash Flow Report 2020-2021

Submitted by:

David Bright, Assistant Superintendent of Finance and Operations

Recommendation:

This is an information report only.

Bob Callaghan, Superintendent of Schools

**EL CAMPO INDEPENDENT SCHOOL DISTRICT
MONTHLY FINANCIAL REPORT
June 22, 2021**

**Comparison of Revenue and Expenditures
to the Budget for the General Operating, Food Service & Debt Service Fund
9-1-20 to 5-31-21**

ESTIMATED REVENUE:

	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Revenue Realized</i>	<i>Revenue Balance</i>
<i>Local:</i>	\$16,057,139	\$16,057,139	\$15,513,008	(\$544,131)
<i>State:</i>	\$21,811,927	\$21,831,927	\$14,744,034	(\$7,087,893)
<i>Federal:</i>	\$1,977,166	\$1,977,166	\$1,706,850	(\$270,316)
<i>Other Resources:</i>	\$0	\$2,050,000	\$2,050,000	\$0
<i>Total:</i>	\$39,846,232	\$41,916,232	\$34,013,892	(\$7,902,340)

ESTIMATE EXPENDITURES:

<i>Original Budget</i>	<i>Amended Budget</i>	<i>Expended</i>	<i>Outstanding Encumbrances</i>	<i>Expenditures Year to Date</i>	<i>Balance for Year</i>
\$39,513,100	\$43,022,686	\$28,478,677	\$1,195,562	\$29,674,239	\$13,348,447

COMPARISONS TO MAY 31 OF PRIOR YEAR:

	<i>2019-2020</i>	<i>2020-2021</i>	<i>Increase/ Decrease</i>
<i>Revenues:</i>	\$30,412,537	\$34,013,892	\$3,601,355
<i>Expenditures:</i>	\$27,332,763	\$29,674,239	\$2,341,476
<i>Cash Position:</i>	\$14,545,747	\$15,523,932	\$978,185
PRIOR MONTH CASH POSITION as of 4/30/21:		\$17,178,176	

GENERAL FUND - FUND BALANCE	GENERAL OPERATING	FUND BALANCE	% of OPERATING
GENERAL FUND - FUND BALANCE as of 8-31-17:	\$28,363,926	\$7,424,287	26.18%
GENERAL FUND - FUND BALANCE as of 8-31-18:	\$29,567,038	\$8,434,939	28.53%
GENERAL FUND - FUND BALANCE as of 8-31-19:	\$33,584,123	\$8,649,964	25.76%
GENERAL FUND - FUND BALANCE as of 8-31-20:	\$34,346,040	\$9,526,579	27.74%

BUDGET AMENDMENTS:

Additional Funds needed to purchase SRO vehicles.	\$10,000
Additional Funds for COVID19 Response	\$90,000
Funds for High School Weight Room	\$2,301,671
Less Funds for High School Weight Room (Paid from 2021 Bond)	-\$962,085

NOTE: Cash Position includes Local, State, and Federal Funds. Does not include Capital Projects.

**TAX COLLECTION RECAP
2020-21**

Reporting Period	Beginning Levy	Adjustments	Adjusted Levy	Current Tax Year Collections	% Collected	% Collected Prior Year	Delinquent Collections	Penalty & Interest	Total Collections	Current Tax Year Uncollected
Monthly Recap										
Oct-20	\$15,263,761	\$2,117	\$15,265,878	\$294,564	1.93%	0.17%	\$21,833	\$8,192	\$324,589	
Nov-20	\$15,263,761	-\$1,631	\$15,262,130	\$1,106,492	7.25%	6.93%	\$49,560	\$17,674	\$1,173,726	
Dec-20	\$15,263,761	-\$4,458	\$15,259,303	\$4,700,516	30.80%	32.14%	\$32,804	\$16,898	\$4,750,218	
Jan-21	\$15,263,761	-\$6,991	\$15,256,770	\$5,575,063	36.54%	39.16%	\$24,560	\$11,700	\$5,611,323	
Feb-21	\$15,263,761	-\$8,223	\$15,255,538	\$2,443,063	16.01%	13.79%	\$17,254	\$25,131	\$2,485,449	
Mar-21	\$15,263,761	-\$17,944	\$15,245,817	\$284,299	1.86%	1.67%	\$33,949	\$35,834	\$354,082	
April-21	\$15,263,761	-\$23,190	\$15,240,571	\$119,750	0.79%	0.59%	\$32,135	\$26,563	\$178,447	
May-21	\$15,263,761	-\$20,235	\$15,243,527	\$122,234	0.80%	0.99%	\$18,065	\$19,866	\$160,166	
Year To Date				\$14,645,981	96.08%	95.55%	\$230,160	\$161,858	\$15,037,999	\$597,546

199	GENERAL FUND	Actual Sep-20	Actual Oct-20	Actual Nov-20	Actual Dec-20	Actual Jan-21	Actual Feb-21	Actual Mar-21	Actual Apr-21	Actual May-20	Actual May-21	Actual Jun-20	Actual Jul-20	Actual Aug-20	2019-20 Totals
REVENUE:															
5700	Local Revenue:														
5711	Taxes Current Year	18,257	275,814	1,036,059	4,401,308	5,220,187	2,287,552	266,202	112,127	140,510	114,454	102,371	118,020	48,561	13,881,368
5712	Taxes Prior Years	14,027	20,884	47,372	30,886	23,336	16,386	32,265	30,711	22,834	17,232	15,103	23,700	18,868	222,315
5717	Excess Tax Proceeds	0	0	0	0	0	0	2,620	0	0	0	0	0	0	33,609
5719	Pen, Int, & Other	11,353	7,847	16,896	16,017	11,272	23,984	33,681	25,116	22,237	18,723	20,991	27,304	15,997	210,127
5730	Tuition and Fees	3,960	3,840	2,920	5,270	4,610	4,140	4,040	4,960	0	6,565	0	2,745	-900	40,305
5740	Other Local Sources	10,059	13,268	15,190	16,613	22,091	20,563	22,213	19,211	131,064	24,079	28,102	49,616	-186,255	258,884
5750	Co/Curr Activities	31,839	32,507	17,906	7,592	-3,764	3,960	3,912	2,143	0	8,644	0	0	3,897	87,078
5760	Other Sources	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Local Rev:	89,494	354,159	1,136,343	4,477,687	5,277,731	2,356,585	364,933	194,267	316,645	189,696	166,568	221,385	-99,832	14,733,685
5800	State Revenue:														
5811	Available School Fund	52,687	106,663	152,215	154,164	47,584	47,584	227,001	96,588	103,861	106,663	103,861	145,353	263,143	1,075,227
5812	Foundation Entitlement	3,870,873	3,170,245	1,667,494	0	0	0	0	1,383,343	908,887	913,990	1,821,751	2,242,394	1,527,440	17,385,167
5812	Founda Ent-Prior Yr	1,109,607	0	0	0	0	0	0	0	0	0	0	30,450	730,293	760,743
5819	Foundation Rev-Other	0	0	0	0	0	0	0	0	0	0	0	0	0	38,957
5820	Misc State Program Rev	0	0	0	0	0	0	0	0	0	0	0	0	17,553	29,267
5830	TRS On-Behalf	151,479	131,129	134,704	136,854	133,095	135,167	134,640	134,167	137,032	134,980	138,778	131,743	312,576	1,783,166
5839	State Revenue-Bus Grant	0	0	0	0	0	382,926	0	0	0	0	0	0	0	0
	Total State Rev:	5,184,646	3,408,037	1,954,413	291,018	180,679	565,677	361,641	1,614,098	1,149,780	1,155,633	2,064,390	2,549,940	2,851,005	21,072,527
5900	Federal Revenue:														
5930	Federal	3,224	127,125	9,008	8,005	29,011	6,717	281,184	1,891	2,664	29,786	24,356	8,419	40,599	257,133
	Total Federal Rev:	3,224	127,125	9,008	8,005	29,011	6,717	281,184	1,891	2,664	29,786	24,356	8,419	40,599	257,133
7900	Other Res/Non-Oper														
	2021 Bond Issuance	0	0	0	0	0	0	0	2,050,000	0	0	59,578	0	289,558	349,136
	Total Other Res:	0	0	0	0	0	0	0	2,050,000	0	0	59,578	0	289,558	349,136
	Total Revenue:	5,277,364	3,889,321	3,099,764	4,776,710	5,487,421	2,928,979	1,007,758	3,860,257	1,469,089	1,375,115	2,314,892	2,779,744	3,081,331	36,412,481
EXPENDITURES:															
6000	Expenditures:														
6100	Payroll Costs	842,110	2,068,494	2,113,336	2,115,481	2,056,906	2,080,735	2,097,148	2,082,019	2,046,949	2,066,729	2,082,049	1,979,181	3,461,609	24,703,897
6200	Contracted Services	355,453	302,267	305,499	400,226	596,698	300,071	356,853	296,836	329,825	371,307	337,007	262,855	543,781	4,115,381
6300	Supplies & Materials	82,074	206,148	58,749	122,379	138,439	133,024	153,086	357,452	133,668	173,298	84,518	111,075	360,966	2,024,190
6400	Other Operating	616,981	20,382	216,031	38,011	27,962	220,725	37,610	38,491	186,717	238,625	48,784	231,665	71,892	1,494,610
6500	Debt Services	750	0	0	0	0	200,950	0	84,221	0	0	0	0	25,950	224,775
6600	Capital Outlay	47,450	0	45,987	-41,560	464	0	708,703	109,354	43,545	0	0	174,129	767,799	1,656,508
8900	Other Uses/Non Operating	0	0	0	0	0	0	0	1,965,779	0	0	0	0	1,316,506	1,316,506
	Total Expenditures:	1,944,817	2,597,290	2,739,602	2,634,538	2,820,470	2,935,505	3,353,400	4,934,152	2,740,703	2,849,959	2,552,359	2,758,905	6,548,503	35,535,866
ENDING BALANCE		3,332,547	1,292,031	360,162	2,142,172	2,666,951	-6,526	-2,345,642	-1,073,895	-1,271,614	-1,474,844	-237,466	20,839	-3,467,172	
GF FB as of 8/31/20		9,526,579													
		12,859,126	14,151,157	14,511,320	16,653,492	19,320,443	19,313,917	16,968,276	15,894,380	13,210,378	14,419,537	14,182,070	14,202,909	10,735,737	

240	FOOD SERVICE	Actual Sep-20	Actual Oct-20	Actual Nov-20	Actual Dec-20	Actual Jan-21	Actual Feb-21	Actual Mar-21	Actual Apr-21	Actual May-20	Actual May-21	Actual Jun-20	Actual Jul-20	Actual Aug-20	2019-20 Totals
REVENUE:															
5700	Local Revenue:														
5740	Earnings from Temp Dep	0	0	605	0	0	606	0	0	1,740	662	0	0	968	5,714
															0
5750	Lunch	13,258	17,354	7,339	4,683	6,801	5,240	5,685	6,506	1	4,959	0	0	6,332	214,490
5750	Breakfast	867	1,050	590	427	667	496	528	623	0	453	0	0	318	15,779
5750	A La Carte	3,035	3,674	2,066	1,495	2,333	1,737	1,849	2,180	0	1,586	0	0	1,114	53,727
5750	Catering/Vending	1,106	1,492	668	631	67	105	214	3,203	0	8,140	0	808	2,012	12,972
5750	Summer Food Service	0	0	0	0	0	0	0	0	0	0	808	-782	0	26
	Total Local Rev:	18,266	23,570	11,269	7,236	9,868	8,185	8,277	12,511	1,741	15,799	808	26	10,744	302,708
5800	State Revenue														
5829	Misc St Program Rev.	0	0	0	0	0	0	9,752	0	0	0	0	0	0	9,461
5831	TRS On-Behalf Benefit	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total State Rev:	0	0	0	0	0	0	9,752	0	0	0	0	0	0	9,461
5900	Federal Revenue														
5921	School Breakfast	0	33,147	35,397	35,186	29,082	36,637	31,697	36,795	15,132	42,036	0	0	11,956	248,652
5922	National School Lunch	0	81,459	92,235	99,110	86,831	115,166	100,126	118,710	24,073	133,937	0	0	32,559	807,575
5923	USDA Donated Com	11,483	11,483	11,483	11,483	11,483	11,483	11,483	11,483	11,073	11,483	11,073	11,073	20,880	142,684
5929	Fed Rev TEA-Sum Feed	0	0	0	0	0	0	0	0	0	0	21,962	12,426	8,837	43,225
	Total Federal Rev:	11,483	126,089	139,115	145,779	127,396	163,286	143,305	166,988	50,278	187,456	33,035	23,499	74,232	1,242,137
7900	Other Res/Non-Oper:														
7940	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Other Res:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Revenue:	29,749	149,659	150,384	153,015	137,264	171,471	161,334	179,499	52,019	203,256	33,844	23,525	84,977	1,554,305
EXPENDITURES:															
6000	Expenditures:														
6100	Payroll & Benefits	19,385	63,017	62,996	59,661	59,222	62,340	58,127	59,181	63,094	60,460	56,207	68,259	106,244	729,446
6200	Contracted Services	510	110,773	529	153,451	57,551	0	162,808	109,256	13,208	84,133	16,088	14,594	45,493	824,016
6300	Supplies & Materials	11,824	13,366	11,505	11,496	11,489	11,486	11,487	11,508	13,517	11,501	11,086	73,268	28,962	216,760
6400	Other Operating	-864	0	187	0	64	105	0	0	0	85	0	0	0	430
6600	Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Expenditures:	30,855	187,156	75,217	224,609	128,326	73,930	232,422	179,945	89,819	156,180	83,381	156,121	180,699	1,770,652
	ENDING BALANCE	-1,106	-38,602	36,565	-35,029	-26,091	71,450	363	-83	61,509	46,993	-2,544	-135,140	-230,863	

511	DEBT SERVICE	Actual Sep-20	Actual Oct-20	Actual Nov-20	Actual Dec-20	Actual Jan-21	Actual Feb-21	Actual Mar-21	Actual Apr-21	Actual May-20	Actual May-21	Actual Jun-20	Actual Jul-20	Actual Aug-20	2019-20 Totals
REVENUE:															
5700	Local Revenue:														
5711	Taxes Current Year	991	18,750	70,433	299,207	354,876	155,511	18,097	7,623	7,628	7,781	5,557	6,407	2,636	752,995
5712	Taxes Prior Years	657	949	2,188	1,918	1,224	869	1,685	1,424	913	833	666	933	726	9,277
5719	Pen, Int, & Other	652	345	778	881	428	1,148	2,153	1,447	1,149	1,143	1,146	1,371	796	10,295
5742	Earnings Fm Temp Dep	26	29	59	143	430	587	609	611	391	645	388	415	197	4,074
	Total Local Rev:	2,326	20,073	73,458	302,149	356,959	158,115	22,543	11,104	10,081	10,402	7,757	9,126	4,355	776,642
5800	State Revenue:														
5829	St Rev Dist By TEA	0	0	0	18,440	0	0	0	0	8,660	0	0	0	0	8,660
	Total State Rev:	0	0	0	18,440	0	0	0	0	8,660	0	0	0	0	8,660
7900	Other Res/Non-Oper:														
7911	Issuance of Bonds	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7916	Issuance of Bonds	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7915	Operating Transfers													1,316,506	1,316,506
	Total Other Res:	0	0	0	0	0	0	0	0	0	0	0	0	1,316,506	1,316,506
	Total Revenue:	2,326	20,073	73,458	320,589	356,959	158,115	22,543	11,104	18,741	10,402	7,757	9,126	1,320,861	2,101,808
EXPENDITURES:															
6000	Expenditures:														
6500	Debt Service														
6511	Bond Principal	0	0	0	0	0	0	0	0	0	0	0	0	1,330,000	1,330,000
6521	Interest on Bonds	0	0	0	0	0	377,292	0	0	0	0	0	0	403,717	807,434
6599	Other Debt Fees	750		750			1,000	450	0	0	0	0	0	0	25,732
8949	Other Uses-Bond Escrow	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Expenditures:	750	0	750	0	0	378,292	450	0	0	0	0	0	1,733,717	2,163,166
	ENDING BALANCE	1,576	21,649	94,357	414,947	771,906	551,728	573,822	584,926	334,615	595,328	603,085	612,211	199,356	
Total Approved Budget															
199, 240, 511															
	TOTAL REVENUE	5,309,439	4,059,054	3,323,606	5,250,314	5,981,644	3,258,565	1,191,636	4,050,860	1,539,849	1,588,773	2,356,493	2,812,396	4,487,168	40,068,594
	TOTAL EXP	1,976,422	2,784,446	2,815,569	2,859,147	2,948,796	3,387,727	3,586,272	5,114,097	2,830,522	3,006,139	2,635,740	2,915,026	8,462,919	39,469,684
	ENDING BALANCE	3,333,017	4,607,625	5,115,662	7,506,830	10,539,679	10,410,516	8,015,880	6,952,644	4,956,538	5,535,278	5,256,032	5,153,401	1,177,651	

Information Only

Consent Agenda Item: 4.B.2

Meeting Date: June 22, 2021

Submitted By: David Bright, Assistant Superintendent for Finance and Operations

Business and Support Services

Review of Checks Written – May 2021

Summary

Although there is no statutory or policy requirement for the Board to review the bills paid during the previous month, a monthly review providing the Board an opportunity to ask questions regarding specific expenditures is a good practice for the Board to follow in overseeing the management of the District.

It is very helpful to the administration and helps in conducting an effective board meeting if questions are identified and asked prior to the meeting.

These bills have already been paid, and were previously authorized by the Board when you adopted the 2019-2020 General Operating Budget.

ECISD Board Policy

None.

Effective Date

May 31, 2021

Previous Board Action

Approval of 2020-2021 General Operating Budget on August 25, 2020 authorizing the expenditure of funds.

Future Action Expected

The Board will review the checks written for the previous month prior to each regular monthly board meeting.

Background Information and Significant Issues

None.

Fiscal Impact

Historical comparison of monthly check totals:

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
September	\$1,033,938.71	\$1,031,015.79	\$1,052,671.02	\$1,252,160.22	\$1,430,733.77
October	\$612,795.03	\$615,403.39	\$865,293.51	\$1,056,049.90	\$808,284.18
November	\$1,169,787.64	\$1,041,346.73	\$1,015,743.04	\$664,161.80	\$480,899.81
December	\$664,688.91	\$862,671.89	\$617,427.10	\$1,046,214.62	\$779,958.55
January	\$1,090,651.74	\$887,610.54	\$847,546.49	\$641,404.47	\$908,557.67
February	\$1,064,617.04	\$717,930.31	\$845,469.44	\$1,065,827.01	\$522,256.13
March	\$713,711.66	\$606,138.91	\$835,179.38	\$894,418.57	\$1,477,024.50
April	\$801,504.57	\$911,663.00	\$798,454.62	\$799,043.32	\$1,075,876.89
May	\$845,031.62	\$795,284.57	\$730,489.82	\$705,674.91	\$950,734.82
June	\$741,139.54	\$775,625.86	\$791,598.44	\$569,718.88	
July	\$1,045,946.97	\$433,133.73	\$1,007,717.35	\$724,540.33	
August	\$936,491.89	\$1,277,244.77	\$1,076,206.11	\$2,162,210.77	
Total	\$10,720,305.32	\$9,955,069.49	\$10,483,796.32	\$11,581,424.80	\$8,434,326.32

Student and Public Benefit Close monitoring of monthly bills paid and monthly cash flow helps to ensure the efficient use of public funds.

Procedural and Reporting Implications None.

Public Comments None.

Alternatives None.

Other Comments and Related Issues None.

Attachments List of checks written during the month are available in electronic format and were emailed to each member of the Board.

Submitted By David Bright, Assistant Superintendent of Finance and Operations

Action Required No action required. This is an information report only.

Recommendation Information only.
Bob Callaghan, Superintendent of Schools

For the Month of May

Check Nbr	Trans Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
		AMAZON CAPITAL	007432	14519207	199-11-6399.21-041-111000	SCIENCE SUPPLIES	45.80	N
			007432	14524763	199-11-6399.21-041-111000	SCIENCE SUPPLIES	6.18	N
			007432	14543724	199-11-6399.21-041-111000	SCIENCE SUPPLIES	228.70	N
			007432	14557073	199-11-6399.21-041-111000	SCIENCE SUPPLIES	29.70	N
			007432	14588289	199-11-6399.21-041-111000	SCIENCE SUPPLIES	23.70	N
			007432	14588289	199-11-6399.21-041-111000	SCIENCE SUPPLIES	23.70	N
		AMAZON CAPITAL	007432	14588289	199-11-6399.21-041-111000	REVERSAL	-23.70	N
			007432	14519207	199-11-6399.21-041-111000	REVERSAL	-45.80	N
			007432	14524763	199-11-6399.21-041-111000	REVERSAL	-6.18	N
			007432	14543724	199-11-6399.21-041-111000	REVERSAL	-228.70	N
			007432	14557073	199-11-6399.21-041-111000	REVERSAL	-29.70	N
			007432	14588289	199-11-6399.21-041-111000	REVERSAL	-23.70	N
		AMAZON CAPITAL	007877	1GNHQMWQQQ	199-11-6399.35-107-136000	CLASSROOM SUPPLIES & MATER	629.63	N
		AMAZON CAPITAL	007877	1GNHQMWQQQ	199-11-6399.35-107-136000	REVERSAL	-629.63	N
						Totals for Vendor 06067	.00	
		ENTERPRISE FM TRUST	006466	FBN4195521-	199-36-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	473.94	N
			006466	FBN4195521-	199-36-6269.00-999-199W00	REVERSAL	-473.94	N
						Totals for Vendor 09168	.00	
		KYRISH TRUCK CENTER	008146	R501003510:01	199-34-6249.00-999-199000	BUS REPAIRS	1,805.51	N
			008146	R501003510:01	199-34-6249.00-999-199000	REVERSAL	-1,805.51	N
						Totals for Vendor 08780	.00	
		SCHOOLMATE	007552	000550656	211-11-6399.35-102-030000	STUDENT PLANNERS	1,833.36	N
			007552	000550656	211-11-6399.35-102-030000	REVERSAL	-1,833.36	N
						Totals for Vendor 09044	.00	
		SUTHERLANDS	006516	147417	199-11-6399.22-001-122000	AG SHOP SUPPLIES	524.70	N
			006516	147417	199-11-6399.22-001-122000	REVERSAL	-524.70	N
			007049	147352	199-51-6316.00-999-199000	GEN MAINT	29.99	N
			007049	147352	199-51-6316.00-999-199000	REVERSAL	-29.99	N
		SUTHERLANDS	007837	147575	199-51-6316.00-999-199000	GEN MAINT	6.95	N
			006270	147225	199-51-6316.00-999-199000	BUILD MAINT	19.47	N
			006270	147225	199-51-6316.00-999-199000	REVERSAL	-19.47	N
			007837	147575	199-51-6316.00-999-199000	REVERSAL	-6.95	N
						Totals for Vendor 04139	-.00	
		RICHARD A WILSON, JR.	050005	EC VS	199-36-6299.00-001-191W00	GAME OFFICIAL	17,030.00	N
			050005	EC VS	199-36-6299.00-001-191W00	REVERSAL	-17,030.00	N
						Totals for Vendor 09521	.00	
067596	05-26-2021	EL CAMPO I.S.D.	DEDCH		863-00-2159.00-322-100000	MAY DED MISCELLANEOUS DED	1,140.00	N
067597	05-26-2021	SOUTHERN FARM BURE	DEDCH		863-00-2153.00-036-100000	MAY DED LIFE INSURANCE	516.78	N
088914	05-06-2021	AFFORDABLE LINE STRI	008107	210217	199-51-6299.00-999-199000	PRESSURE WASHING - HUTCHIN	4,750.00	N
088915	05-06-2021	AMAZON CAPITAL	008005	1XM3D4M7VJ4J	199-11-6399.15-102-111000	CLASSROOM SUPPLIES	605.80	N
			008005	13DRRFYVLC6F	199-11-6399.15-102-111000	CLASSROOM SUPPLIES	135.71	N
			007920	1TDTQKVXN9JV	199-36-6399.91-001-1910SB	SOFTBALL	1,197.91	N
			007920	1K73FN9XM1FN	199-36-6399.91-001-1910SB	SOFTBALL	53.95	N
						Totals for Check 088915	1,993.37	

For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
088916	05-06-2021	AMERICAN EXPRESS	050005	JOB FAIR-SAM	199-41-6411.01-701-199000	JOB FAIR REGISTRATION -SAM H	125.00	N
088917	05-06-2021	AMERICAN EXPRESS	000005	WOOD SHOP	199-11-6399.03-001-122000	WOOD SHOP 10" CABINET SAW P	154.76	N
088918	05-06-2021	AQUA BEVERAGE CO/O	006469	137001	199-21-6269.00-999-199000	ADMINISTRATION EXP	10.50	N
			006469	134398	199-21-6499.00-999-199000	ADMINISTRATION EXP	16.97	N
			006469	134207	199-21-6499.00-999-199000	ADMINISTRATION EXP	16.97	N
			006469	134985	199-21-6499.00-999-199000	ADMINISTRATION EXP	37.94	N
			006337	136778	199-34-6269.00-999-199000	TRANS WATER COOLER RENTAL/	9.99	N
			006337	135009	199-34-6499.00-999-199000	TRANS WATER COOLER RENTAL/	65.90	N
			006469	136557	199-41-6269.00-750-199000	ADMINISTRATION EXP	9.99	N
			006469	134975	199-41-6499.00-720-199000	ADMINISTRATION EXP	26.24	N
Totals for Check 088918							194.50	
088919	05-06-2021	AM EXP/AT&T	006494	713A0160869555	199-51-6256.00-999-199000	PHONE LINE CHARGES-DISTRICT	3,851.99	N
088920	05-06-2021	AM EXP/AT&T	006554	8310006526135	199-51-6259.00-999-199W00	DISTRICT INTERNET SERVICE	3,219.20	N
088921	05-06-2021	AM EXP/AT&T	006555	97495439532541	199-51-6256.00-999-199000	TRANSPORTATION FAX LINE	45.74	N
088922	05-06-2021	AT&T MOBILITY	006876	826438882X0501	199-51-6256.00-999-199000	DISTRICT CELL PHONE EXP	1,273.08	N
088923	05-06-2021	BELT HARRIS PECHACE	000005	14733	199-41-6212.00-750-199000	2020-21 INTERIM AUDIT	12,388.40	N
088924	05-06-2021	ROXANNE CAVAZOS	000005	AREA	199-36-6412.91-001-1910SB	AREA SOFTBALL PLAYOFF MEAL	280.00	N
088925	05-06-2021	CENTERPOINT ENERGY	006479	DIST APRIL	199-51-6258.00-999-199000	DISTRICT NATURAL GAS EXPENS	5,664.59	N
088926	05-06-2021	NCS PEARSON INC	006990	14226823	199-11-6299.70-001-122000	ACA LICENSE FOR WORTHAM	75.85	N
088927	05-06-2021	CINDY HERNANDEZ, TA	006656	1386759	199-34-6299.00-999-199000	REGISTRATION RENEWALS	7.50	N
			006656	1386758	199-34-6299.00-999-199000	REGISTRATION RENEWALS	7.50	N
			006656	1386760	199-34-6299.00-999-199000	REGISTRATION RENEWALS	7.50	N
			006656	1386757	199-34-6299.00-999-199000	REGISTRATION RENEWALS	7.50	N
			006656	1386761	199-34-6299.00-999-199000	REGISTRATION RENEWALS	7.50	N
			006656	1335198	199-34-6299.00-999-199000	REGISTRATION RENEWALS	7.50	N
Totals for Check 088927							45.00	
088928	05-06-2021	CITY OF EL CAMPO UTIL	006480	APRIL 2021	199-51-6255.00-999-199000	DISTRICT CITY UTILITIES EXPEN	14,327.07	N
088929	05-06-2021	E.A. COLLINS AND SONS	008024	68319	199-51-6246.00-999-199000	BUS BARN OIL PIT RAMP	11,750.00	N
088930	05-06-2021	EL CAMPO LEADER NE	006482	KIDS PAGE (4)	199-41-6499.00-720-199000	PUBLIC NOTICES/ADVERTISEME	132.00	N
088931	05-06-2021	EL CAMPO LEADER NE	000005	0003738-MYATT	199-12-6399.00-107-111000	NEWSPAPER SUBSCRIPTION	50.00	N
088932	05-06-2021	H.E. BUTT GROCERY	007379		199-11-6399.78-001-122000	CULINARY LAB SUPPLIES	2,049.34	N
			007605		199-11-6399.79-001-122000	CULINARY LAB SUPPLIES	1,880.62	N
			006462		199-21-6399.00-999-199000	ADM/HR/PAY/FED/SUPT/CURR	46.28	N
Totals for Check 088932							3,976.24	
088933	05-06-2021	HODGES WELDING SUP	006484	CR51653	199-11-6269.70-001-122000	CYLINDER RENTALS	162.00	N
			006484	CR51656	199-11-6269.70-001-122000	CYLINDER RENTALS	36.00	N
			006484	CR51654	199-34-6269.00-999-199000	CYLINDER RENTALS	6.00	N
			006484	CR51655	199-51-6269.00-999-199000	CYLINDER RENTALS	18.00	N
Totals for Check 088933							222.00	

For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
088934	05-06-2021	IRON MOUNTAIN	006766	DNKC915(MAY)	199-51-6299.00-999-199000	H/S VAULT STORAGE	650.57	N
088935	05-06-2021	JANAK'S WELDING SUP	007845	24736	199-11-6397.70-001-122000	WELDING SHOP SUPPLIES	1,949.00	N
088936	05-06-2021	LAKESHORE LEARNING	007537	4383960321	199-11-6399.11-103-111000	LANGUAGE ARTS SUPPLIES	56.99	N
088937	05-06-2021	MCLEMORE BUILDING	006434	145048-MAY	199-51-6249.01-999-199000	CUSTODIAL SERVICES	72,578.35	N
088938	05-06-2021	OFFICE DEPOT	008030	168131698001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	1,762.25	N
			008030	168185826001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	11.89	N
			008030	168185827001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	72.09	N
			008030	168239918001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	101.62	N
			008030	168295591001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	63.90	N
			008053	166271545001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	407.98	N
			008053	166271553001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	27.78	N
			008053	166271510001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	67.95	N
			008053	166271529001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	207.58	N
			008053	166271531001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	350.80	N
			008053	166271525001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	129.60	N
			008053	166269458001	199-11-6399.00-103-111000	GENERAL / MISC. SUPPLIES	2.19	N
			008030	168185827001	199-11-6499.00-103-111000	GENERAL / MISC. SUPPLIES	227.05	N
			008053	166269458001	199-11-6499.00-103-111000	GENERAL / MISC. SUPPLIES	77.76	N
						Totals for Check 088938	3,510.44	
088939	05-06-2021	PAINT PERFECTION	000004	ECMS APRIL	199-36-6412.90-041-191000	ECMS TENNIS GIRLS MEALS	360.00	N
			000004	ECMS APRIL	199-36-6412.91-041-191000	ECMS TENNIS BOYSMEALS	360.00	N
						Totals for Check 088939	720.00	
088940	05-06-2021	PRASEK'S HILLJE SMOK	008045	070323	199-23-6498.00-107-199000	AWARDS ADM MYATT	218.75	N
088941	05-06-2021	AM EXP/QUILL	007492	15020255	199-11-6397.00-107-111000	MOBILE PARTITION	1,439.98	N
			007587	15340885	199-11-6399.00-001-111000	SUPPLIES-GENERAL/JOURN/INK	58.32	N
			007587	15382946	199-11-6399.00-001-111000	SUPPLIES-GENERAL/JOURN/INK	1,045.68	N
			007724	15521730	199-11-6399.00-001-111000	SUPPLIES-HS/SCI/PEIMS/REG/RE	903.94	N
			007131	14903165	199-11-6399.00-001-123000	OFFICE & CLASSROOM SUPPLIE	215.97	N
			007378	14303949	199-11-6399.00-041-111000	MS SUPPLIES	127.95	N
			007378	14317708	199-11-6399.00-041-111000	MS SUPPLIES	518.77	N
			007515	15008739	199-11-6399.00-041-111000	MS SUPPLIES	99.98	N
			007590	15296659	199-11-6399.00-041-111000	MS SUPPLIES	1,973.88	N
			007745	15617934	199-11-6399.00-041-111000	MS SUPPLIES	180.20	N
			007746	15618252	199-11-6399.00-041-111000	MS SUPPLIES	422.38	N
			007305	14277444	199-11-6399.00-102-111000	SCHOOL MANAGEMENT	465.27	N
			007305	14280966	199-11-6399.00-102-111000	SCHOOL MANAGEMENT	67.95	N
			007540	15008930	199-11-6399.00-102-111000	INK	206.94	N
			007541	14999176	199-11-6399.00-102-111000	WORKROOM SUPPLIES	177.78	N
			007541	15009371	199-11-6399.00-102-111000	WORKROOM SUPPLIES	886.90	N
			007620	15348852	199-11-6399.00-102-111000	INK- OFFICE	1,397.28	N
			007673	15531923	199-11-6399.00-102-111000	PAPER	3,039.20	N
			007712	15522300	199-11-6399.00-103-111000	GENERAL / MISC SUPPLIES	1,188.87	N
			007390	14292058	199-11-6399.00-107-111000	GENERAL INSTRUCTIONAL SUPP	239.96	N

For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			007390	14299643	199-11-6399.00-107-111000	GENERAL INSTRUCTIONAL SUPP	27.87	N
			007390	14308657	199-11-6399.00-107-111000	GENERAL INSTRUCTIONAL SUPP	26.98	N
			007390	14317971	199-11-6399.00-107-111000	GENERAL INSTRUCTIONAL SUPP	527.25	N
			007852	15807072	199-11-6399.00-107-111000	CLASSROOM SUPPLIES	484.15	N
			007485	14602753	199-11-6399.04-001-111000	SUPPLIES-INK	36.19	N
			007485	14609739	199-11-6399.04-001-111000	SUPPLIES-INK	220.66	N
			007587	15382946	199-11-6399.04-001-111000	SUPPLIES-GENERAL/JOURN/INK	289.04	N
			007724	15521730	199-11-6399.04-001-111000	SUPPLIES-HS/SCI/PEIMS/REG/RE	363.25	N
			007851	15795890	199-11-6399.04-001-111000	SUPPLIES-INK	58.49	N
			007851	15807676	199-11-6399.04-001-111000	SUPPLIES-INK	2,398.03	N
				1315780	199-11-6399.04-001-111000	ADJUSTMENT	-269.89	N
			007683	15488288	199-11-6399.06-001-111000	SUPPLIES-ART	100.97	N
			007524	14917194	199-11-6399.11-103-111000	LANGUAGE ARTS SUPPLIES	87.78	N
			007524	14930821	199-11-6399.11-103-111000	LANGUAGE ARTS SUPPLIES	67.92	N
			007524	14969483	199-11-6399.11-103-111000	LANGUAGE ARTS SUPPLIES	141.18	N
			007587	15382946	199-11-6399.14-001-111000	SUPPLIES-GENERAL/JOURN/INK	71.98	N
			007587	15382946	199-11-6399.14-001-111000	SUPPLIES-GENERAL/JOURN/INK	58.32	N
			007587	15399623	199-11-6399.14-001-111000	SUPPLIES-GENERAL/JOURN/INK	35.91	N
			007777	15619140	199-11-6399.16-001-111000	SUPPLIES-FOREIGN LANG & PEI	474.27	N
			007670	15474415	199-11-6399.18-001-111000	SUPPLIES-SOCIAL STUDIES	117.67	N
			007670	15488422	199-11-6399.18-001-111000	SUPPLIES-SOCIAL STUDIES	1,469.35	N
			007599	15150981	199-11-6399.19-041-111000	MATH SUPPLIES	142.02	N
			007747	15620036	199-11-6399.19-041-111000	MATH SUPPLIES	30.59	N
			007625	15270156	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	40.47	N
			007625	15270179	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	24.28	N
			007625	15286939	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	376.19	N
			007625	15297504	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	32.34	N
			007625	15331691	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	71.79	N
			007668	15475257	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	51.06	N
			007668	15488177	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	184.01	N
			007668	15499453	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	14.78	N
			007724	15521730	199-11-6399.21-001-111000	SUPPLIES-HS/SCI/PEIMS/REG/RE	153.11	N
			007432	14519207	199-11-6399.21-041-111000	SCIENCE SUPP	45.80	N
			007432	14524763	199-11-6399.21-041-111000	SCIENCE SUP	6.18	N
			007432	14543724	199-11-6399.21-041-111000	SCIENCE SUPP	228.70	N
			007432	14557073	199-11-6399.21-041-111000	SCIENCE SUPP	29.70	N
			007432	14588289	199-11-6399.21-041-111000	SCIENCE SUPP	23.70	N
			007724	15521730	199-11-6399.82-001-111000	SUPPLIES-HS/SCI/PEIMS/REG/RE	345.83	N
			007724	15501326	199-11-6399.82-001-111000	SUPPLIES-HS/SCI/PEIMS/REG/RE	103.47	N
			007724	15524329	199-11-6399.82-001-111000	SUPPLIES-HS/SCI/PEIMS/REG/RE	22.26	N
			007712	15524666	199-11-6499.00-103-111000	GENERAL /MISC SUPPLIES	53.96	N
			007684	15474808	199-12-6399.00-001-111000	SUPPLIES-LIBRARY	225.89	N
			007684	15488631	199-12-6399.00-001-111000	SUPPLIES-LIBRARY	256.48	N
			007684	15501071	199-12-6399.00-001-111000	SUPPLIES-LIBRARY	7.19	N
			007461	14614264	199-23-6399.00-107-199000	ADM SUPPLIES	368.95	N

For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			007491	14825803	199-23-6399.00-107-199000	SUPPLIES-CHAIR	379.98	N
			007724	15524329	199-23-6399.01-001-199000	SUPPLIES-HS/SCI/PEIMS/REG/RE	63.23	N
			007724	15536726	199-23-6399.01-001-199000	SUPPLIES-HS/SCI/PEIMS/REG/RE	112.24	N
			007777	15662215	199-23-6399.01-001-199000	SUPPLIES-FOREIGN LANG & PEI	71.98	N
			007724	15536726	199-23-6399.02-001-199000	SUPPLIES-HS/SCI/PEIMS/REG/RE	253.14	N
			007724	15565729	199-23-6399.02-001-199000	SUPPLIES-HS/SCI/PEIMS/REG/RE	24.29	N
			007450	14573311	199-33-6399.00-041-199000	NURSE SUPPLIES	108.98	N
			007450	14735202	199-33-6399.00-041-199000	NURSE SUPPLIES	77.58	N
			007550	15009654	199-33-6399.00-107-199000	NURSE SUPPLIES	229.49	N
			007498	14974821	199-34-6399.02-999-199000	SUPPLIES	78.55	N
			007956	15988305	199-34-6399.02-999-199000	TRANS OFFICE SUPP	280.49	N
			007956	16010336	199-34-6399.02-999-199000	TRANS OFFICE SUPP	549.72	N
			007956	16010673	199-34-6399.02-999-199000	TRANS OFFICE SUPP	280.49	N
			007603	15276073	199-36-6499.63-001-191000	OPER EXP-CHEER HS	165.58	N
			007603	15328261	199-36-6499.63-001-191000	OPER EXP-CHEER HS	197.46	N
			007817	15710699	199-41-6399.00-720-199000	ADMIN/BO SUPPLIES	11.98	N
			007817	15714286	199-41-6399.00-720-199000	ADMIN/BO SUPPLIES	63.16	N
			007817	15722173	199-41-6399.00-720-199000	ADMIN/BO SUPPLIES	487.65	N
			007784	15738467	199-41-6399.00-750-199000	ADMIN SUPP	314.99	N
			007784	15752767	199-41-6399.00-750-199000	ADMIN SUPP	54.08	N
			007817	15722173	199-41-6399.00-750-199000	ADMIN/BO SUPPLIES	1,462.54	N
			007817	15732445	199-41-6399.00-750-199000	ADMIN/BO SUPPLIES	136.74	N
			007757	15589677	199-51-6315.00-999-199000	GEN MAINT	234.51	N
			007569	15017379	199-51-6315.29-999-199000	COVID-19 SUPPLIES	84.50	N
			007757	15589677	199-51-6399.00-999-199000	GEN MAINT	1,405.68	N
			007496	14814444	211-11-6399.35-107-030000	CLASSROOM SUPPLIES & MATER	97.08	N
			007496	14824872	211-11-6399.35-107-030000	CLASSROOM SUPPLIES & MATER	1,395.51	N
			007785	15629960	437-21-6399.00-751-123000	OFFICE SUPPLIES	17.07	N
			007785	15638462	437-21-6399.00-751-123000	OFFICE SUPPLIES	18.59	N
			007785	15652211	437-21-6399.00-751-123000	OFFICE SUPPLIES	567.01	N
Totals for Check 088941							33,507.61	
088942	05-06-2021	R&R PRINTING	007981	52657	199-41-6499.00-720-199000	RETIREMENT PLAQUES	1,111.24	N
088943	05-06-2021	RIoux HARDWARE	006476	605207	199-11-6399.22-001-122000	AG SHOP SUPPLIES	168.43	N
			007953	605011	199-34-6399.01-999-199000	SHOP SUPPLIES	13.49	N
			007082	604782	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	18.99	N
			007082	604826	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	4.80	N
			007082	604836	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	6.94	N
			007082	604840	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	2.38	N
			007082	604843	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	4.28	N
			007082	604847	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	8.27	N
			007082	604898	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	10.49	N
			007082	604958	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	29.99	N
			007082	604966	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	8.38	N
			007082	605039	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	6.28	N

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			007082	605171	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	20.82	N
			007082	605182	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	9.98	N
			007082	605236	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	3.59	N
			007082	605249	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	8.76	N
			007082	605341	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	2.25	N
			007082	605383	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	21.48	N
			007082	605434	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	33.99	N
			007082	605589	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	20.98	N
			007082	605597	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	50.46	N
			007082	605603	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	16.07	N
			007082	605621	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	12.99	N
Totals for Check 088943							484.09	
088944	05-06-2021	SAM'S TELEPHONE SER	008101	56204	199-11-6299.00-107-111TEC	PHONE SYSTEM REPAIRS	150.00	N
088945	05-06-2021	SCHMIDT IMPLEMENT, I	006329	24360	199-51-6247.00-999-199000	GROUNDS REPAIRS	412.99	N
088946	05-06-2021	SUPERIOR MOTOR PAR	007658	9319-352861	199-11-6399.72-001-122000	AUTO TECH LAB SUPPLIES	53.36	N
088947	05-06-2021	SUTHERLANDS	007805	147192	199-11-6399.03-041-111000	GCT SUPPLIES	426.03	N
			007805	147461	199-11-6399.03-041-111000	GCT SUPPLIES	56.09	N
			007805	147505	199-11-6399.03-041-111000	GCT SUPPLIES	225.35	N
			006516	147417	199-11-6399.22-001-122000	AG SHOP SUPPLIES	524.70	N
			006516	147428	199-11-6399.22-001-122000	AG SHOP SUPPLIES	71.50	N
			006516	147430	199-11-6399.22-001-122000	AG SHOP SUPPLIES	40.25	N
				147429	199-11-6399.22-001-122000	RETURN	-35.75	N
			006464	147374	199-11-6399.71-001-122000	AG SHOP SUPPLIES	10.74	N
			006464	147617	199-11-6399.71-001-122000	AG SHOP SUPPLIES	279.00	N
			006464	147626	199-11-6399.71-001-122000	AG SHOP SUPPLIES	37.53	N
			007495	147241	199-11-6399.71-041-122000	MIDDLE SCHOOL SUPPLIES	40.05	N
			007495	147380	199-11-6399.71-041-122000	MIDDLE SCHOOL SUPPLIES	81.99	N
			007049	147352	199-51-6316.00-999-199000	GEN MAINT	29.96	N
			007049	147483	199-51-6316.00-999-199000	GEN MAINT	20.99	N
			007339	147173	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	8.88	N
			007339	147199	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	40.88	N
			007339	147219	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	21.39	N
			007339	147273	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	195.69	N
			007339	147320	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	3.28	N
			007339	147355	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	38.96	N
			007339	147367	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	76.86	N
			007339	147477	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	32.94	N
			007339	147496	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	3.98	N
			007339	147509	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	12.58	N
			007339	147512	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	25.98	N
			007339	147552	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	17.52	N
			007339	147554	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	6.96	N
			007339	147570	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	6.79	N
			007049	147195	199-51-6316.00-999-199000	GEN MAINT	14.37	N

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			007049	147216	199-51-6316.00-999-199000	GEN MAINT	26.98	N
			007049	147315	199-51-6316.00-999-199000	GEN MAINT	295.20	N
			007837	147438	199-51-6316.00-999-199000	GEN MAINT	198.00	N
			007837	147610	199-51-6316.00-999-199000	GEN MAINT	18.44	N
			008080	147225	199-51-6316.00-999-199000	GEN MAINT	19.47	N
			008080	147575	199-51-6316.00-999-199000	GEN MAINT	6.95	N
			008080	147630	199-51-6316.00-999-199000	GEN MAINT	29.90	N
			008080	147646	199-51-6316.00-999-199000	GEN MAINT	88.91	N
Totals for Check 088947							2,999.34	
088948	05-06-2021	UNITED AGRICULTURAL	006296	327638	199-51-6317.00-999-199000	GROUNDS	23.92	N
088949	05-06-2021	WALSH GALLEGOS TRE	400004	607510	199-41-6211.00-720-199000	GENERAL LEGAL ISSUES	584.50	N
088950	05-06-2021	WHARTON CO. ELECTRI	006639	M&T APRIL	199-51-6257.00-999-199000	MAINT/TRANS ELECTRICITY SVC	1,280.00	N
088951	05-06-2021	WHARTON CO. ELECTRI	006638	4320133401-APR	199-51-6257.00-999-199000	ECMS ELECTRICITY SERVICE	13,474.00	N
088952	05-06-2021	AM EXP/YK COMMUNICA	006754	10062822(APR)	199-11-6299.00-001-111TEC	Redundant Internet Connection	64.99	N
			006754	10062822(APR)	199-11-6299.00-041-111TEC	Redundant Internet Connection	64.99	N
			006754	10062822(APR)	199-11-6299.00-102-111TEC	Redundant Internet Connection	64.99	N
			006754	10062822(APR)	199-11-6299.00-103-111TEC	Redundant Internet Connection	64.99	N
			006754	10062822(APR)	199-11-6299.00-107-111TEC	Redundant Internet Connection	64.99	N
Totals for Check 088952							324.95	
088953	05-13-2021	ACCUCUT, LLC	008042	12361007	199-11-6399.00-107-111000	INSTRUCTIONAL SUPP	1,228.50	N
088954	05-13-2021	ACE MART RESTAURAN	007595	78005197	199-11-6399.74-001-122000	FLORAL DESIGN LAB SUPPLIES	542.83	N
088955	05-13-2021	AMAZON CAPITAL	007560	1GDX4X63LMQ	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	47.96	N
			007560	1WJ3RYFVF97Y	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	132.38	N
			007663	1P3KLPK41QY7	199-11-6399.27-001-122000	BUSINESS -HS	138.68	N
			007663	1CGF364CJRCW	199-11-6399.27-001-122000	BUSINESS -HS	38.99	N
			007663	1FXVP43MMPTF	199-11-6399.27-001-122000	BUSINESS -HS	38.99	N
			007663	1199XJD67GYP	199-11-6399.27-001-122000	BUSINESS -HS	38.99	N
			008113	1C6QTN14JVGY	199-41-6399.00-750-199000	CALENDARS-B/O SUPPLIES	135.44	N
			008113	1C6QTN14JVGY	199-41-6399.00-750-1990HR	CALENDARS	25.24	N
			008096	1VRRD6HJWGQ	211-11-6399.35-107-130000	CLASSROOM SUPPLIES & MATER	74.83	N
			007966	1G6F9RW7L36K	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	117.98	N
			007966	1JPLLJXGLKJC	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	236.71	N
			008007	1FMLJCW43GTT	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	2,065.36	N
			008007	1FMLJCW43GTT	289-11-6399.35-103-124000	SUPPLIES / MATERIALS	445.04	N
			008007	1M6H46FQV1YH	289-11-6399.35-103-124000	SUPPLIES / MATERIALS	1,208.54	N
Totals for Check 088955							4,745.13	
088956	05-13-2021	AMERICAN EXPRESS	500005	ANN PGM FEE	199-41-6499.00-720-199000	ANNUAL PROGRAM FEE	55.00	N
088957	05-13-2021	AUTOZONE PARTS INC.	006303	1550317796	199-34-6399.00-999-199000	BUS FLEET REPAIR PARTS	2.99	N
			006305	1550317567	199-34-6399.01-999-199000	SHOP SUPPLIES-TRANSPORTATI	60.00	N
			006305	1550320420	199-34-6399.01-999-199000	SHOP SUPPLIES-TRANSPORTATI	59.98	N
			006305	1550325122	199-34-6399.01-999-199000	SHOP SUPPLIES-TRANSPORTATI	8.58	N
Totals for Check 088957							131.55	

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088958	05-13-2021	CLINTON BABCOCK	050005	EC VS	199-36-6299.00-001-191W00	BASEBALL OFFICIAL	105.00	N
088959	05-13-2021	BILL OVERALL & ASSOCI	007980	2694	199-41-6499.00-720-199000	SERVICE PINS	832.25	N
088960	05-13-2021	SUSIE BROWN	000005	APR 1-30	199-23-6411.00-001-199000	INDISTRICT TRAVEL	12.65	N
088961	05-13-2021	HAILEY BROWNING	050005	LUBBOCK FUEL	199-34-6311.00-999-199000	VEHICLE FUEL REIM	78.74	N
			050005	STATE HORSE	199-36-6411.70-001-122000	STATE HORSE JUDGING HOTEL	104.64	N
			050005	STATE HORSE	199-36-6412.70-001-122000	STATE HORSE JUDGING HOTEL	104.64	N
Totals for Check 088961							288.02	
088962	05-13-2021	LINDSAY BULLARD	000005	EC VS	199-36-6299.00-001-191W00	BASEBALL WORKER	50.00	N
			000005	EC VS	199-36-6299.00-001-191W00	BASEBALL WORKER	25.00	N
Totals for Check 088962							75.00	
088963	05-13-2021	AKNAPP@CALDWELLCO	006966	LR260391	627-52-6631.00-999-199000	SRO VEHICLES	123,424.00	N
	05-19-2021	AKNAPP@CALDWELLCO	006966	LR260391	627-52-6631.00-999-199000	CHECK MISPRINT	-123,424.00	N
Totals for Check 088963							.00	
088964	05-13-2021	BOB CALLAGHAN	000005	TASA 20/21	199-41-6495.00-701-199000	TASA DUES-CALLAGHAN 20/21	525.00	N
088965	05-13-2021	HOWARD G. CALLIS, JR.	050005	EC VS	199-36-6299.00-001-191W00	GAME OFFICIAL	105.00	N
088966	05-13-2021	JESUS CANTU	050005	ECHS	199-36-6299.00-001-191W00	GAME OFFICIAL	180.00	N
088967	05-13-2021	CARDINAL'S SPORT TEA	007992	O777782-01	199-36-6399.97-001-191000	TRACK SUPPLIES	343.62	N
088968	05-13-2021	CAROLINA BIOLOGICAL	007781	51370945RI	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	763.94	N
088969	05-13-2021	CCISD ATHLETICS	050005	ECHS REG	199-36-6412.90-999-191000	REGIONAL TRACK ENTRY FEES	940.00	N
088970	05-13-2021	RYAN CEGIELSKI	500005	EC VS	199-36-6299.00-001-191W00	BASKETBALL OFFICIAL	145.00	N
088971	05-13-2021	CINTAS CORP	006358	5061590571	199-34-6399.01-999-199000	TRANS FIRST AID/SAFETY SUPP	156.86	N
088972	05-13-2021	CITY OF EL CAMPO	050005	APRIL 2021	199-52-6299.01-001-199W00	SRO WAGES	7,323.41	N
			050005	APRIL 2021	199-52-6299.01-041-199W00	SRO WAGES	6,107.44	N
Totals for Check 088972							13,430.85	
088973	05-13-2021	CASSIE CLARK	050005	FEB 23-APR 30	240-35-6411.00-999-199000	INDISTRICT TRAVEL	85.29	N
088974	05-13-2021	THE COMPUTER CENTE	006850	10093625	199-11-6399.00-107-111000	CLASSROOM SUPPLIES & MATER	446.94	N
			008114	10093528	199-12-6397.00-041-111000	LIBRARY INVENTORY ITEM	562.97	N
Totals for Check 088974							1,009.91	
088975	05-13-2021	CONTRACT PAPER GRO	007644	43008186501	199-11-6399.00-103-111000	COPY PAPER	1,146.00	N
088976	05-13-2021	DEMCO	008046	6946923	199-12-6399.00-107-111000	LIBRARY SUPPLIES	605.46	N
088977	05-13-2021	EDGENUITY INC	007499	801835	199-11-6395.00-999-124000	ODYSSEYWARE K-12 SITE LICEN	28,000.00	N
088978	05-13-2021	EDUCATION GALAXY, LL	007703	501317	211-11-6395.35-102-030000	SOFTWARE SUBSCRIPTION	1,250.00	N
			007703	501317	211-11-6395.35-102-130000	SOFTWARE SUBSCRIPTION	1,505.00	N
Totals for Check 088978							2,755.00	
088979	05-13-2021	GARY FIGIROVA	050005	STATE TRACK	199-36-6411.90-999-191000	STATE TRACK MEET TICKET EXP	25.00	N
088980	05-13-2021	FLINN SCIENTIFIC, INC.	007671	2547872	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	351.33	N
			007671	2556940	199-11-6399.21-001-111000	SUPPLIES-SCIENCE	1,134.00	N
Totals for Check 088980							1,485.33	

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088981	05-13-2021	FRONTLINE TECHNOLO	050005	INVUS134280	199-53-6299.01-750-199W00	TIME & ATTEND PRORATED USA	3,610.77	N
			050005	INVUS134278	199-53-6299.01-750-199W00	TIME SYSTEM IMPLEMENTATION	7,500.00	N
Totals for Check 088981							11,110.77	
088982	05-13-2021	GOPHER SPORT	007886	IN33537	199-11-6399.23-103-111000	P.E. SUPPLIES	366.84	N
088983	05-13-2021	JASON GOWETSKI	050005	EC VS	199-36-6299.00-001-191W00	GAME OFFICIAL	105.00	N
088984	05-13-2021	HEXCO ACADEMIC	007557	28186-1	199-36-6499.69-001-199000	UIL TESTING SUPP	70.00	N
088985	05-13-2021	HOUGHTON MIFFLIN HA	007930	710213146	199-11-6395.35-103-130000	SOFTWARE RENEWAL	1,800.00	N
			007930	710213218	199-11-6399.35-103-130000	SUPPLIES / MATERIALS	1,985.69	N
Totals for Check 088985							3,785.69	
088986	05-13-2021	JANAK'S WELDING SUP	006475	24745	199-11-6399.22-001-122000	AG FABRICATION SUPPLIES	845.00	N
088987	05-13-2021	KIMBALL MIDWEST	008121	8848672	199-34-6399.01-999-199000	SHOP SUPPLIES	314.29	N
088988	05-13-2021	SCOTT KOCIAN	050005	EC VS	199-36-6299.00-001-191W00	BASEBALL OFFICIAL	105.00	N
088989	05-13-2021	TURK KRENEK	008126	DOMAIN NAME	199-11-6299.00-001-111TEC	Reimburse for Domain Renewal	73.79	N
			008126	DOMAIN NAME	199-11-6299.00-041-111TEC	Reimburse for Domain Renewal	73.78	N
			008126	DOMAIN NAME	199-11-6299.00-102-111TEC	Reimburse for Domain Renewal	73.78	N
			008126	DOMAIN NAME	199-11-6299.00-103-111TEC	Reimburse for Domain Renewal	73.78	N
			008126	DOMAIN NAME	199-11-6299.00-107-111TEC	Reimburse for Domain Renewal	73.78	N
Totals for Check 088989							368.91	
088990	05-13-2021	KYRISH TRUCK CENTER	006368	X501034624:01	199-34-6399.00-999-199000	BUS PARTS	6,019.93	N
			006368	X501034814:01	199-34-6399.00-999-199000	BUS PARTS	249.62	N
Totals for Check 088990							6,269.55	
088991	05-13-2021	LONE STAR GLASS CO.,	006699	I512983	199-34-6249.00-999-199000	GLASS REPAIRS-BUS FLEET	30.00	N
088992	05-13-2021	KENDALL MACEK	050005	SPANISH II	199-00-5735.00-000-100000	SUMMER SCHOOL SPANISH II RE	85.00	N
088993	05-13-2021	PAT MCCHESENEY	050005	EC VS	199-36-6299.00-001-191W00	GAME OFFICIAL	105.00	N
088994	05-13-2021	MCCOY'S BUILDING SUP	008028	9690885	199-11-6399.03-001-122000	WOOD SHOP SUPPLIES	1,063.57	N
			007632	9690886	199-11-6399.82-001-122000	CONSTRUCTION TECH SUPPLIES	305.44	N
Totals for Check 088994							1,369.01	
088995	05-13-2021	MED-TECH & DESIGN AS	007679	5091	199-33-6299.00-999-199000	CONTR SVC-AUDIO	175.00	N
088996	05-13-2021	MID-AMERICAN RESEAR	008122	0730432-IN	199-34-6499.00-999-199000	SUPPLIES	163.61	N
088997	05-13-2021	SHERLYNN A MOLLNAR	050005	NACOGDOCHES	199-36-6411.69-001-199000	MEAL EXP-UIL	39.35	N
088998	05-13-2021	NICOLE JOHNSON	050005	ECMS	199-11-6498.00-041-111000	END OF YEAR STUDENT INCENTI	2,325.00	N
088999	05-13-2021	NATIONAL SPEECH AND	050005	ECHS S/D-	199-36-6497.12-001-199000	REG FEE-NATIONAL SPEECH/DE	740.00	N
089000	05-13-2021	OFFICE DEPOT	007843	166092298002	199-11-6329.11-107-111000	CLASSROOM SUPPLIES & MATER	37.74	N
			007843	166092298001	199-11-6329.11-107-111000	CLASSROOM SUPPLIES & MATER	166.39	N
Totals for Check 089000							204.13	
089001	05-13-2021	PAINT PERFECTION	007316	103577	199-51-6316.00-999-199000	GEN MAINT-BUILDING MAINT	434.92	N
089002	05-13-2021	PCAT	050005	D24190321C	199-34-6429.00-999-199000	AUTO PROPERTY DAMAGE-TORR	2,000.00	N

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089003	05-13-2021	PEAR DECK, INC.	007728	INV3267	199-11-6399.19-001-111000	MATH LICENSES	3,381.00	N
089004	05-13-2021	JOSEPH L. PENNINGTO	000530	EC VS	199-36-6299.00-001-191W00	GAME OFFICIAL	170.00	N
089005	05-13-2021	REGION 4 EDUC. SERVI	007665	158451810	199-34-6499.00-999-199000	TRAINING	100.00	N
089006	05-13-2021	RESOURCES FOR EDUC	007801	2837176	199-31-6399.01-041-199000	COUNSELOR EDUCATIONAL MAT	388.00	N
089007	05-13-2021	MELVIN ROSS	050005	EC VS	199-36-6299.00-001-191W00	GAME OFFICIAL	105.00	N
089008	05-13-2021	SCHMIDT IMPLEMENT, I	006373	24411	199-51-6317.00-999-199000	GROUNDS-BASEBALL	21.98	N
089009	05-13-2021	THE SCREEN STOP	008071	2011	199-36-6399.61-001-191000	SUPPLIES-DERBY DOLLS	99.00	N
089010	05-13-2021	SERVICE SUPPLY OF VI	008081	701096867	199-51-6316.00-999-199000	GEN MAINT	75.05	N
			008081	701096284	199-51-6316.00-999-199000	GEN MAINT	30.21	N
Totals for Check 089010							105.26	
089011	05-13-2021	SHERWIN WILLIAMS	007054	9457-0	199-51-6316.00-999-199000	GEN MAINT	387.90	N
089012	05-13-2021	SOUTHERN FLORAL CO	007861	136638	199-11-6399.05-001-122000	FLORAL DESIGN LAB SUPPLIES	309.35	N
			007861	136639	199-11-6399.05-001-122000	FLORAL DESIGN LAB SUPPLIES	652.49	N
			007861	136640	199-11-6399.05-001-122000	FLORAL DESIGN LAB SUPPLIES	445.22	N
			007861	136641	199-11-6399.05-001-122000	FLORAL DESIGN LAB SUPPLIES	136.77	N
			007861	137125	199-11-6399.05-001-122000	FLORAL DESIGN LAB SUPPLIES	50.90	N
			007861	137579	199-11-6399.05-001-122000	FLORAL DESIGN LAB SUPPLIES	531.89	N
			007861	137580	199-11-6399.05-001-122000	FLORAL DESIGN LAB SUPPLIES	9.69	N
			006467	136642	199-11-6399.71-001-122000	AG LAB SUPPLIES	295.30	N
Totals for Check 089012							2,431.61	
089013	05-13-2021	STEVEN STAFF	050005	EC VS	199-36-6299.00-001-191W00	GAME WORKER	50.00	N
			050005	EC VS	199-36-6299.00-001-191W00	GAME WORKER	25.00	N
Totals for Check 089013							75.00	
089014	05-13-2021	SULLIVAN SUPPLY, INC.	007387	PSI228892	199-11-6399.81-001-122000	AG BARN SUPPLIES	1,040.30	N
089015	05-13-2021	SUPERIOR TROPHIES A	006503	50382	199-11-6399.71-001-122000	AG AWARD SUPPLIES	998.80	N
			006503	50438	199-11-6399.71-001-122000	AG AWARD SUPPLIES	1,254.55	N
Totals for Check 089015							2,253.35	
089016	05-13-2021	T-MOBILE	006573	969756706-	199-11-6399.29-999-111TEC	HOT SPOTS-ONLINE LEARNERS	1,500.00	N
089017	05-13-2021	TEXAS HIGH SCHOOL C	000005	40348-R.	199-36-6411.90-999-191000	REGISTRATION FEE	60.00	N
089018	05-13-2021	TOSHIBA FINANCIAL SE	006862	72486938-	437-21-6269.00-751-123000	GARWOOD-ESTUDIO COPIER	150.73	N
089019	05-13-2021	WALMART COMMUNITY	006899		199-11-6399.19-041-111000	MATH SUPPLIES	14.46	N
			008063		199-11-6399.19-041-111000	MATH INCENTIVE-STAAR	148.14	N
Totals for Check 089019							162.60	
089020	05-13-2021	WESTERN PSYCHOLOGI	007765	WPS-377416	437-31-6339.00-751-123000	SPEECH TESTING MATEIALS	129.80	N
			007923	WPS-404427	437-31-6339.00-751-123000	TESTING MATERIALS LSSP/DIAG	1,383.50	N
Totals for Check 089020							1,513.30	
089021	05-13-2021	WHARTON CO. C.A.D.	000005	3RD QTR	199-41-6213.00-703-199000	3RD QUARTER SHARE	61,240.00	N
			000005	2ND BIANN	199-41-6213.00-703-199000	2ND BI ANNUAL BUILDING NOTE	7,170.50	N
Totals for Check 089021							68,410.50	

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089022	05-13-2021	WHATABURGER RESTA	000005	1199953	199-36-6412.90-999-191000	AREA GIRLS TRACK MEALS	136.35	N
			050005	1284200	199-36-6412.98-001-191000	DISTRICT TRACK MEALS	135.00	N
Totals for Check 089022							271.35	
089023	05-13-2021	RICHARD A WILSON, JR.	050005	EC VS	199-36-6299.00-001-191W00	GAME OFFICIAL	170.00	N
			050005	EC VS	199-36-6299.00-001-191W00	GAME OFFICIAL	180.00	N
			050005	EC VS SEALY	199-36-6299.00-001-191W00	GAME OFFICIAL	170.00	N
			050005	EC VS	199-36-6299.00-001-191W00	GAME OFFICIAL	170.00	N
			050005	EC VS	199-36-6299.00-001-191W00	GAME OFFICIAL	170.00	N
Totals for Check 089023							860.00	
089024	05-13-2021	CHAD WORRELL	000005	WEST COL;	199-36-6411.90-999-191000	TRAVEL EXP	286.09	N
089025	05-18-2021	CENTERPOINT ENERGY	006479	M&T MAY	199-51-6258.00-999-199000	DISTRICT NATURAL GAS EXPENS	300.48	N
089026	05-18-2021	CINDY HERNANDEZ, TA	500005	HS SRO	199-52-6299.01-001-199W00	ECHS SRO VEHICLE TITLE FEE	21.75	N
			500005	MS SRO	199-52-6299.01-041-199W00	ECMS SRO VEHICLE TITLE FEE	21.75	N
Totals for Check 089026							43.50	
089027	05-18-2021	CINDY HERNANDEZ, TA	000005	4UZABRFC5NC	199-34-6299.00-999-199000	NEW BUS REGISTRATION FEE	22.00	N
089028	05-18-2021	ENTERPRISE FM TRUST	006466	FBN4195521-	199-13-6269.00-999-111W00	DIST RENTAL VEHICLE FLEET	509.39	N
			006466	FBN4195521-	199-34-6269.00-999-123W00	DIST RENTAL VEHICLE FLEET	1,018.79	N
			006466	FBN4195521-	199-34-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	771.54	N
			006466	FBN4195521-	199-34-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	646.20	N
			006466	FBN4195521-	199-34-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	325.70	N
				FBN4195521-	199-34-6269.00-999-199W00	2020 TAX CREDIT	-1,096.43	N
			006466	FBN4195521-	199-36-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	509.40	N
			006466	FBN4195521-	199-36-6269.70-001-122W00	DIST RENTAL VEHICLE FLEET	989.76	N
			006466	FBNM4195521-	199-36-6269.70-001-122W00	DIST RENTAL VEHICLE FLEET	774.79	N
			006466	FBN4195521-	199-36-6269.70-001-122W00	DIST RENTAL VEHICLE FLEET	989.76	N
			006466	FBN4195521-	199-36-6269.70-001-122W00	DIST RENTAL VEHICLE FLEET	1,019.03	N
			006466	FBN4195521-	199-36-6269.70-001-122W00	DIST RENTAL VEHICLE FLEET	751.04	N
			006466	FBN4195521-	199-36-6269.70-001-122W00	DIST RENTAL VEHICLE FLEET	473.94	N
			006466	FBN4195521-	199-51-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	634.57	N
			006466	FBNM4195521-	199-51-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	332.88	N
			006466	FBN4195521-	199-51-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	557.66	N
			006466	FBN4195521-	199-51-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	442.96	N
			006466	FBN4195521-M	199-51-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	332.88	N
			006466	FBN4195521-	199-51-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	470.41	N
			006466	FBN4195521-	199-51-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	442.87	N
			006466	FBN4195521-	199-51-6269.00-999-199W00	DIST RENTAL VEHICLE FLEET	325.63	N
Totals for Check 089028							11,222.77	
089029	05-18-2021	KYRISH TRUCK CENTER	008146	R501003510:01	199-34-6249.00-999-199000	REPAIRS	1,870.51	N
089030	05-18-2021	MCLEMORE BUILDING	006434	144694-APRIL	199-51-6249.01-999-199000	CUSTODIAL SERVICES	12,000.00	N
089031	05-18-2021	SPARKLIGHT	006485	125725085-MAY	199-51-6259.00-999-199W00	MAINT INTERNET SERVICE	72.73	N
089032	05-18-2021	TEXAS DEPT OF PUBLIC	006498	CRS2021042138	199-41-6219.00-720-199000	BACKGROUND CHECKS	14.00	N

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089033	05-19-2021	CALDWELL COUNTRY C	906966	LR260391	627-52-6631.00-999-199000	SRO VEHICLES	123,424.00	N
089034	05-21-2021	EL CAMPO DOOR & GUT	008157	1262-PARTIAL	627-81-6629.00-001-199000	H/S MAINT SHOP DOORS	6,310.08	N
089035	05-26-2021	AASA	000005	621972-	199-41-6495.00-701-199000	SUPT. DUES	470.00	N
089036	05-26-2021	ACCESS STORAGE	006674	8092-JUNE	199-51-6269.29-999-199W00	COVID-19 STORAGE CAMPUSES	1,250.00	N
089037	05-26-2021	ADT COMMERCIAL	006994	140095450	199-51-6299.00-999-199000	H/S & MIDDLE FIRE MONITORING	33.10	N
			006994	140095451	199-51-6299.00-999-199000	H/S & MIDDLE FIRE MONITORING	33.10	N
						Totals for Check 089037	66.20	
089038	05-26-2021	ALLTEX WELDING SUPP	008085	AL113666	199-11-6399.74-001-122000	WELDING SHOP SUPPLIES	411.00	N
			008084	AL108690	244-11-6639.00-001-122000	WELDING EQUIPMENT	9,896.10	N
						Totals for Check 089038	10,307.10	
089039	05-26-2021	AMAZON CAPITAL	008068	14CNLNXCTFPM	199-11-6399.35-001-124000	BINDERS & HEADPHONES	864.30	N
			007877	1DFJ63Y6TPX3	199-11-6399.35-107-136000	CLASSROOM SUPPLIES & MATER	376.43	N
			007878	1X43JLMW94XY	199-11-6399.35-107-136000	CLASSROOM SUPPLIES & MATER	530.74	N
			007878	1GMRT1HLCPJ	199-11-6399.35-107-136000	CLASSROOM SUPPLIES & MATER	692.65	N
			007877	1GNHQMWQQQ	199-11-6399.35-107-136000	CLASSROOM SUPPLIES & MATER	629.93	N
			008119	1LQGL3C4T1T	199-41-6399.00-750-199000	COFFEE POT	266.63	N
				1WMHHTYYCYN	199-41-6399.00-750-199000	RETURN	-32.54	N
			008058	7HGCMMFDG1	211-11-6399.35-107-130000	CLASSROOM SUPPLIES & MATER	1,320.33	N
			008058	1YTNWH7K1T3	211-11-6399.35-107-130000	CLASSROOM SUPPLIES & MATER	1,469.98	N
			008060	13FLXKLHY99C	212-11-6399.35-041-024000	MIGRANT SUPPLIES	108.97	N
			008060	1NCP6QHQRQK	212-11-6399.35-041-024000	MIGRANT SUPPLIES	972.35	N
			008060	1DWKLNLNQ4W	212-11-6399.35-041-024000	MIGRANT SUPPLIES	49.80	N
			007952	1G3NG3XPHVPL	212-11-6399.35-103-024000	MIGRANT SUPPLIES	1,155.41	N
			008031	1VG77367XV6K	263-11-6399.35-103-025000	SUPPLIES / MATERIALS	1,773.65	N
			008031	1FMLXXLGDRR	263-11-6399.35-103-025000	SUPPLIES / MATERIALS	121.53	N
			007934	17LGWJFCFLJ3	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	908.28	N
			007934	13FLXKLH69LC	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	344.70	N
			007934	1NNWM7WYC4Y	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	197.67	N
			007967	1FH4NN31LNW9	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	670.41	N
			007996	17F9X6C3CXY3	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	238.79	N
			007996	1YTNWH7KL3TY	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	676.71	N
			007997	1XM3D4M74XM	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	146.98	N
			007997	1RF1GXCRLDD	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	442.71	N
			008006	1V7XQHLNLHKQ	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	257.40	N
			007934	1NNWM7WYC4Y	289-11-6399.35-103-024000	SUPPLIES / MATERIALS	.30	N
				1RF1GXCRLDD	289-11-6399.35-103-024000	ITEM LOST IN MAIL	-129.99	N
						Totals for Check 089039	14,054.12	
089040	05-26-2021	STACY AMESTOY	052601	TRAV TO 5/21	313-31-6411.00-751-023000	INDISTRICT TRAVEL	219.54	N
089041	05-26-2021	AQUA BEVERAGE CO/O	006469	139971	199-21-6499.00-999-199000	ADMINISTRATION EXP	44.93	N
			006469	133099	199-21-6499.00-999-199000	ADMINISTRATION EXP	6.99	N
			006469	139961	199-41-6499.00-720-199000	ADMINISTRATION EXP	26.24	N
						Totals for Check 089041	78.16	

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089042	05-26-2021	ARAMARK INC	050005	KC00976860	240-35-6219.00-999-199000	FOOD SVC EXP	84,133.12	N
089043	05-26-2021	LOUIS ARREDONDO III	050005	SCARB VS	199-36-6299.00-001-191W00	SOFTBALL OFFICIAL	130.00	N
			050005	N FOREST VS	199-36-6299.00-001-191W00	SOFTBALL OFFICIAL	85.00	N
Totals for Check 089043							215.00	
089044	05-26-2021	AUTOZONE PARTS INC.	006305	1550327301	199-34-6399.01-999-199000	SHOP SUPPLIES-TRANSPORTATI	11.98	N
089045	05-26-2021	PATRICIA BABCOCK	050005	APR 6-MAY 24	437-21-6411.01-751-123000	INDISTRICT TRAVEL	106.03	N
089046	05-26-2021	AMY BAILEY	052601	TRAV TO 5/10	313-31-6411.00-751-023000	INDISTRICT TRAVEL	47.38	N
089047	05-26-2021	RONNIE L. BAINES	000005	WHAR VS	199-36-6299.00-001-191W00	UMPIRE	115.00	N
089048	05-26-2021	RICHARD BECK BARNES	050005	N FOR VS EC	199-36-6299.00-001-191W00	UMPIRE	115.00	N
089049	05-26-2021	BAYES ACHIEVEMENT C	052501	31439	315-11-6216.00-751-123000	APRIL SPEECH THERAPY	375.00	N
			052601	31363	315-11-6216.00-751-123000	MAY RESIDENTIAL PLACEMENT	18,601.86	N
			052601	31402	315-11-6216.10-751-123000	MAY RESIDENTIAL PLACEMENT	19,903.86	N
			052601	31475	315-11-6216.10-751-123000	APRIL SPEECH THERAPY	500.00	N
Totals for Check 089049							39,380.72	
089050	05-26-2021	BRANDY BEAL	050005	APR 14-MAY 12	199-23-6411.00-041-199000	INDISTRICT TRAVEL	52.44	N
089051	05-26-2021	BERKELEY EYE INSTITU	007241	677870-MONGE	212-33-6219.00-999-024000	EXAM & GLASSES	100.00	N
089052	05-26-2021	BOOKSOURCE	008032	926013	270-11-6399.35-103-024000	SUPPLIES / MATERIALS	5,422.77	N
089053	05-26-2021	BONNY BOONE	000005	SPANISH II	199-00-5735.00-000-100000	SPANISH II REFUND	50.00	N
089054	05-26-2021	CRISTELA BORREGO	052601	TRAV TO 5/20	313-31-6411.00-751-023000	INDISTRICT TRAVEL	90.74	N
089055	05-26-2021	AMY B. BOSSE	000005	VICTORIA	437-21-6411.00-751-123000	TRAVEL EXP	66.13	N
089056	05-26-2021	BOUND TO STAY BOUN	007660	153141	199-12-6329.00-103-111000	LIBRARY BOOKS	5,502.38	N
			007660	155652	199-12-6329.00-103-111000	LIBRARY BOOKS	268.55	N
				4135ACT 68620	199-12-6399.00-103-111000	CREDIT ON ACCT	-29.42	N
Totals for Check 089056							5,741.51	
089057	05-26-2021	BRAZOS INDUSTRIES	007921	121035	199-51-6246.01-999-199000	ROOFS-HIGH SCHOOL	23,563.00	N
089058	05-26-2021	LINDSAY BULLARD	050005	EC VS FOR;	199-36-6299.00-001-191W00	GAME WORKER	70.00	N
089059	05-26-2021	MARGARET CAIN	052501	TRAV TO 4/29	313-31-6411.00-751-023000	INDISTRICT TRAVEL	86.48	N
089060	05-26-2021	CARDINAL'S SPORT TEA	007584	O776378-01	199-36-6399.96-041-191000	MIDDLE SCHOOL TENNIS	1,000.00	N
089061	05-26-2021	THE CERTIFIED WELDIN	052901	4521	199-11-6499.00-001-1110CE	WELDING TEST CERTIFICATIONS	620.00	N
			052901	4521	199-36-6497.70-001-122000	WELDING TEST CERTIFICATIONS	280.00	N
Totals for Check 089061							900.00	
089062	05-26-2021	CHEMSEARCH FE	006443	7367146	199-51-6249.00-999-199000	HVAC -BIO AMP	1,800.00	N
			006444	7370688	199-51-6249.00-999-199000	HVAC-COOLING TOWERS	1,826.36	N
Totals for Check 089062							3,626.36	
089063	05-26-2021	CINTAS CORP	007961	5061590545	199-51-6319.00-999-199000	GEN MAINT-FIRST AID SUPP	165.42	N
089064	05-26-2021	LINDA K. COLLINS	000005	ELECTION	199-41-6439.00-702-199000	ELECTION WORKER	131.75	N

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089065	05-26-2021	COMMUNITIES IN SCHO	006489	1387	199-11-6291.00-041-124000	CIS PROGRAM-MAY	1,800.00	N
			006489	1388	199-11-6291.00-041-124000	CIS PROGRAM-JUNE	1,800.00	N
Totals for Check 089065							3,600.00	
089066	05-26-2021	THE COMPUTER CENTE	008043	10093530	199-11-6397.00-001-111000	INV ITEMS-INSTRUCTION-LASERJ	869.00	N
089067	05-26-2021	COOK CHILDREN'S MEDI	000005	MONICA OTT	199-33-6411.00-001-199000	SCHOOL NURSE WORKSHOP	50.00	N
			000005	DESIREE	199-33-6411.00-041-199000	SCHOOL NURSE WORKSHOP	50.00	N
			000005	TERRI CORN	199-33-6411.00-102-199000	SCHOOL NURSE WORKSHOP	50.00	N
			000005	SHERRI	199-33-6411.00-103-199000	SCHOOL NURSE WORKSHOP	50.00	N
			000005	JAMIE LABAY	199-33-6411.00-107-199000	SCHOOL NURSE WORKSHOP	50.00	N
Totals for Check 089067							250.00	
089068	05-26-2021	CUSTOM CREATIONS	000005	12696	199-36-6498.12-001-199000	AWARDS	425.00	N
089069	05-26-2021	DEMCO	007888	6954018	199-12-6399.00-107-111000	LIBRARY SUPPLIES	433.15	N
089070	05-26-2021	DEPARTMENT OF INFOR	006481	21041446N(APR)	199-51-6259.00-999-199W00	T1 INTERNET LINE	684.37	N
089071	05-26-2021	DEXYP	000005	800532345	199-41-6499.00-720-199000	ONLINE ADVERTISING	9.00	N
089072	05-26-2021	EL CAMPO CARPET ONE	007786	CG101372	199-51-6299.00-999-199000	H/S GRADUATION STAGE	1,521.00	N
			008025	CG101412	199-51-6299.00-999-199000	H/S PORTABLE BLDG	5,707.14	N
Totals for Check 089072							7,228.14	
089073	05-26-2021	EL CAMPO GLASS COM	006276	0062872	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	50.00	N
089074	05-26-2021	EL CAMPO MEMORIAL H	050005	2021-04	437-11-6216.00-751-123000	THERAPY SERVICES	1,820.00	N
089075	05-26-2021	EL CAMPO PARTS, INC.	008131	226657	199-34-6399.01-999-199000	SHOP SUPPLIES-FILTERES	824.03	N
089076	05-26-2021	PAUL ELLSWORTH	050005	EC VS SEA/VICT	199-36-6299.00-001-191W00	UMPIRE	170.00	N
089077	05-26-2021	EMR SAFETY & HEALTH	008083	9194	199-11-6399.77-001-122000	HEALTH SCIENCE LAB SUPPLIES	607.50	N
089078	05-26-2021	FLEXILE MULTIMEDIA S	008102	M1229	199-11-6299.00-001-111TEC	ALR - Email Archive,	3,194.00	N
			008102	M1229	199-11-6299.00-041-111TEC	ALR - Email Archive,	3,194.00	N
			008102	M1229	199-11-6299.00-102-111TEC	ALR - Email Archive,	3,194.00	N
			008102	M1229	199-11-6299.00-103-111TEC	ALR - Email Archive,	3,194.00	N
			008102	M1229	199-11-6299.00-107-111TEC	ALR - Email Archive,	3,194.00	N
Totals for Check 089078							15,970.00	
089079	05-26-2021	FOLLETT SCHOOL SOLU	007682	861303F	199-12-6329.00-102-111000	LIBRARY BOOKS	3,999.10	N
089080	05-26-2021	FOLLETT SCHOOL SOLU	007664	865975F	199-12-6329.00-103-111000	LIBRARY BOOKS	217.75	N
089081	05-26-2021	FRONTLINE TECHNOLO	007741	US133507	199-21-6411.30-999-125000	WORKSHOP REGISTRATION	50.00	N
089082	05-26-2021	SHANNON FUECHEC	052601	TRAV TO 5/24	313-31-6411.00-751-023000	INDISTRICT TRAVEL	62.62	N
089083	05-26-2021	GARLAND INSULATING	008095	62488659	627-51-6249.01-999-199000	TRANSPORTATION INSULATING	19,060.00	N
089084	05-26-2021	GARY TUPA PLUMBING	006612	76966	199-51-6316.00-999-199000	PLUMBING SUPPLIES	46.20	N
			006612	76972	199-51-6316.00-999-199000	PLUMBING SUPPLIES	20.00	N
			006612	76628	199-51-6316.00-999-199000	PLUMBING SUPPLIES	18.50	N
Totals for Check 089084							84.70	

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089085	05-26-2021	TOMAS GONZALEZ	000005	EC VS HOU/WH	199-52-6299.00-001-191W00	GAME SECURITY	140.00	N
089086	05-26-2021	SAMANTHA GRAFF	052501	NETCE &	199-31-6411.00-999-199Y00	WORKSHOP REGISTRATIONS	35.00	N
089087	05-26-2021	GRAND HYATT SAN ANT	000005	THSCA-	199-36-6411.90-999-191000	HOTEL EXP-THSCA-HALEY COLW	349.08	N
089088	05-26-2021	LISA GREEN	050005	ELECTION	199-41-6439.00-702-199000	ELECTION WORKER	318.76	N
089089	05-26-2021	GULF COAST PAPER CO	007833	2027187	199-11-6399.00-041-111000	COPY PAPER	525.87	N
			007833	2030905	199-11-6399.00-041-111000	COPY PAPER	1,343.89	N
			007833	2034591	199-11-6399.00-041-111000	COPY PAPER	1,051.74	N
			007833	2041931	199-11-6399.00-041-111000	COPY PAPER	233.72	N
				2028789	199-11-6399.00-041-111000	RETURN	-58.43	N
Totals for Check 089089							3,096.79	
089090	05-26-2021	KIM HAILEY	050005	MAR 30-MAY 25	437-31-6411.00-751-123000	INDISTRICT TRAVEL	357.94	N
089091	05-26-2021	HAMERAY PUBLISHING	008056	131709	211-11-6399.35-107-130000	CLASSROOM SUPPLIES & MATER	4,867.41	N
089092	05-26-2021	MATTHEW HAMMAN	000005	APR1-MAY 7(8)	199-36-6299.00-001-191W00	GAME ANNOUNCER	200.00	N
089093	05-26-2021	HOBBY LOBBY CREATIV	006767	101499574	199-11-6399.75-001-122000	EDUCATION TRAINING SUPP	328.06	N
			006767	101975858	199-11-6399.75-001-122000	EDUCATION TRAINING SUPP	219.57	N
Totals for Check 089093							547.63	
089094	05-26-2021	KRISTIN HOLTON	050005	APR 28-MAY 25	459-11-6411.00-751-123000	INDISTRICT TRAVEL	747.96	N
089095	05-26-2021	HOTSY/CARLSON EQUIP	008167	112704	199-34-6399.01-999-199000	SERVICE-VEHICLE WASH	350.00	N
089096	05-26-2021	IMAGESTUFF.COM	007391	200041100	199-11-6399.00-102-111000	MATH SUPPLIES	105.95	N
089097	05-26-2021	EDTA	007999	ORDER 671	199-11-6399.13-001-111000	SUPPLIES-DRAMA HS	220.00	N
089098	05-26-2021	J TAYLOR EDUCATION, I	007343	0221-23	199-11-6399.35-041-121000	INSTRUCTIONAL MATERIALS	99.00	N
089099	05-26-2021	JANAK'S WELDING SUP	008116	24753	244-11-6399.00-001-122000	WELDING SHOP SUPPLIES	6,118.00	N
089100	05-26-2021	KELSEY JOHNS	050005	STATE TRACK	199-36-6411.90-999-191000	STATE TRACK MEET TICKETS	50.00	N
089101	05-26-2021	LORNA L. KAISER	050005	ELECTION	199-41-6439.00-702-199000	ELECTION WORKER	24.75	N
089102	05-26-2021	KALAHRI IN TEXAS	050005	TASBO	199-41-6411.00-750-199000	HOTEL EXP	789.12	N
089103	05-26-2021	TURK KRENEK	000005	APR 28-MAY 24	199-12-6411.00-999-111TEC	INDISTRICT TRAVEL	76.48	N
089104	05-26-2021	KYRISH TRUCK CENTER	006368	X501035483:01	199-34-6399.00-999-199000	BUS PARTS	1,963.64	N
089105	05-26-2021	LAKESHORE LEARNING	008055	1210600521	211-11-6399.35-107-130000	CLASSROOM SUPPLIES & MATER	455.89	N
089106	05-26-2021	LEACH'S LITERACY TRAI	008139	1173	199-13-6291.00-999-130000	STAFF DEVELOPMENT CONSULT	2,500.00	N
			052501	1192	270-13-6291.00-107-024000	STAFF DEVELOPMENT CONSULT	2,400.00	N
Totals for Check 089106							4,900.00	
089107	05-26-2021	PAT LEOPOLD	050005	ID3112 REFUND	240-00-5751.00-000-100000	LUNCH REFUND	24.70	N
089108	05-26-2021	JENNIFER LIMBAUGH	050005	APR 28-MAY 24	437-11-6411.00-751-123000	INDISTRICT TRAVEL	403.24	N
089109	05-26-2021	LAURA ANN MAJOR	050005	10 (4/28-5/23)	437-11-6216.03-751-123000	SPEECH SERVICES	5,480.00	N
089110	05-26-2021	MANEUVERING THE MID	007890	1733	199-11-6399.35-041-124000	MATH RESOURCES	289.00	N

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089111	05-26-2021	MCCOY'S BUILDING SUP	008028	9691869	199-11-6399.03-001-122000	WOOD SHOP SUPPLIES	610.80	N
			008028	9692017	199-11-6399.03-001-122000	WOOD SHOP SUPPLIES	952.06	N
			008028	9692255	199-11-6399.03-001-122000	WOOD SHOP SUPPLIES	146.17	N
			008066	9692255	199-11-6399.03-001-122000	WOOD SHOP SUPPLIES	647.63	N
			007399	9692358	199-11-6399.71-001-122000	AG SHOP SUPPLIES	750.00	N
			007632	9691871	199-11-6399.82-001-122000	CONSTRUCTION TECH SUPPLIES	887.48	N
			008067	9691871	199-11-6399.82-001-122000	CONSTRUCTION TECH SUPPLIES	37.48	N
			008067	9692018	199-11-6399.82-001-122000	CONSTRUCTION TECH SUPPLIES	372.69	N
			008067	9692254	199-11-6399.82-001-122000	CONSTRUCTION TECH SUPPLIES	2,532.95	N
Totals for Check 089111							6,937.26	
089112	05-26-2021	KAREN MIDDLEBROOK	050005	ELECTION	199-41-6439.00-702-199000	ELECTION WORKER	136.00	N
089113	05-26-2021	N & N SHARPENING	008127	22833	199-51-6299.00-999-199000	GEN MAINT CONTRACT SVC	131.53	N
089114	05-26-2021	NATIONAL BUGMOBILES	006313	APRIL 2021	199-51-6299.00-999-199000	PEST COTNROL - MONTHLY	385.00	N
			006319	728345	199-51-6299.00-999-199000	PEST ODD JOBS	175.00	N
Totals for Check 089114							560.00	
089115	05-26-2021	NOVAK'S MEAT MARKET	008171	3158	199-34-6499.00-999-199000	END OF YEAR LUNCH-STAFF	91.40	N
089116	05-26-2021	O'REILLY AUTO PARTS	007661	0471-326225	199-11-6399.72-001-122000	AUTO TECH LAB SUPPLIES	368.67	N
			006342	0471-325523	199-34-6399.01-999-199000	SHOP SUPPLIES-TRANSPORTATI	11.96	N
			006343	0471-325524	199-34-6399.03-999-199000	AUTO PARTS-MAINT VEHICLES	70.99	N
Totals for Check 089116							451.62	
089117	05-26-2021	LAURA OCANAS	050005	APR 1-30	199-23-6411.00-107-199000	INDISTRICT TRAVEL	22.82	N
089118	05-26-2021	DONALD OLDAG	050005	APR 28-MAY 24	199-51-6411.00-999-199W00	INDISTRICT TRAVEL	49.91	N
089119	05-26-2021	PAINT PERFECTION	052501	95	199-13-6499.00-999-111Y00	SUPPLIES FOR 504 MEETING	76.42	N
089120	05-26-2021	JOSEPH L. PENNINGTO	000005	EC VS HOU	199-36-6299.00-001-191W00	BASEBALL OFFICIAL	115.00	N
089121	05-26-2021	POSITIVE PROMOTIONS	007641	06749029	211-11-6399.35-103-130000	MONTHLLY PLANNERS	241.25	N
089122	05-26-2021	R&R PRINTING	007981	52761	199-41-6499.00-720-199000	RETIREMENT PLAQUES	375.30	N
089123	05-26-2021	REALLY GOOD STUFF, L	008013	7563501	199-11-6399.15-102-111000	ELAR SUPPLIES	243.30	N
			008057	756808	211-11-6399.35-107-130000	CLASSROOM SUPPLIES & MATER	484.75	N
Totals for Check 089123							728.05	
089124	05-26-2021	REALLY GREAT READIN	008109	27952	199-11-6395.00-999-137000	ONLINE SUBSCRIPTIONS	190.00	N
			008109	27952	199-11-6395.35-102-130000	ONLINE SUBSCRIPTIONS	855.00	N
			008109	27952	199-11-6395.35-102-136000	ONLINE SUBSCRIPTIONS	2,470.00	N
			008108	27950	199-13-6411.00-999-136000	STAFF DEV TRAINING	1,501.00	N
Totals for Check 089124							5,016.00	
089125	05-26-2021	REGIONAL STEEL PROD	008117	606207	244-11-6399.00-001-122000	WELDING SUPPLIES	4,669.30	N
089126	05-26-2021	REXEL USA, INC.	008104	S130549599.001	199-51-6316.00-999-199000	H/S LIGHTING	6,650.00	N
089127	05-26-2021	RICE FARMERS CO-OP, I	007220	2-202126	199-34-6249.01-999-199000	REPAIRS	18.00	N
089128	05-26-2021	RIVERSIDE INSIGHTS	007918	075508	313-31-6339.00-751-123000	TESTING MATERIALS FOR LSSP	447.78	N

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089129	05-26-2021	DONALD SALYER II	050005	EC VS FURR	199-36-6299.00-001-191W00	BASEBALL OFFICIAL	115.00	N
089130	05-26-2021	MELVIN R. SANDS	500005	ELECTION	199-41-6439.00-702-199000	ELECTION WORKER	483.51	N
089131	05-26-2021	SCHOLASTIC BOOK CLU	008052	38301971	211-11-6399.35-103-130000	CLASSROOM BOOKS	244.00	N
			008052	38301972	211-11-6399.35-103-130000	CLASSROOM BOOKS	43.00	N
			008052	38301973	211-11-6399.35-103-130000	CLASSROOM BOOKS	64.50	N
			008052	38301974	211-11-6399.35-103-130000	CLASSROOM BOOKS	122.50	N
			008052	38301975	211-11-6399.35-103-130000	CLASSROOM BOOKS	20.50	N
			008052	38301976	211-11-6399.35-103-130000	CLASSROOM BOOKS	17.50	N
			008052	38301977	211-11-6399.35-103-130000	CLASSROOM BOOKS	18.50	N
			008052	38301978	211-11-6399.35-103-130000	CLASSROOM BOOKS	38.00	N
			008052	38301979	211-11-6399.35-103-130000	CLASSROOM BOOKS	19.50	N
			008054	29375115	211-11-6399.35-107-130000	CLASSROOM SUPPLIES & MATER	2,053.23	N
Totals for Check 089131							2,641.23	
089132	05-26-2021	SCHOLASTIC, INC	008062	29477541	199-11-6399.35-041-125000	BILINGUAL/ESL SUPPLIES	691.06	N
			007539	28925065	211-11-6399.35-102-030000	CLASSROOM BOOKS	14,235.00	N
Totals for Check 089132							14,926.06	
089133	05-26-2021	SCHOOL SPECIALITY IN	008048	308103746334	199-36-6397.62-001-199000	OPER EXP-ANNUAL/INV ITEMS-H	1,121.66	N
			008048	308103746334	199-36-6499.62-001-199000	OPER EXP-ANNUAL/INV ITEMS-H	944.70	N
			007642	208127320776	289-11-6399.35-041-024000	CALCULATORS	4,656.05	N
			007642	208127320776	289-11-6399.35-041-124000	CALCULATORS	446.62	N
Totals for Check 089133							7,169.03	
089134	05-26-2021	SCHOOLMATE	007551	000550691	211-11-6399.35-102-030000	STUDENT PLANNERS	900.90	N
			007552	000550656	211-11-6399.35-102-030000	STUDENT PLANNERS	1,833.30	N
Totals for Check 089134							2,734.20	
089135	05-26-2021	SDS PHYSICAL THERAP	050005	APRIL 2021	437-11-6216.00-751-123000	THERAPY SERVICES	750.00	N
089136	05-26-2021	KRISTEN SEAY	052501	TRAVEL TO 5/6	313-11-6411.00-751-023000	INDISTRICT TRAVEL	181.18	N
			052601	TRAV TO 5/21	313-11-6411.00-751-023000	INDISTRICT TRAVEL	238.86	N
Totals for Check 089136							420.04	
089137	05-26-2021	SERVICE SUPPLY OF VI	008081	701097471	199-51-6316.00-999-199000	GEN MAINT	3.86	N
089138	05-26-2021	WEX BANK	006437	71671797	199-34-6311.00-999-199000	OUT OF DISTRICT FUEL	550.32	N
089139	05-26-2021	SKILLS USA-TEXAS	008149	S78034-	199-36-6497.70-001-122000	CONFERENCE FEES	160.00	N
			008150	S78544-	199-36-6497.70-001-122000	AUTO REGISTRATION FEES	160.00	N
Totals for Check 089139							320.00	
089140	05-26-2021	MECA SPORTSWEAR	007700	SIP203058	199-36-6498.61-001-191000	AWARDS	550.00	N
			007815	SIP203050	199-36-6498.90-001-1910CC	LETTER JACKETS	50.00	N
			007809	SIP203189	199-36-6498.90-001-1910SC	LETTER JACKETS	350.00	N
			007806	SIP203189	199-36-6498.90-001-1910SM	LETTER JACKETS	250.00	N
			007814	SIP023050	199-36-6498.91-001-1910SB	LETTER JACKETS	100.00	N
			007810	SIP203189	199-36-6498.92-001-191000	LETTER JACKETS	100.00	N
			007811	SIP203189	199-36-6498.93-001-191000	LETTER JACKETS	100.00	N
			007813	SIP203050	199-36-6498.95-001-191000	LETTER JACKETS	100.00	N
			007808	SIP203189	199-36-6498.96-001-191000	LETTER JACKETS	150.00	N
			007177	SIP199917	199-36-6499.93-001-1910VB	VOLLEYBALL LETTERMAN JACKE	50.00	N
Totals for Check 089140							1,800.00	

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089141	05-26-2021	MECA SPORTSWEAR	007029	1107	199-36-6499.00-001-199000	GRADUATION AWARDS	613.00	N
089142	05-26-2021	SOUTH TEXAS OIL & DIS	008170	139496	199-34-6399.01-999-199000	SHOP SUPPLIES-ANTIFREEZE	372.35	N
089143	05-26-2021	SOUTH TEXAS SCHOOL	007872	7889	199-11-6399.00-041-111000	STUDENT DESK COMBOS & CHAI	5,985.00	N
089144	05-26-2021	SOUTHERN FLORAL CO	006467	139952	199-11-6399.71-001-122000	AG LAB SUPPLIES	63.33	N
089145	05-26-2021	SPECIALIZED ASSESSM	000005	111481-MAY	199-31-6219.00-999-123000	PSYCHOEDUCATIONAL ASSESS	800.00	N
089146	05-26-2021	STEVEN STAFF	550005	EC VS NF;WH V	199-36-6299.00-001-191W00	GAME WORKER	70.00	N
089147	05-26-2021	SUSAN L. STOCKTON	052601	4/26-5/22 SERV	313-11-6219.00-751-123000	CONTRACTED COUNSELING SER	5,843.75	N
089148	05-26-2021	SUNSHINE LAUNDRY	006637	MAY	199-11-6299.70-001-122000	UNIFORM SERVICE	22.50	N
			006637	MAY	199-51-6299.00-999-199000	UNIFORM SERVICE	249.75	N
Totals for Check 089148							272.25	
089149	05-26-2021	SUPERIOR MOTOR PAR	006512	9319-354750	199-11-6399.22-001-122000	AG SHOP SUPPLIES	180.00	N
			007385	9319-354751	199-11-6399.22-001-122000	AG SHOP SUPPLIES	169.99	N
			008074	9319-354269	199-11-6399.72-001-122000	AUTO TECH LAB SUPPLIES	164.63	N
			008074	9319-354282	199-11-6399.72-001-122000	AUTO TECH LAB SUPPLIES	4.50	N
			008074	9319-354332	199-11-6399.72-001-122000	AUTO TECH LAB SUPPLIES	64.79	N
			008074	9319-354410	199-11-6399.72-001-122000	AUTO TECH LAB SUPPLIES	71.99	N
			008074	9319-355345	199-11-6399.72-001-122000	AUTO TECH LAB SUPPLIES	258.26	N
				9319-354286	199-11-6399.72-001-122000	RETURN	-53.99	N
			006438	9319-353995	199-34-6399.01-999-199000	SHOP SUPPLIES-TRANSPORTATI	29.44	N
			006438	9319-354177	199-34-6399.01-999-199000	SHOP SUPPLIES-TRANSPORTATI	21.40	N
			006438	9319-354281	199-34-6399.01-999-199000	SHOP SUPPLIES-TRANSPORTATI	44.99	N
			008082	9319-354059	199-51-6317.00-999-199000	GROUNDS	55.29	N
			006295	9319-355084	199-51-6319.00-999-199000	HVAC MAINT REPAIR EXP-SUPP/	23.99	N
Totals for Check 089149							1,035.28	
089150	05-26-2021	T-MOBILE	006531	969007252-MAY	199-34-6299.00-999-199000	GPS TRACKING SERVICES- BUSE	526.81	N
089151	05-26-2021	T-MOBILE	006573	96975706-MAY	199-11-6399.29-999-111TEC	HOT SPOTS-ONLINE LEARNERS	1,500.00	N
089152	05-26-2021	TASBO	008118	355802	199-41-6411.00-750-199000	WORKSHOP REGISTRATION	215.00	N
			008172	357399	199-41-6411.00-750-199000	REG FEE	645.00	N
			008163	357400	199-41-6411.00-750-199000	WORKSHOP REGISTRATIONSS	215.00	N
Totals for Check 089152							1,075.00	
089153	05-26-2021	TEXANA CENTER	052901		313-11-6219.00-751-123000	BEHAVORIAL MGMT CONSULTATI	158.75	N
089154	05-26-2021	TEXAS A&M AGRILIFE E	052902	04202021	199-11-6499.00-001-1110CE	FOOD PROTECTION MANAGERS	750.00	N
			052902	04202021	199-36-6497.70-001-122000	FOOD PROTECTION MANAGERS	1,125.00	N
Totals for Check 089154							1,875.00	
089155	05-26-2021	TEXAS COAST YARD MA	008124	1209	199-51-6247.00-999-199000	GROUNDS-MYATT	75.00	N
089156	05-26-2021	TEXAS EDUCATIONAL M	006636	JUNE 2021	199-11-6299.00-001-128W00	PAYROLL EXPENSES	4,932.08	N
			006636	JUNE 2021	199-11-6299.01-001-111W00	PAYROLL EXPENSES	4,959.17	N
Totals for Check 089156							9,891.25	
089157	05-26-2021	TEXAS HIGH SCHOOL C	050005	734467-	199-36-6411.90-999-191000	REGISTRATION FEE	60.00	N

For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
089158	05-26-2021	TEXAS INSURANCE & FI	008144	BELTRAN,	199-51-6499.00-999-199000	NOTARY FEE	71.00	N
089159	05-26-2021	TEXAS STATE BILLING S	050005	22072	199-11-6299.00-999-123000	MEDICAID BILLING FEES	16,582.58	N
			050005	22159	199-11-6299.00-999-123000	MEDICAID BILLING FEES	1,728.32	N
Totals for Check 089159							18,310.90	
089160	05-26-2021	ROBIN THONSGAARD	050005	ELECTION	199-41-6439.00-702-199000	ELECTION WORKER	551.25	N
089161	05-26-2021	LINDA THURMOND	050005	APR 27-MAY 21	199-11-6411.00-999-1230VI	INDISTRICT TRAVEL	286.47	N
089162	05-26-2021	TOMBALL ISD	050005	EC VS	199-00-5752.00-000-100000	SOFTBALL PLAYOFF EXP	450.00	N
089163	05-26-2021	TRACTOR SUPPLY COM	006468	812781	199-11-6399.81-001-122000	AG BARN SUPPLIES	984.07	N
			006468	276535	199-11-6399.81-001-122000	AG BARN SUPPLIES	295.91	N
Totals for Check 089163							1,279.98	
089164	05-26-2021	UNIFIRST CORPORATIO	006300	8150908685	199-34-6299.00-999-199000	UNIFORM LAUNDRY SERVICE	36.05	N
			006300	8150909344	199-34-6299.00-999-199000	UNIFORM LAUNDRY SERVICE	36.05	N
			006300	8150909994	199-34-6299.00-999-199000	UNIFORM LAUNDRY SERVICE	36.05	N
			006300	8150910643	199-34-6299.00-999-199000	UNIFORM LAUNDRY SERVICE	36.05	N
Totals for Check 089164							144.20	
089165	05-26-2021	UNITED AGRICULTURAL	006515	333055	199-11-6399.22-001-122000	AG SHOP SUPPLIES	345.31	N
			006473	333561	199-11-6399.81-001-122000	AG BARN SUPPLIES	392.99	N
			006473	333989	199-11-6399.81-001-122000	AG BARN SUPPLIES	2,648.94	N
			007386	333056	199-11-6399.81-001-122000	AG SHOP SUPPLIES	2,495.26	N
			006297	332504	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	120.98	N
			006297	333886	199-51-6316.00-999-199000	GEN MAINT BUILDING MAINT	17.18	N
			007351	330909	199-51-6317.00-999-199000	GROUNDS	50.97	N
			007351	335176	199-51-6317.00-999-199000	GROUNDS	43.77	N
Totals for Check 089165							6,115.40	
089166	05-26-2021	VIVACITY TECH PBC	008087	218599	289-11-6399.00-999-024000	COMPUTER CASES	250.00	N
			008087	218598	289-11-6399.00-999-024000	COMPUTER CASES	750.00	N
Totals for Check 089166							1,000.00	
089167	05-26-2021	WATERMARK	008075	132555	199-11-6498.00-001-111Y00	ACADEMIC EXCELLENCE	1,057.50	N
			008075	132636	199-11-6498.00-001-111Y00	ACADEMIC EXCELLENCE	1,576.05	N
			008075	132635	199-11-6498.00-001-111Y00	ACADEMIC EXCELLENCE	2,818.46	N
			008075	132555	199-11-6498.00-041-111Y00	ACADEMIC EXCELLENCE	956.25	N
Totals for Check 089167							6,408.26	
089168	05-26-2021	WHARTON COUNTY ELE	050005	MAY 2021 S/B	199-41-6439.00-702-199000	SCHOOL BOARD ELECTION	2,803.03	N
089169	05-26-2021	YK COMMUNICATIONS	007884	INV-1139	199-11-6299.00-001-111TEC	2020 Erate Project	5,500.00	N
			007884	INV-1139	199-11-6299.00-041-111TEC	2020 Erate Project	5,621.93	N
			007884	INV-1139	199-11-6299.00-102-111TEC	2020 Erate Project	1,000.00	N
			007884	INV-1139	199-11-6299.00-103-111TEC	2020 Erate Project	1,000.00	N
			007884	INV-1139	199-11-6299.00-107-111TEC	2020 Erate Project	1,000.00	N
Totals for Check 089169							14,121.93	
089170	05-26-2021	ALLYSSA YOUNG	050005	APR 28-MAY 21	437-11-6411.00-751-123000	INDISTRICT TRAVEL	235.12	N

Information Only

Agenda Item: 4.B.3

Meeting Date: June 22, 2021

Submitted By: David Bright, Assistant Superintendent for Finance

**Consent Agenda
Business and Support
Services**

Review of Application for Payment submitted by Polasek Construction, Inc. for Ricebird Weight Room Project.

Summary

The Board of Trustees approved the schematic design of the Ricebird Weight Room Project on June 23, 2020.

Competitive Sealed Proposals were received Tuesday, October 22, 2020. Once received, a committee of five reviewed and evaluated each proposal. The committee consisted of Superintendent Bob Callaghan, Board President James Russell, Board Member Ed Erwin, Assistant Superintendent of Finance David Bright, High School Principal Demetric Wells, and Director of Maintenance Jeff Balcar.

At the October 27, 2020 Board Meeting the Facilities Committee reviewed the bids and recommended the Board award the project to Polasek Construction. The Board approved the recommendation and authorized Superintendent Bob Callaghan to enter into negotiations with Polasek Construction.

The Contract was signed in November 5, 2020 for the Sum of \$2,155,300.00 subject to additions and deductions as provided in the Contract Documents.

We have received Application and Certification for Payment No.2, which has been certified for payment by Wade Zimmer with SZH Architecture, in the amount of \$410,162.50. This leaves a balance to finish, including retainage of \$1,069,613.40.

ECISD Board Policy

None.

Effective Date

June 22, 2021

Previous Board Action

On October 27, 2020 the Facilities Committee reviewed the bids and recommended that the Board award the project to Polasek Construction, Inc. The Board approved the recommendation and authorized the Superintendent Bob Callaghan to enter into negotiations with Polasek Construction.

Future Action Expected

The Board will review Applications for Payment from Polasek Construction, Inc. that have been certified by Architects on a monthly basis until the conclusion of this project.

Background Information and Significant Issues None.

Fiscal Impact

Payment Recap for Ricebird Weight Room Project

Date Approved	Application for Payment No.	Total Completed and Stored	Retainage at 5.0%	Total Earned Less Retainage	Current Payment	Total Paid To Date	Balance to Finish
		Original Contract					\$2,155,300.00
03/25/21	1	\$711,078.00	\$35,553.90	\$675,524.10	\$675,524.10	\$675,524.10	\$1,479,775.90
	2	\$1,142,828.00	\$57,141.40	\$1,085,686.60	\$410,162.50	\$1,085,686.60	\$1,069,613.40

Student and Public Benefit Monthly review of the Applications for Payment from the contractor that have been certified by the architects insures accounting transparency for the public on this project.

Procedural and Reporting Implications None.

Public Comments None.

Alternatives None.

Other Comments and Related Issues None

Attachments

- Copy of Application and Certification for Payment No. 2

Contact Person(s) David Bright, Assistant Superintendent for Finance

Action Required No action required.

Recommendation This is an information item only.
Bob Callaghan, Superintendent of Schools

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

4 PAGES

TO OWNER: EL CAMPO ISD PROJECT: HIGH SCHOOL
 700 WEST NORRIS WEIGHT ROOM
 EL CAMPO, TEXAS

FROM CONTRACTOR: VIA ARCHITECT: SZH ARCHITECTURE
 POLASEK CONSTRUCTION INC. 1711 CAVITT AVENUE
 P.O. BX 64 BRYAN, TEXAS 77801
 EL CAMPO, TEXAS 77437

CONTRACT FOR: GENERAL CONSTRUCTION

APPLICATION NO: #2 Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

PERIOD TO: 5/28/21

PROJECT NOS: #201924

CONTRACT DATE: 11/2/2020

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	2155300.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	2155300.00
4. TOTAL COMPLETED & STORED TO DATE	\$	1142828.00
(Column G on G703)		
5. RETAINAGE:		
a. 5 % of Completed Work	\$	56682.90
(Column D + E on G703)		
b. 5 % of Stored Material	\$	458.50
(Column F on G703)		
Total Retainage (Lines 5a + 5b or		
Total in Column I of G703)		
6. TOTAL EARNED LESS RETAINAGE	\$	1085686.60
(Line 4 Less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR		
PAYMENT (Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	410162.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	1069613.40
(Line 3 less Line 6)		

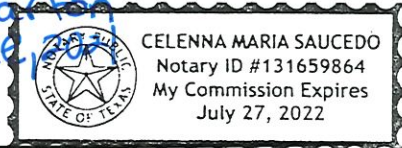
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 POLASEK CONSTRUCTION INC.

By: [Signature] Date: 6/1/2021

State of: Texas County of: Wharton
 Subscribed and sworn to before me this 1st day of June, 2021
 Notary Public: Celenna Saucedo
 My Commission expires: July 27, 2022



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 410,162.50

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
 By: [Signature] Date: 06/15/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: #2
APPLICATION DATE: 5/28/21

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 5/28/21

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 201924

ECISD Weight Room

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	DIVISION 1 - GEN. REQUIREMENTS								
2	BONDS / INSURANCE	\$44,170.00	\$41,200.00	\$500.00	\$0.00	\$41,700.00	94.41%	\$2,470.00	\$2,085.00
3	PERMITS / FEES	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$4,800.00	100.00%	\$0.00	\$240.00
4	PROJECT COORDINATION	\$6,500.00	\$1,200.00	\$1,200.00	\$0.00	\$2,400.00	36.92%	\$4,100.00	\$120.00
5	PROJECT SUPERVISION	\$40,000.00	\$7,800.00	\$7,800.00	\$0.00	\$15,600.00	39.00%	\$24,400.00	\$780.00
6	MISC. GENERAL CONDITIONS	\$22,900.00	\$3,200.00	\$6,400.00	\$0.00	\$9,600.00	41.92%	\$13,300.00	\$480.00
7	CONTRACT CLOSEOUT	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$750.00	\$0.00
8	OWNERS CONTINGENCY	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$75,000.00	\$0.00
9	CONTRACTOR CONTINGENCY	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$75,000.00	\$0.00
10	TESTING ALLOWANCE	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50,000.00	\$0.00
11	TAB / COMMISSIONING ALLOW	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,000.00	\$0.00
12	BUILDING PLAQUE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
13	CONTRACTOR FEE	\$64,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	23.44%	\$49,000.00	\$750.00
14	DIVISION 2 - SITEWORK								
15	EARTHWORK / PAD	\$78,115.00	\$71,200.00	\$1,200.00	\$0.00	\$72,400.00	92.68%	\$5,715.00	\$3,620.00
16	SELECT FILL	\$47,700.00	\$47,700.00	\$0.00	\$0.00	\$47,700.00	100.00%	\$0.00	\$2,385.00
17	TERMITE TREATMENT	\$2,428.00	\$2,428.00	\$0.00	\$0.00	\$2,428.00	100.00%	\$0.00	\$121.40
18	DRILLED FOOTINGS	\$12,200.00	\$12,200.00	\$0.00	\$0.00	\$12,200.00	100.00%	\$0.00	\$610.00
19	CONCRETE PAVING / WALKS	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,000.00	\$0.00
20	TRENCH DRAIN AT PAVING	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$26,000.00	\$0.00
21	SITE UTILITIES	\$14,200.00	\$3,800.00	\$0.00	\$0.00	\$3,800.00	26.76%	\$10,400.00	\$190.00
22	CHAIN LINK FENCE	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
23	HYDROMULCH / SOD	\$3,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,800.00	\$0.00
24	DIVISION 3 - CONCRETE								
25	REINFORCING STEEL	\$27,400.00	\$27,400.00	\$0.00	\$0.00	\$27,400.00	100.00%	\$0.00	\$1,370.00
26	SLAB ON GRADE	\$134,400.00	\$134,400.00	\$0.00	\$0.00	\$134,400.00	100.00%	\$0.00	\$6,720.00
27	DIVISION 6 - WOODS & PLASTICS								
28	FINISH PLYWOOD / TRIMS	\$12,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,400.00	\$0.00
29	FIBERGLAS WALL PANELS	\$14,300.00	\$0.00	161 \$0.00	\$0.00	\$0.00	0.00%	\$14,300.00	\$0.00

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: #2
APPLICATION DATE: 5/28/21

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 5/28/21

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 201924

ECISD Weight Room

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
30	DIVISION 7 - MOISTURE PROTECT.								
31	DAMPPROOFING	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$21,000.00	100.00%	\$0.00	\$1,050.00
32	RIGID INSULATION	\$8,200.00	\$0.00	\$8,200.00	\$0.00	\$8,200.00	100.00%	\$0.00	\$410.00
33	BLDG SEALANTS	\$2,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,800.00	\$0.00
34	DIVISION 8 - DOORS & WINDOWS								
35	HOLLOW METAL	\$24,700.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00	28.34%	\$17,700.00	\$350.00
36	FINISH HARDWARE	\$33,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$33,100.00	\$0.00
37	GLASS / GLAZING	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
38	DIVISION 9 - FINISHES								
39	DRYWALL SYSTEMS	\$123,000.00	\$0.00	\$92,400.00	\$7,400.00	\$99,800.00	81.14%	\$23,200.00	\$4,990.00
40	CERAMIC TILE	\$13,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,200.00	\$0.00
41	ACOUSTICAL CEILINGS	\$9,940.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,940.00	\$0.00
42	RESILIENT FLOORING AND BASE	\$11,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$11,400.00	\$0.00
43	RESINOUS FLOORING	\$13,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,400.00	\$0.00
44	PAINTING	\$32,300.00	\$0.00	\$7,200.00	\$0.00	\$7,200.00	22.29%	\$25,100.00	\$360.00
45	DIVISION 10 - SPECIALTIES								
46	MARKERBOARDS	\$1,830.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,830.00	\$0.00
47	TOILET PARTITIONS	\$5,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,800.00	\$0.00
48	ALUMINUM LOUVERS	\$1,540.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,540.00	\$0.00
49	GRAPHICS / RM SIGNAGE	\$13,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,700.00	\$0.00
50	ALUMINUM CANOPIES	\$29,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$29,500.00	\$0.00
51	FIRE EXTINGUISHERS	\$750.00	\$0.00	\$0.00	\$650.00	\$650.00	86.67%	\$100.00	\$32.50
52	TOILET ACCESSORIES	\$1,930.00	\$0.00	\$0.00	\$1,120.00	\$1,120.00	58.03%	\$810.00	\$56.00
53	DIVISION 12 - FURNISHINGS								
54	CASEWORK	\$15,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,600.00	\$0.00
55	ICE MACHINE	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
56	APPLIANCES	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,400.00	\$0.00

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CONTINUATION SHEET

AIA DOCUMENT G703

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AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: #2
APPLICATION DATE: 5/28/21

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 5/28/21

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 201924

ECISD Weight Room

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
57	DIVISION 13 - SPECIAL CONSTR.								
58	PRE-ENGINEERED METAL BLDG	\$160,300.00	\$160,300.00	\$0.00	\$0.00	\$160,300.00	100.00%	\$0.00	\$8,015.00
59	INSULATED ROOF PANELS	\$179,200.00	\$150,800.00	\$28,400.00	\$0.00	\$179,200.00	100.00%	\$0.00	\$8,960.00
60	PEMB ERECTION	\$82,000.00	\$0.00	\$72,400.00	\$0.00	\$72,400.00	88.29%	\$9,600.00	\$3,620.00
61	DIVISION 15-MECH.PLUMBING								
62	PLUMBING U.G. ROUGH	\$40,250.00	\$40,250.00	\$0.00	\$0.00	\$40,250.00	100.00%	\$0.00	\$2,012.50
63	PLUMBING VENT / WATER	\$49,200.00	\$0.00	\$36,900.00	\$0.00	\$36,900.00	75.00%	\$12,300.00	\$1,845.00
64	PLUMBING FIXTURES	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$26,000.00	\$0.00
65	DIVISION 15 - MECH. HVAC								
66	EQUIPMENT	\$119,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$119,300.00	\$0.00
67	BIG ASS FAN	\$38,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$38,500.00	\$0.00
68	AIR DISTRIBUTION	\$78,400.00	\$0.00	\$49,500.00	\$0.00	\$49,500.00	63.14%	\$28,900.00	\$2,475.00
69	INSULATION	\$18,200.00	\$0.00	\$10,280.00	\$0.00	\$10,280.00	56.48%	\$7,920.00	\$514.00
70	START-UP / BALANCE	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
71	DIVISION 16 - ELECTRICAL								
72	MOBILIZATION / TEMP POWER	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$2,400.00	100.00%	\$0.00	\$120.00
73	BRANCH CIRCUITRY	\$33,500.00	\$0.00	\$24,400.00	\$0.00	\$24,400.00	72.84%	\$9,100.00	\$1,220.00
74	FIXTURES	\$60,397.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$60,397.00	\$0.00
75	SWITCHGEAR	\$38,000.00	\$0.00	\$31,600.00	\$0.00	\$31,600.00	83.16%	\$6,400.00	\$1,580.00
76	FIRE ALARM	\$17,300.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	6.94%	\$16,100.00	\$60.00
77	TECH. CABLING	\$6,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,700.00	\$0.00
GRAND TOTALS		\$2,155,300.00	\$711,078.00	\$422,580.00	\$9,170.00	\$1,142,828.00	53.02%	\$1,012,472.00	\$57,141.40

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Information Only

Agenda Item: 4.B.4

Meeting Date: June 22, 2021

Submitted by: David Bright, Assistant Superintendent for Finance

**Consent Agenda
Business and Support
Services** Report on El Campo ISD Construction Project – Ricebird Weight Room.

Summary Progress Meeting No. 2 was held on June 09, 2021. The following is a list of the work completed and the projected work reviewed and discussed at each meeting:

Work Completed (*Please see attached*)

Projected Work (*Please see attached*)

ECISD Board Policy None.

Effective Date June 22, 2021

Previous Board Action During the construction phase of this project we will designate a section of the consent agenda each month to review and/or discuss construction issues.

Future Action Expected During the construction phase of this project we will designate a section of the consent agenda each month to review and/or discuss construction issues.

**Background Information
and Significant Issues** None

Fiscal Impact *The following change proposals have been approved:*

- **No. 1** – To provide revisions to MEP systems as required based on ASI #1 issued by SZH Architecture dated April 5, 2021. Include casework for Kitchen design, ceiling revisions, additional doors, and hardware. Revise scope for aluminum canopies to include 12' x 24' canopy on west end of building, deletion of eyebrow canopies on north side of building, and deletion of soffit at 8' x 20' canopy.
- **No. 2** – To provide installation of Bradley SN2002 stainless hand wash fountain along with associated piping for drain and water

The Base Proposal for this project is \$2,155,300, which includes the following allowances:

- **Owners Contingency**.....**\$75,000.00**
- **Contractors Contingency**.....**\$75,000.00**
- **Testing**.....**\$50,000.00**
- **TAB / Commissioning**.....**\$40,000.00**
- **Building Plaque**.....**\$1,500.00**
- Total Allowance Amount**.....**\$241,500.00**
 - *CPR No. 1*..... (\$61,177.00)
 - *CPR No. 2*..... (\$8,353.00)

Remaining Balance after pending and approved CPRs \$171,970.00

Student and Public Benefit

The Board and the general public are appropriately informed about the progress on the capital improvement projects.

Procedural and Reporting Implications

None.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

None.

Attachments

- Construction Project Meeting No. 2, June 09, 2021
- Change Proposal No. 1
- Change Proposal No. 2

Contact Person(s)

David Bright, Assistant Superintendent of Finance & Operations

Action Required

No action required.

Superintendent's Recommendation

Information only.

Bob Calaghan, Superintendent of Schools



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • DESIGN BUILD

MEETING MINUTES - ECISD - WEIGHT ROOM

Date of Issue: 06/09/21
Date of Meeting: 04/26/21
Place of Meeting: Conference Room (ECISD Admin)
Time of Meeting: 10:00 AM
Subject: Progress Meeting # 1

Present:

Robert Callaghan	El Campo ISD	
David Bright	El Campo ISD	(absent)
Jeff Balcar	El Campo ISD	(absent)
Eric Opperman	SZH Architecture	(absent)
Jim Singleton	SZH Architecture	(absent)
Wade Zimmer	SZH Architecture	
Greg Polasek	Polasek Construction, Inc.	
Kevin Stehling	Polasek Construction, Inc.	

Distribution: All Attendees

Submitted By: Greg Polasek, Project Manager, Polasek Construction, Inc.


Item No.	Item Description	Responsibility	Due Date	Status
1.0 Mtg 1	<u>PREVIOUS ISSUES:</u> 01.01 N/A 01.02			

Item No.	Item Description	Responsibility	Due Date	Status
2.0	<p>A. CONSTRUCTION PROGRESS:</p> <ol style="list-style-type: none"> 1 Subgrade excavation / building pad complete 2 Drilled concrete footings complete 3 Underground plumbing rough complete 4 Underground electrical in building complete 5 Concrete slab on grade complete 6 Painting of PEMB framing at open area 98% complete 7 Erection of PEMB framing complete 8 Installation of insulated roof panels 99% complete 9 Exterior partition framing and sheathing 98% complete 10 Interior partition framing 90% complete 11 Electrical rough at partitions ongoing 12 Special systems rough-in ongoing 13 Plumbing carriers for fixtures complete 14 Plumbing vent and water rough ongoing 15 Underground electrical duct bank for main service complete 16 Relocation of domestic water line at site complete 17 Concrete pad for Packaged RTU complete <p>B. PROJECTED WORK:</p> <ol style="list-style-type: none"> 1 Complete exterior partition sheathing 2 Complete interior partition framing 3 Complete electrical rough at partitions 4 Complete plumbing vent and water rough-in 5 Complete special systems rough-in 6 Complete prep and pour of concrete transformer pad 7 Begin HVAC duct work installation 8 Begin electrical rough-in at ceilings 9 Begin wood blocking at windows and doors 10 Install hollow metal door frames 11 			

Item No.	Item Description	Responsibility	Due Date	Status
3.0	<u>C. MATERIALS DELIVERY ISSUES / DELAYS:</u> 1. <u>FIELD ISSUES AND QUALITY CONTROL:</u> 1. <u>Comments related to construction activity</u> <u>Scheduled pre-installation conferences:</u> 1.			
4.0	<u>DOCUMENT STATUS LOGS:</u> <u>Submittal Log reviewed with the following comments:</u> Outstanding: Current:			
4.1	<u>RFI Log reviewed:</u> None			
4.2	<u>CPR / AEA Log reviewed:</u> Outstanding: None Current: <u>Note:</u> <u>Minor Changes and Clarifications:</u> None			
5.0	<u>NEW ISSUES</u>			
Mfg 2	2.01 PCI requested information concerning exterior graphics. Provide within the next 2 weeks 2.02 ECISD requested pricing to install a stainless multi-user lavatory at the entrance to the restrooms 2.03 PCI noted the additional cost pertaining to the kitchen and MEP systems relative to the change. 2.04	ECISD/SZH PCI PCI		Open Open Open

Next Team Meeting TBD @ 10:00 am

The preceding summation is our interpretation of the items discussed at the referenced meeting. Any persons desiring to add to or otherwise correct the minutes are requested to put their comments in writing to the project manager on or before the next meeting. Otherwise, the minutes will stand as written.



Greg Polasek
 Project Manager
 Polasek Construction, Inc.

END OF MINUTES



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • DESIGN BUILD

Date: Wednesday, June 9, 2021

El Campo ISD
Weight Room

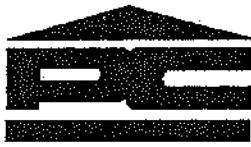
Time: 10:00 AM

Location: ECISD Conference Room (admin)

PROGRESS MEETING NO. 2

AGENDA

1. Review Previous Weeks Meeting Minutes
 - a. Status of action items
 - b. Comments or Changes
2. Review Logs - Discuss Outstanding Issues
 - a. RFI Logs
 - b. Submittal Logs
 - c. Minor Changes & Clarifications
 - d. Change Proposal Request & Change Proposals
 - e. Allowance Expenditure Authorizations
3. Review Schedule
 - a. Review work progress since previous meeting
 - b. Overall construction schedule and 3 week look ahead
 - c. Identify any material delivery issues or issues that may create delays
 - d. Change Proposal Request & Change Proposals
4. Review Field and Quality Control Issues
 - a. Previous week activity: Observations, problems, conflict, field directives
 - b. Schedule pre-installation conferences this week
 - c. Schedule inspections this week
 - d. Other issues and questions
5. New Issues
 - a. Polasek Construction, Inc.
 - b. El Campo Independent School District
 - c. SZH Architecture
6. Scheduled Meetings
 - a. Progress Meeting Number 3 to be held date to be determined
at the ECISD Admin Conference Room.



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • DESIGN BUILD

EL CAMPO INDEPENDENT SCHOOL DISTRICT WEIGHT ROOM

Project Overview

Meeting Location:	Conference Room El Campo, Texas	Date:	6/9/2021
		Time:	10:00 AM

1. SCHEDULE AND PROGRESS:

A. WORK COMPLETED

1. Exterior partition framing and sheathing complete
2. Installation of insulated roof panels complete
3. PEMB wall panels and trim 99% complete
4. Installation of select fill at concrete paving ongoing
5. Interior partition framing complete
6. Electrical rough at partitions complete
7. Plumbing vent and water rough-in complete
8. Special systems rough at partitions complete
9. HVAC sheet metal duct 98% complete
10. Hollow metal door frames complete
11. Wood blocking at windows and doors complete
12. Wood blocking at restrooms complete
13. Drywall installation 35% complete
14. Electrical rough at ceilings 95% complete
15. Concrete transformer pad complete
16. Electrical panels 85% complete

B. PROJECTED WORK:

1. Complete PEMB trim
2. Complete HVAC duct and install suspended equipment
3. Complete electrical rough at ceilings
4. Complete installation of drywall
5. Begin float and texture at drywall
6. Install exterior hollow metal doors
7. Install storefront windows
8. Begin interior paint of drywall
9. Begin installation of plywood sheathing at interior walls
10. Begin ceramic tile at restrooms
11. Begin installation of ceiling grid
12. Begin installation of lights and HVAC grilles at ceiling grid

2. FIELD ISSUES

A. OUTSTANDING

1. CP - Additional lav - multi user
2. CP - Kitchen revisions

B. CURRENT

1. Building Plaque Layout / Information
2. Microwave ovens at Kitchen

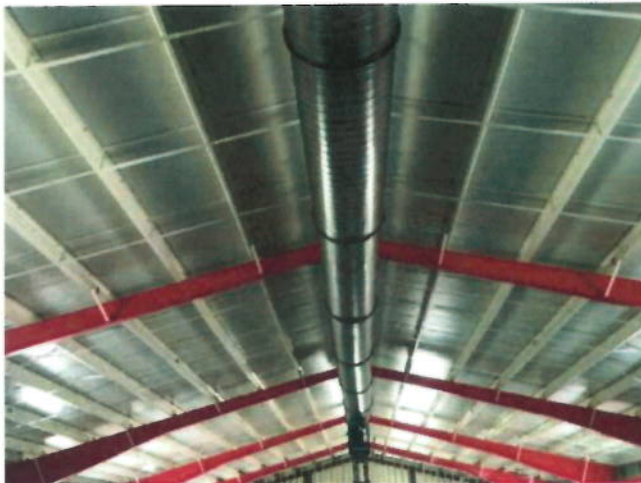
PROGRESS REPORT PHOTOS



1. Painting of interior beams and MEP systems



2. Exterior partition air barrier



3. Spiral duct installation at main area



4. Concrete pour at electrical transformer pad



5. Installation of HVAC duct



6. Installation of metal panels

PROGRESS REPORT PHOTOS (2)



7. Installation of metal wall panels



8. Partition framing and drywall at interior



9. Soffit panel installation



10. Interior partition framing

CHANGE PROPOSAL REQUEST LOG

Project: ECISD - Weight Room
 Architect: SZH Architecture
 Contractor: Polasek Construction, Inc.

Project No. 201924
 6/9/2021



CPR NO	DATE ISSUED	DESCRIPTION OF CHANGE	DWGS	FUNDING SOURCE ALLOWANCE	DATE PRICING SUBMITTED	DATE PRICING APPROVED	ESTIMATED/ PENDING CPR AMOUNT	APPROVED CPR AMOUNT	CO#	AEA ISSUE DATE	COMMENTS
01	04/18/21	1. Provide revisions to MEP systems and revise storeroom to kitchen per ASI #1.	Y	CO	06/09/21		\$61,177.00				
02	04/15/21	1. Provide Bradley Model SN2003 hand wash sink at entry to restrooms	N	CO	06/09/21		\$8,353.00				
03											
04											
05											
05A											
06											
07											
08											
TOTALS FOR CPR'S							\$69,530.00	\$0.00			

SUMMARY (ALLOWANCES)

Owner Contingency \$ 75,000.00
 Contractor Contingency \$ 75,000.00
 Testing \$ 50,000.00
 TAB / Commissioning \$ 40,000.00
 Building Plaque \$ 1,500.00

TOTAL ALLOWANCE AMOUNT

\$ 241,500.00

CPR TOTAL APPROVED TO DATE

\$0.00

REMAINING BALANCE AFTER APPROVED CPRs

\$ 241,500.00

TOTAL ESTIMATED/ PENDING CPRs

\$69,530.00

REMAINING BALANCE AFTER PENDING AND APPROVED CPRs

\$ 171,970.00

SUBMITTAL LOG - EI Campo Independent School District
Project: Weight Room - 201924
Architect: SZH Architecture
Contractor: Polasek Construction Inc.

June 9, 2021



Division	Submittal No.	Description	Submitted By	Date Submitted	Consultant		Date Returned	Rev'd. As Noted	Rev'd. As Resub	Rej.	Remarks
					To	From					
032100	032100-01	Pier Steel Reinforcing	Polasek Construction	12/6/2020	SZH	PCI	12/7/2020	X			Released
032100	321000-16	Concrete Reinforcing Steel	South Texas Steel	1/18/2021	SZH	PCI	2/22/2021	X			Released
033000	033000-17	Cast In Place Concrete	Alamo Concrete	2/10/2021	SZH	PCI	2/22/2021	X			Released
054000	054000-05	Cold Formed Metal Framing	Sealy Commercial	12/7/2020	SZH	PCI	12/9/2020	X			Released
062000	062000-04	Finish Carpentry	Sealy Commercial	12/7/2020	SZH	PCI	12/9/2020	X			Released
064100	064100-46	Architectural Casework	GAP Inc.	6/1/2021	SZH	PCI					Colors approved by Owner
068316	068316-06	Fiberglass Reinforced Panels	Sealy Commercial	12/7/2020	SZH	PCI	12/9/2020	X			Released
071400	071400-18	Fluid Applied Dampproofing	Hervey Barlow	2/11/2021	SZH	PCI	3/19/2021	X			Released
072100	072100-03	Thermal Insulation	Sealy Commercial	12/7/2020	SZH	PCI	12/9/2020	X			Released
072100	072100-24	Thermal Insulation	Hervey Barlow	2/11/2021	SZH	PCI	12/9/2021	X			Released
074213	074213-14	Insulated Metal Panels	LMB Steel Structures	12/8/2020	SZH	PCI	12/21/2020	X			Release 12/21/20
079200	079200-19	Joint Sealants	Hervey Barlow	2/11/2021	SZH	PCI	3/19/2021	X			Released
081113	081113-29	HM Doors & Frames	H&H Door	2/22/2021	SZH	PCI	2/26/2021	X			Released
084313	084313-45	Aluminum Framed Storefronts	Theut Company	5/25/2021	SZH	PCI					Released
087100	087100-30	Finish Hardware	H&H Door	2/22/2021	SZH	PCI	2/26/2021	X			Released
088000	088000-45	Glass / Glazing	Theut Company	5/25/2021	SZH	PCI					Released
089100	089100-43	Louvers	TMG Inc.	4/13/2021	SZH	PCI	4/27/2021	X			Released
092116	092116-07	Gypsum Wallboard Systems	Sealy Commercial	12/7/2020	SZH	PCI	2/23/2021	X			Released
093019	093019-10	Porcelain Tile	Jung Tile	12/8/2020	SZH	PCI	2/9/2021	X			Released
095100	095100-40	Acoustical Ceilings	Prohoda Acoustical	3/2/2021	SZH	PCI	3/17/2021	X			Released
096519	096519-11	Resilient Tile Flooring	Jung Tile	12/8/2020	SZH	PCI	12/9/2021	X			Released
096519	096519-11L	VCT Logo	Jung Tile	4/12/2021	SZH	PCI	4/20/2021	X			Released
096700	096700-09	Fluid Applied Flooring	Desco Coatings	12/8/2020	SZH	PCI	2/26/2021	X			Released
099100	099100-20	Painting and Coating	Rhodes Paint & Drywall	2/11/2021	SZH	PCI	3/18/2021	X			Released
101100	101100-31	Markerboards	Crossroad Specialties	2/22/2021	SZH	PCI	2/25/2021	X			Released
101400	101400-32	Graphics	South Texas Graphics	2/22/2021	SZH	PCI	4/27/2021	X			Resubmit Ext for Record
101400	101400-32R	Graphics - Exterior	South Texas Graphics	6/2/2021	SZH	PCI					Released 6/2/21
101400	101400-44	Vinyl Graphics	South Texas Graphics	5/25/2021	SZH	PCI	6/2/2021	X			Released 5/25/21
101670	101670-36	Toilet Partitions	Crossroad Specialties	2/22/2021	SZH	PCI	2/25/2021	X			Released
102813	102813-33	Toilet Accessories	Crossroad Specialties	2/22/2021	SZH	PCI	2/26/2021	X			Released w/ credits
104413	104413-34	Fire Protection Specialties	Crossroad Specialties	2/22/2021	SZH	PCI	2/25/2021	X			Released
107316	107316-35	Aluminum Canopies	Avadek	2/22/2021	SZH	PCI	3/17/2021	X			Released / CP Required
114000	114000-47	Appliances	Manna Distribution	6/2/2021	SZH	PCI					
114100	114100-39	Ice Machine	Dluhos Refrigeration	3/2/2021	SZH	PCI	3/18/2021	X			Released
133419	133419-02	Pre-Engineered Metal Bldg.	LMB Steel Structures	12/6/2020	SZH	PCI	12/7/2020	X			Released / Colors 12/21/20

SUBMITTAL LOG - El Campo Independent School District

June 9, 2021

Project: **Weight Room - 201924**

Architect: SZH Architecture

Contractor: Polasek Construction Inc.



Division	Submittal No.	Description	Submitted By	Date Submitted	Consultant		Date Returned	Rev'd. As Noted	Rev. & Resub	Rej.	Remarks
					To	From					
221100	221100-43	Facility Water Distribution	Phil's Plumbing	4/22/2021	SZH	PCI					
223300	223300-23	Electric Water Heaters	Phil's Plumbing	2/11/2021	SZH	PCI			X		Resubmit
224200	224200-23	Plumbing Fixtures	Phil's Plumbing	2/11/2021	SZH	PCI			X		Resubmit Items
224200	224200-23K	Plumbing Fixture - Kitchen	Phil's Plumbing	3/28/2021	SZH	PCI		X			Released
233400	233400-08	HVLS Fans	Penner Electric	12/8/2020	SZH	PCI		X			Released
230700	230700-25	Mechanical System Insulation	Eldridge A/C	2/11/2021	SZH	PCI	X				Released
233400	233400-26	HVAC Fans	Eldridge A/C	2/11/2021	SZH	PCI		X			Released
233000	233000-38	HVAC Distribution Systems	Eldridge A/C	2/27/2021	SZH	PCI			X		Released
233000	233000-38R	HVAC Distribution Systems	Eldridge A/C	4/13/2021	SZH	PCI		X			Released
233000	233000-28	HVAC Terminal Units	Eldridge A/C	2/11/2021	SZH	PCI		X			Released
237315	237315-27	Packaged DX Rooftop Unit	Eldridge A/C	2/11/2021	SZH	PCI		X			Resubmit for Record
260933	260933-13	Lighting Controls	Penner Electric	12/8/2020	SZH	PCI		X			Released
262213	262213-15	Low Voltage Transformers	Penner Electric	12/14/2020	SZH	PCI	X				Released
262416	262416-15	Panelboards	Penner Electric	12/14/2020	SZH	PCI	X				Released
262816	262816-15	Enclosed Switches / Breakers	Penner Electric	12/14/2020	SZH	PCI	X				Released
265113	265113-12	Light Fixtures	Penner Electric	12/14/2020	SZH	PCI	X				Released
271000	271000-37	Structured Cabling	Penner Electric	12/9/2020	SZH	PCI		X			Released
283100	283100-41	Fire Alarm System	Infiniti Communications	2/22/2021	SZH	PCI	X				Released
313116	313116-21	Termite Control	Koetter Fire Protection	4/13/2021	SZH	PCI		X			Released
321373	321373-19	Paving Joint Sealants	National Bugmobile	2/11/2021	SZH	PCI	X				Record Only
323113	323113-42	Chain Link Fences & Gates	Hervey Barlow	2/11/2021	SZH	PCI	X				Released
331110	331110-22	Water Distr. Piping	Allways Fence	4/13/2021	SZH	PCI		X			Released
333100	333100-22	Sanitary PVC Pipe	Mercer Construction	2/11/2021	SZH	PCI		X			Released
			Mercer Construction	2/11/2021	SZH	PCI		X			Released



Change Proposal

CP# 01

Project: Weight Room

TITLE OF CP: Kitchen / MEP Revisions

DATE OF ISSUANCE: June 9, 2021

OWNER: El Campo Independent School District
TO CONTRACTOR: Polasek Construction Inc.
PO Box 64
El Campo, Texas 77437

1. PROPOSED CHANGE IN WORK:

Provide revisions to MEP systems as required based on ASI #1 issued by SZH Architecture dated April 5, 2021. Include additional casework for Kitchen design, ceiling revisions, additional doors, and hardware. Revise scope for aluminum canopies to include 12' x 24' canopy on west end of building, deletion of eyebrow canopies on north side of building, and deletion of soffit at 8' x 20' canopy.

2. CONTRACTOR'S CHANGE PROPOSAL QUOTATION:

- The Owner Contingency Allowance will be (~~increased~~)(decreased) by..... \$ 61,177.00
- The Contract Sum will be (~~increased~~)(decreased)(unchanged) by.....
- The Contract Time will be (increased)(~~decreased~~)(unchanged) by (Regular Work Days) 30
- Other: _____

Attachments: _____

Contractor: Polasek Construction Inc.

By *Greg Polsek*

Date 6/8/2021

3. ARCHITECT RECOMMENDATION:

- The Architect recommends (acceptance, rejection) of this Change Proposal.

Architect: SZH Architecture

By *Wade Zimmari*

Date 6/9/21

4. OWNER ACTION:

- The Architects recommendation as stated herein is accepted.
- Other: _____

Owner: *El Campo*
East Bernard Independent School District

By *Bob [Signature]*

Date 6/9/2021



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

June 3, 2021

SZH Architecture
1711 Cavitt Avenue
Bryan, Texas 77801

Re: CP #01
El Campo ISD Weight Room

Provide revisions to MEP systems as required based on ASI #1 issued by SZH Architecture. Include additional casework for Kitchen design, ceiling revisions, additional doors, and hardware. Revise scope for aluminum canopies to include 12' x 24' canopy on west end of building, deletion of eyebrow canopies on north side of building, and deletion of soffit at 8' x 20' canopy.

Phil's Plumbing:	Fixture / Installation -----	\$	6,311.00
Penner Electric:	Circuitry / fixtures -----	\$	5,175.00
	Open area revisions -----	\$	1,610.00
Prihoda Acoustical:	Ceiling revisions -----	\$	1,037.00
H&H Door:	Door / hardware -----	\$	748.00
GAP Inc.:	Casework -----	\$	15,055.00
Polasek Construction:	Concrete / canopy footings ---	\$	2,470.00
	Canopy revisions -----		N/C
Eldridge A/C:	HVAC revisions -----	\$	27,597.00
Koetter Fire Protection:	Fire alarm revisions -----	\$	297.00

Note: Appliances furnished by Owner

	Contractor Fee -----	\$	877.00
	Bond Fee -----		N/A
	Total	\$	61,177.00



Change Proposal

CP# 02

Project: Weight Room

TITLE OF CP: Hand Wash Basin

DATE OF ISSUANCE: June 9, 2021

OWNER: El Campo Independent School District
TO CONTRACTOR: Polasek Construction Inc.
PO Box 64
El Campo, Texas 77437

1. PROPOSED CHANGE IN WORK:

Provide installation of Bradley SN2002 stainless hand wash fountain along with associated piping for drain and water.

2. CONTRACTOR'S CHANGE PROPOSAL QUOTATION:

- The Owner Contingency Allowance will be (increased)(decreased) by..... \$ 8,353.00
- The Contract Sum will be (increased)(decreased)(unchanged) by.....
- The Contract Time will be (increased)(decreased)(unchanged) by (Regular Work Days) 10
- Other: _____

Attachments: _____

Contractor: Polasek Construction Inc.

By

Date

6/8/2021

3. ARCHITECT RECOMMENDATION:

The Architect recommends (acceptance) rejection) of this Change Proposal.

Architect: SZH Architecture

By

Date

6/9/21

4. OWNER ACTION:

The Architects recommendation as stated herein is accepted.

Other: _____

Owner:

EL CAMPO
~~East Bernard~~ Independent School District

By

Date

6/9/2021



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

June 3, 2021

SZH Architecture
1711 Cavitt Avenue
Bryan, Texas 77801

Re: CP #02
El Campo ISD Weight Room

Provide Bradley model SN2003 hand wash fixture with associated piping for drain and water. Unit to be stainless steel, floor mounted.

Phil's Plumbing:

Fixture / Installation ----- \$ 8,353.00

Contractor Fee ----- N/A
Bond Fee ----- N/A

Total \$ 8,353.00

Action Required

Agenda Item: 4.B.5

Meeting Date: June 22, 2021

Submitted by: David Bright, Assistant Superintendent for Finance

Consent Agenda: Business and Support Services	Amendment #1 – Appropriate funds for the purchase of 4 welding machines for the CTE Welding program.
Summary	According to district policy, the budget shall be amended when a change is made increasing any one of the functional spending categories.
ECISD Board Policy	CE (LOCAL), ANNUAL OPERATING BUDGET
Effective Date	June 22, 2021
Previous Board Action	The Board approved the 2020-2021 General Operating Budget, which includes the Fund Service Fund on August 25, 2020.
Future Action Expected	The Board is required to amend the budget when a change increases any one of the functional spending areas.
Background Information and Significant Issues	None
Fiscal Impact	Amendment #1 - \$48,440
Student and Public Benefit	Accurate accounting for the expenditure of public funds.
Procedural and Reporting Implications	Record the official budget amendment and make the necessary changes in the general operating budget.
Public Comments	None.
Alternatives	None.

Other Comments and Related Issues

None.

Attachments

- Amendment #1

Contact Person(s)

David Bright, Assistant Superintendent for Finance & Operations.

Action Required

Motion, second and majority vote to approve the budget amendment.

Superintendent's Recommendation

I recommend you approve the budget amendment as a part of the Consent Agenda.

Bob Callaghan, Superintendent of Schools

**EL CAMPO INDEPENDENT SCHOOL DISTRICT
700 WEST NORRIS STREET
EL CAMPO, TEXAS 77437
(979) 543-6771
(979) 543-1670 FAX**

DATE: June 22, 2021

Budget Year: 2020-21

SUBMITTED BY:

David Bright, Assistant Superintendent for Finance



Due to a change in financial requirements, I request the following budget amendment(s)

AMENDMENT #1

BUDGET CODE	ACCOUNT NAME	BUDGET	CHANGE +/-	AMENDED
199 36 6397 70 001 122000	Inventory Items CATE	\$2,500	-\$2,500	\$0
199 36 641x 70 001 122000	Travel CATE	\$36,450	-\$29,379	\$7,071
199 36 6494 70 001 122w00	Reclass Transportation CATE	\$1,000	-\$1,000	\$0
199 36 6497 70 001 122000	Fees & Dues CATE	\$20,000	-\$3,976	\$16,024
199 23 6399 70 001 122000	Adm Supplies CATE	\$1,500	-\$860	\$640
199 23 6411 70 001 122000	Travel CATE-High School	\$5,000	-\$5,000	\$0
199 13 6219 70 001 122000	Prof Services CATE	\$1,000	-\$1,000	\$0
199 13 6411 70 001 122000	Travel Staff Devel CATE	\$9,600	-\$4,725	\$4,875
199 11 6639 70 001 122000	F/A Equip-Welding Machines	\$13,414	+\$48,440	\$61,854

Appropriate funds for the purchase of 4 welding machines for the CATE Welding program

Information Only

Consent Agenda Item: 4.B.6

Meeting Date: June 22, 2021

Submitted by: David Bright, Assistant Superintendent for Finance

Consent Agenda: Business and Support Services

Quarterly Investment Report

Summary

According to the *Texas Government Code § 2256.023(a)*, *Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of investment transactions for all funds covered by this chapter for the preceding reporting period.*"

This information is taken from the Public Funds Investment Act.

ECISD Board Policy

CDA (LEGAL), OTHER REVENUES: INVESTMENTS, QUARTERLY REPORTS

Effective Date

June 22, 2021

Previous Board Action

Board reviews *Quarterly Investment Reports* in September, January, March, and June.

Future Action Expected

Next review, September 2021

Background Information and Significant Issues

None.

Fiscal Impact

None.

Student and Public Benefit

Closely monitoring district investments ensures the efficient use of public funds.

Procedural and Reporting Implications

None.

Public Comments

None.

Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<i>ECISD Quarterly Financial Report for Quarter Ending May 31, 2021.</i>
Contact Person(s)	David Bright, Assistant Superintendent of Finance and Operations
Action Required	No Action Required. This is an information report only.
Superintendent's Recommendation	Information only. Bob Callaghan, Superintendent of Schools



ECISD QUARTERLY INVESTMENT REPORT

For Quarter Ending
May 31, 2021

Submitted June 22, 2021
ECISD Board Meeting

Prepared by David Bright,
Assistant Superintendent for Finance

El Campo Independent School District
Quarterly Report of Investment Activity
Quarter Ending May 31, 2021

Introduction

House Bill 2459, which was passed during the 1995 legislative session, amended a section of the Education Code dealing with investments. Code Section 2256.023 as amended requires that the Investment Officer of the District prepare a report of investment activity and position on a quarterly basis. The report that follows covers the period March 1, 2021 to May 31, 2021.

Investment Strategy for all Funds

The goal of the investment program is to maximize financial returns within current market conditions in accordance with Board Policy CDA (LEGAL) and CDA (LOCAL). All legal, authorized investments shall have sufficient liquidity to meet anticipated cash flow requirements, projected on a weekly, monthly, and annual basis. Investments should not exceed one (1) year in final, stated maturity. Only investments authorized by Board Policy CDA (LEGAL) and CDA (LOCAL) will be purchased. Investments should be purchased with the intent of holding until maturity.

Investment Activity for the Quarter Ending May 31, 2021

Interest from checking accounts at Prosperity Bank totaled:	\$63,416.87
Interest earned at TexPOOL for the quarter totaled:	19.58
Interest earned at TexSTAR for the quarter totaled:	<u>21.72</u>
Total Interest Earned for the Quarter:	\$63,458.17

Diversification of Funds

As a part of the investment policy adopted by the Board, a written investment strategy is required which must describe the investment objective for each fund. One of the priorities listed in Board policy concerns diversification of the investment portfolio. As of May 31, 2021, the District's portfolio held \$16,182,896.72 or 93.31% of available funds with Prosperity Bank, \$554,467.60 or 3.20% with TexPOOL, and \$606,263.64 or 3.50% with TexSTAR. The portfolio balance was \$17,343,627.96.

Collateral

In order to protect the District from risk of loss related to uninsured cash balances, the District's depository bank pledges collateral to the District in the form of government securities. On May 31, 2021, securities pledged by the Prosperity State Bank to El Campo ISD had an estimated market value of \$21,047,815.76. With FDIC insurance the District has adequate collateral.

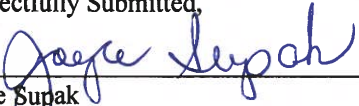
Investment Position at May 31, 2021

The attached report details the ending cash and investment balances for each of the past three months. Interest earned is posted to the General Ledger on a monthly basis.


Investment Officers' Certification

I hereby certify that the following information to the best of my knowledge is a true and accurate description of the investment portfolio of the El Campo Independent School District for the period ending May 31, 2021. All investments are in compliance with the Public Funds Investment Act (HB2459) and local investment policies.

Respectfully Submitted,



Joyce Supak
Investment Officer
El Campo Independent School District



David Bright
Assistant Superintendent for Finance
El Campo Independent School District

**EL CAMPO INDEPENDENT SCHOOL DISTRICT
 QUARTERLY CASH & INVESTMENT REPORT
 March 1, 2021 to May 31, 2021**

Prosperity Bank

Account Balances - Month End

	Mar 21	Apr 21	May 21
Money Market Account	\$14,469,919.01	\$14,019,403.26	\$11,818,763.51
Capital Project Account	\$0.00	\$0.00	\$0.00
General Fund	\$2,108,264.02	\$1,138,202.88	\$1,674,483.78
General Fund - Investment Account	\$1,048.85	\$1,966,519.85	\$1,819,695.50
Payroll	\$249,147.32	\$257,955.64	\$259,206.00
Interest & Sinking	\$583,889.96	\$601,892.52	\$610,747.93
Total	\$17,412,269.16	\$17,983,974.15	\$16,182,896.72

Prosperity Bank

Interest Earned

	Mar 21	Apr 21	May 21
Money Market Account	\$20,443.07	\$16,723.52	\$16,446.06
Capital Project Account	\$0.00	\$0.00	\$0.00
General Fund	\$1,223.30	\$1,762.58	\$1,111.79
General Fund - Investment Account	\$1.11	\$741.07	\$1,969.73
Payroll	\$327.05	\$455.80	\$348.73
Interest & Sinking	\$607.96	\$610.92	\$644.18
Total	\$22,602.49	\$20,293.89	\$20,520.49

Investment Pools

Account Balances - Month End

	Mar 21	Apr 21	May 21
TexPool General Fund Investment Account	\$519,438.29	\$519,444.05	\$519,448.43
TexPool Family Crisis Fund	\$35,018.51	\$35,018.86	\$35,019.17
TexSTAR General	\$557,945.40	\$557,950.56	\$557,955.26
TexSTAR Debt Service	\$48,307.60	\$48,308.02	\$48,308.38
Total	\$1,160,709.80	\$1,160,721.49	\$1,160,731.24

Investment Pools

Interest Earned

	Mar 21	Apr 21	May 21
TexPool General Fund Investment Account	\$8.25	\$5.76	\$4.38
TexPool Family Crisis Fund	\$0.53	\$0.35	\$0.31
TexSTAR General	\$10.22	\$5.16	\$4.70
TexSTAR Debt Service	\$0.86	\$0.42	\$0.36
Total	\$19.86	\$11.69	\$9.75

Average Monthly Rates

Average Monthly Rate:	Prosperity All Accounts	TexPool	TexStar
Sep-20	1.25% - 1.51%	0.1474	0.1339
Oct-20	1.25% - 1.51%	0.1335	0.1150
Nov-20	1.25% - 1.51%	0.1231	0.0944
Dec-20	1.25% - 1.51%	0.0909	0.0676
Jan-21	1.25% - 1.51%	0.0793	0.0583
Feb-21	1.25% - 1.51%	0.0431	0.0334
Mar-21	1.25% - 1.51%	0.0187	0.0216
Apr-21	1.25% - 1.51%	0.0135	0.0113
May-21	1.25% - 1.51%	0.0102	0.0100
Jun-21			
Jul-21			
Aug-21			



Monthly Newsletter: June 2021

ANNOUNCEMENTS

We welcome the following entities who joined TexPool in May 2021:

TexPool

Westwood Management District
McLennan County District Clerk

TexPool Prime

McLennan County District Clerk

Upcoming Events

June 14, 2021 - June 16, 2021,
TASBO Summer Solutions Conference
Round Rock

June 17, 2021 - June 19, 2021
AWBD Annual Conference
Henry B. Gonzalez Convention Center
San Antonio, Texas

TexPool Advisory Board Members

David Garcia	Jerry Dale
Patrick Krishock	David Landeros
Belinda Weaver	Sharon Matthews
Deborah Laudermilk	Vivian Wood

Overseen by the State of Texas Comptroller of Public Accounts Glenn Hegar.

Operated under the supervision of the Texas Treasury Safekeeping Trust Company

Economic and Market Commentary: A temporary dilemma

June 1, 2021

When the Federal Reserve first introduced the term “transitory” several months ago to describe budding inflation, it seemed typical Fed speak. Policymakers have long claimed that the disinflationary factors in place before the pandemic (demographics, globalization, automation, etc.) eventually will counter any emerging price pressures. They remain more concerned about avoiding Japan-like economic malaise. But as it has become apparent the U.S. recovery is robust, dismissing inflation is becoming dangerous. Even a temporary spike can have lasting consequences.

It really does come down to the definition of transitory. No one is expecting the Fed to predict the future. Yet its new average inflation targeting framework, which tolerates personal consumption expenditures (PCE) growth above 2% for “some time,” suggests it has a period in mind because it has to select a starting point. So, how far back is the Fed going? If it picks the months just before the pandemic, then “transitory” likely will be shorter than if it chooses, say, 2014.

This makes a difference, especially if the economy starts to boil rather than simmer. Take the labor market. Employment remains well short of prepandemic levels and the Fed

(continued page 6)

Performance as of May 31, 2021

	TexPool	TexPool Prime
Current Invested Balance	\$24,705,953,565.60	\$10,292,737,697.13
Weighted Average Maturity**	32	53
Weighted Average Life**	95	58
Net Asset Value	1.00013	1.00008
Total Number of Participants	2,649	445
Management Fee on Invested Balance	0.0450%	0.0550%
Interest Distributed	\$214,188.84	\$671,019.60
Management Fee Collected	\$813,298.26	\$442,855.56
Standard & Poor's Current Rating	AAAm	AAAm
Month Averages		
Average Invested Balance	\$24,800,575,765.92	\$10,185,256,208.83
Average Monthly Rate*	0.01%	0.08%
Average Weighted Average Maturity**	30	53
Average Weighted Average Life**	90	58

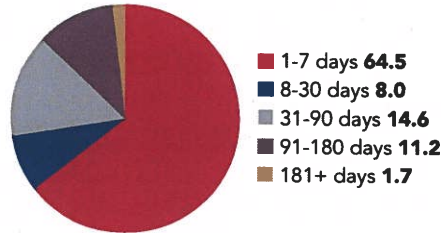
*This average monthly rate for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.

**See page 2 for definitions.

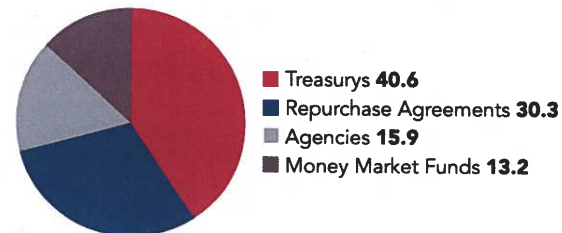
Past performance is no guarantee of future results.



Portfolio by Maturity (%) As of May 31, 2021



Portfolio by Type of Investment (%) As of May 31, 2021



Portfolio Asset Summary as of May 31, 2021

	Book Value	Market Value
Uninvested Balance	-\$337.93	-\$337.93
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	5,232,844.17	5,232,844.17
Interest and Management Fees Payable	-214,328.85	-214,328.85
Payable for Investments Purchased	-249,983,472.20	-249,983,472.20
Accrued Expenses & Taxes	-95,392.58	-95,392.58
Repurchase Agreements	7,558,298,139.00	7,558,298,139.00
Mutual Fund Investments	3,293,074,000.00	3,293,074,000.00
Government Securities	3,921,259,153.38	3,923,853,710.92
U.S. Treasury Bills	8,470,495,788.62	8,470,825,167.24
U.S. Treasury Notes	1,707,887,171.99	1,708,272,746.22
Total	\$24,705,953,565.60	\$24,709,263,075.99

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

Participant Summary

	Number of Participants	Balance
School District	599	\$7,332,345,910.34
Higher Education	60	\$1,382,474,903.15
County	194	\$3,081,266,899.55
Healthcare	90	\$1,502,855,129.30
Utility District	840	\$3,580,893,734.16
City	484	\$6,346,181,559.49
Emergency Districts	98	\$309,856,452.66
Economic Development Districts	83	\$125,276,915.31
Other	201	\$1,044,790,548.78

**Definition of Weighted Average Maturity and Weighted Average Life

WAM is the mean average of the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid, (b) would be repaid upon a demand by TexPool, or (c) are scheduled to have their interest rate readjusted to reflect current market rates. Securities with adjustable rates payable upon demand are treated as maturing on the earlier of the two dates set forth in (b) and (c) if their scheduled maturity is 397 days or less; and the later of the two dates set forth in (b) and (c) if their scheduled maturity is more than 397 days. The mean is weighted based on the percentage of the amortized cost of the portfolio invested in each period.

WAL is calculated in the same manner as WAM, but is based solely on the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid or (b) would be repaid upon a demand by TexPool, without reference to when interest rates of securities within TexPool are scheduled to be readjusted.



Daily Summary

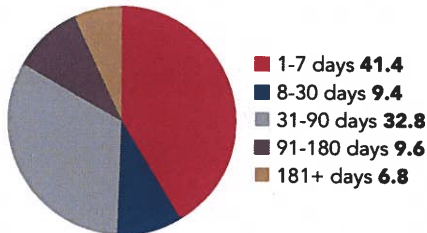
Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Invested Balance	NAV	WAM Days	WAL Days
5/1	0.0101%	0.000000277	\$25,031,802,202.84	1.00015	30	91
5/2	0.0101%	0.000000277	\$25,031,802,202.84	1.00015	30	91
5/3	0.0101%	0.000000277	\$24,983,666,998.54	1.00015	28	89
5/4	0.0125%	0.000000342	\$24,961,870,932.44	1.00015	28	89
5/5	0.0101%	0.000000277	\$24,897,544,804.82	1.00015	28	89
5/6	0.0101%	0.000000277	\$24,830,376,805.78	1.00015	28	88
5/7	0.0101%	0.000000277	\$24,735,111,968.96	1.00015	29	89
5/8	0.0101%	0.000000277	\$24,735,111,968.96	1.00015	29	89
5/9	0.0101%	0.000000277	\$24,735,111,968.96	1.00015	29	89
5/10	0.0101%	0.000000277	\$24,764,723,595.12	1.00015	27	87
5/11	0.0101%	0.000000277	\$24,680,437,208.39	1.00015	28	88
5/12	0.0101%	0.000000277	\$24,551,475,976.54	1.00015	29	89
5/13	0.0101%	0.000000277	\$24,393,790,285.79	1.00015	29	89
5/14	0.0101%	0.000000277	\$24,516,675,643.79	1.00015	30	90
5/15	0.0101%	0.000000277	\$24,516,675,643.79	1.00015	30	90
5/16	0.0101%	0.000000277	\$24,516,675,643.79	1.00015	30	90
5/17	0.0101%	0.000000277	\$24,428,621,154.44	1.00015	29	88
5/18	0.0101%	0.000000277	\$24,577,761,520.50	1.00015	31	90
5/19	0.0101%	0.000000277	\$24,829,548,940.58	1.00015	31	91
5/20	0.0101%	0.000000277	\$24,785,086,063.62	1.00015	31	92
5/21	0.0101%	0.000000277	\$25,159,112,964.20	1.00014	32	91
5/22	0.0101%	0.000000277	\$25,159,112,964.20	1.00014	32	91
5/23	0.0101%	0.000000277	\$25,159,112,964.20	1.00014	32	91
5/24	0.0101%	0.000000277	\$25,055,501,972.19	1.00014	30	89
5/25	0.0101%	0.000000277	\$25,126,333,058.93	1.00014	30	88
5/26	0.0101%	0.000000277	\$25,001,311,969.56	1.00014	30	91
5/27	0.0101%	0.000000277	\$24,829,677,057.39	1.00014	31	94
5/28	0.0101%	0.000000277	\$24,705,953,565.60	1.00013	32	95
5/29	0.0101%	0.000000277	\$24,705,953,565.60	1.00013	32	95
5/30	0.0101%	0.000000277	\$24,705,953,565.60	1.00013	32	95
5/31	0.0101%	0.000000277	\$24,705,953,565.60	1.00013	32	95
Average:	0.0102%	0.000000279	\$24,800,575,765.92	1.00015	30	90



TEXPOOL Prime

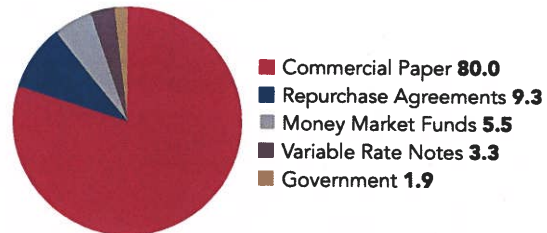
Portfolio by Maturity (%)

As of May 31, 2021



Portfolio by Type of Investment (%)

As of May 31, 2021



Portfolio Asset Summary as of May 31, 2021

	Book Value	Market Value
Uninvested Balance	\$789.63	\$789.63
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	235,505.21	235,505.21
Interest and Management Fees Payable	-671,082.87	-671,082.87
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	-57,823.16	-57,823.16
Repurchase Agreements	960,480,000.00	960,480,000.00
Commercial Paper	8,230,637,807.02	8,231,461,904.64
Bank Instruments	0.00	0.00
Mutual Fund Investments	562,126,501.30	562,052,003.75
Government Securities	199,986,000.00	200,000,000.00
Variable Rate Notes	340,000,000.00	340,104,900.00
Total	\$10,292,737,697.13	\$10,293,606,197.20

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services

Participant Summary

	Number of Participants	Balance
School District	128	\$3,128,105,245.69
Higher Education	19	\$588,647,505.55
County	47	\$758,454,698.45
Healthcare	18	\$292,414,142.56
Utility District	49	\$321,715,328.25
City	90	\$2,494,891,386.43
Emergency Districts	21	\$34,778,173.96
Economic Development Districts	15	\$21,262,203.64
Other	58	\$2,652,452,691.67



TEXPOOL Prime

Daily Summary

Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Prime Invested Balance	NAV	WAM Days	WAL Days
5/1	0.0815%	0.000002233	\$10,191,165,398.31	1.00006	51	57
5/2	0.0815%	0.000002233	\$10,191,165,398.31	1.00006	51	57
5/3	0.0835%	0.000002287	\$10,132,446,909.73	1.00007	50	56
5/4	0.0838%	0.000002297	\$10,076,939,301.17	1.00006	50	56
5/5	0.0825%	0.000002261	\$10,067,261,308.68	1.00006	53	59
5/6	0.0810%	0.000002220	\$10,083,652,017.62	1.00006	53	59
5/7	0.0819%	0.000002245	\$10,074,564,052.60	1.00006	54	60
5/8	0.0819%	0.000002245	\$10,074,564,052.60	1.00006	54	60
5/9	0.0819%	0.000002245	\$10,074,564,052.60	1.00006	54	60
5/10	0.0782%	0.000002142	\$10,087,647,168.25	1.00006	52	57
5/11	0.0786%	0.000002153	\$10,073,295,427.65	1.00007	51	57
5/12	0.0803%	0.000002201	\$10,056,517,808.90	1.00007	53	59
5/13	0.0802%	0.000002196	\$10,027,457,086.71	1.00007	54	59
5/14	0.0811%	0.000002223	\$10,084,423,850.28	1.00006	54	60
5/15	0.0811%	0.000002223	\$10,084,423,850.28	1.00006	54	60
5/16	0.0811%	0.000002223	\$10,084,423,850.28	1.00006	54	60
5/17	0.0804%	0.000002203	\$10,098,739,128.86	1.00007	52	58
5/18	0.0806%	0.000002207	\$10,070,304,643.47	1.00007	52	58
5/19	0.0785%	0.000002152	\$10,209,293,239.59	1.00007	52	57
5/20	0.0787%	0.000002155	\$10,193,348,534.17	1.00007	53	58
5/21	0.0723%	0.000001980	\$10,334,655,905.90	1.00007	53	58
5/22	0.0723%	0.000001980	\$10,334,655,905.90	1.00007	53	58
5/23	0.0723%	0.000001980	\$10,334,655,905.90	1.00007	53	58
5/24	0.0729%	0.000001998	\$10,389,942,089.21	1.00008	52	57
5/25	0.0726%	0.000001989	\$10,426,207,125.90	1.00008	52	58
5/26	0.0731%	0.000002002	\$10,362,530,440.89	1.00008	53	58
5/27	0.0714%	0.000001957	\$10,353,147,231.57	1.00008	53	58
5/28	0.0706%	0.000001934	\$10,292,737,697.13	1.00008	53	58
5/29	0.0706%	0.000001934	\$10,292,737,697.13	1.00008	53	58
5/30	0.0706%	0.000001934	\$10,292,737,697.13	1.00008	53	58
5/31	0.0706%	0.000001934	\$10,292,737,697.13	1.00008	53	58
Average:	0.0777%	0.000002128	\$10,185,256,208.83	1.00007	53	58

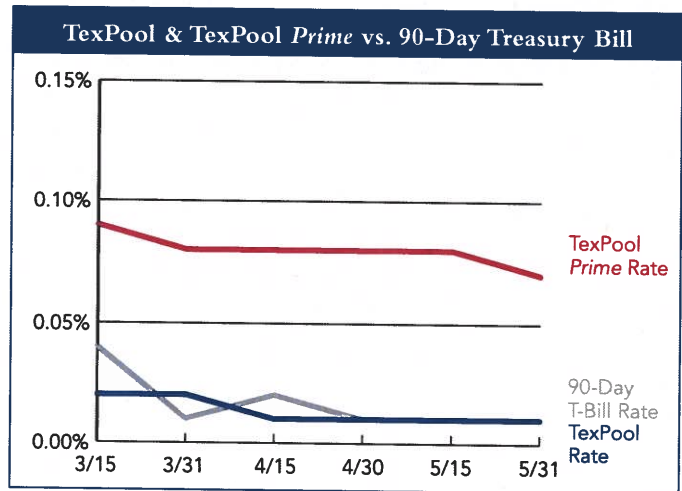


Participant Services
 1001 Texas Ave. Suite 1150
 Houston, TX 77002

wants to wait until it is running hot before acting. But when the stimulus flow ends in fall, we may see some skill-set mismatches and employers struggling to fill positions. Costs from increasing wages often are passed on to the market as price hikes—or they aren't and company margins shrink. Either could be damaging to the economy.

More to the point is the prevailing narrative that pent-up consumer demand will be exhausted by the end of summer. We don't think that is likely. It's true that many Americans have booked themselves silly with vacations, shelled out to renovate their homes and bought tickets to concerts, games and other entertainment. But they can't spend everything at once. The personal savings rate is high enough to support many months of trips and activities. "Save the date" requests proliferate and demand for some larger purchases, from cars to durables, will have to wait for inventory restocking. Many people have a war chest of money that will last a while.

There is real potential this temporary period of rising inflation will turn into, well, a period. The Fed might need to act before it wants to. It already is considering tapering its monthly purchases of government securities, mentioned in an incredibly hedged sentence in the minutes to its April policy meeting: "A number of participants suggested...it might be appropriate at some point in upcoming meetings to begin discussing a plan for adjusting the pace of asset purchases." Cash managers and investors will welcome that.



90-Day Treasury Bill is a short-term debt instrument backed by the national government. These are used to collect immediate cash to meet outstanding obligations.

Any private investor can invest in a Treasury bill. The 90-Day Treasury Bill is a weighted average rate of the weekly auctions of 90-Day Treasury Bills.

Past performance is no guarantee of future results.

At the end of May, yields on 1-, 3-, 6- and 12-month U.S. Treasuries were 0.00%, 0.01%, 0.03% and 0.04%, respectively; the 1-, 3-, 6- and 12-month London interbank offered rates (Libor) were 0.09%, 0.13%, 0.17% and 0.25%, respectively; and the weighted average maturities (WAMs) of TexPool and TexPool Prime were 30 and 53 days, respectively.



PERFORMANCE

As of May 31, 2021

Current Invested Balance	\$9,216,832,522.03
Weighted Average Maturity (1)	42 Days
Weighted Average Maturity(2)	75 Days
Net Asset Value	1.000116
Total Number of Participants	938
Management Fee on Invested Balance	0.06%*
Interest Distributed	\$398,404.37
Management Fee Collected	\$321,933.58
% of Portfolio Invested Beyond 1 Year	3.57%
Standard & Poor's Current Rating	AAAm

Rates reflect historical information and are not an indication of future performance.

May Averages

Average Invested Balance	\$9,003,811,541.22
Average Monthly Yield, on a simple basis	0.0100%
Average Weighted Maturity (1)	46 Days
Average Weighted Life (2)	82 Days

Definition of Weighted Average Maturity (1) & (2)

(1) This weighted average maturity calculation uses the SEC Rule 2a-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This Rule specifies that a variable rate instruction to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.
(2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate the weighted average maturity for the pool.

The maximum management fee authorized for the TexSTAR Cash Reserve Fund is 12 basis points. This fee may be waived in full or in part in the discretion of the TexSTAR co-administrators at any time as provided for in the TexSTAR Information Statement.

NEW PARTICIPANTS

We would like to welcome the following entities who joined the TexSTAR program in May:

* Fort Bend County Municipal Utility District No. 184 * Louetta Road Utility District

HOLIDAY REMINDER

In observance of **Independence Day, TexSTAR will be closed on Monday, July 5, 2021.** All ACH transactions initiated on Friday, July 2nd will settle on Tuesday July 6th. Notification of any early transaction deadlines on the business day preceding this holiday will be sent by email to the primary contact on file for all TexSTAR participants. Please plan accordingly for your liquidity needs.

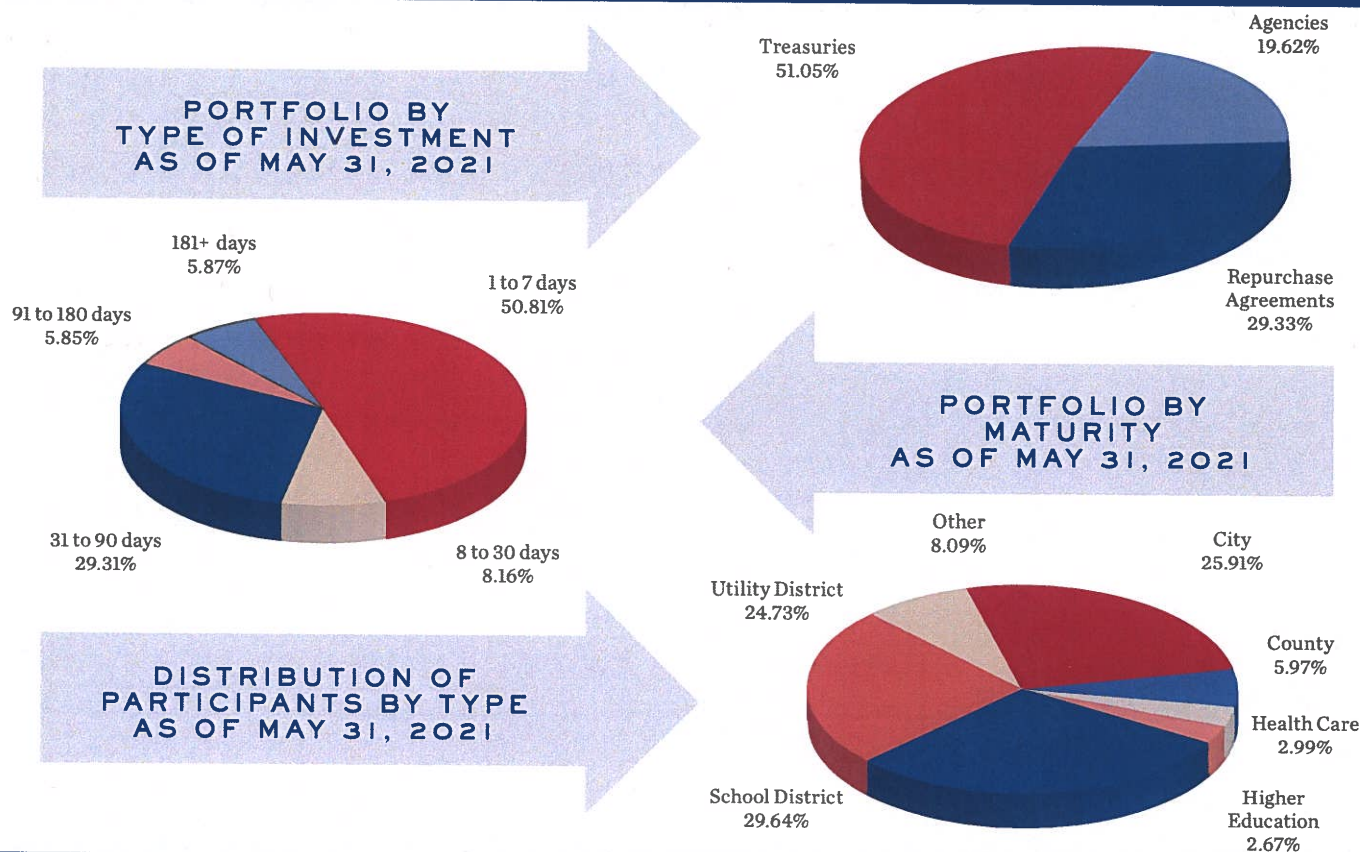
PROGRAM UPDATES

TexSTAR Participant Services will be moving to our new headquarters in HilltopSecurities Tower on May 24, 2021. After this date, **please use our new address listed below when sending any correspondence to TexSTAR.** In addition, please provide this new address to your auditors for any audit confirmations they may send to TexSTAR regarding your account. There will be no changes to our phone numbers, fax number or website address.

TexSTAR Participant Services
717 N. Harwood Street, Suite 3400
Dallas, TX 75201

If you have any questions, please contact TexSTAR Participant Services at 800.839.7827.

INFORMATION AT A GLANCE



HISTORICAL PROGRAM INFORMATION

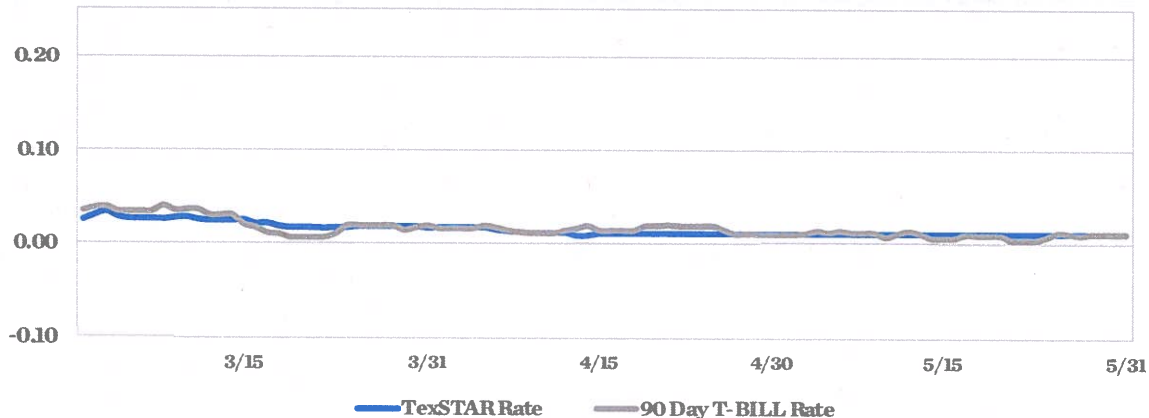
MONTH	AVERAGE RATE	BOOK VALUE	MARKET VALUE	NET ASSET VALUE	WAM (1)	WAM (2)	NUMBER OF PARTICIPANTS
May 21	0.0100%	\$9,216,832,522.03	\$9,217,901,991.74	1.000116	46	82	938
Apr 21	0.0113%	8,986,711,365.42	8,987,836,525.94	1.000131	40	78	936
Mar 21	0.0216%	9,103,231,627.43	9,104,638,524.44	1.000154	47	86	935
Feb 21	0.0334%	9,576,230,496.50	9,577,678,764.35	1.000151	46	87	934
Jan 21	0.0583%	9,443,485,770.86	9,445,046,065.21	1.000165	38	84	934
Dec 20	0.0676%	8,682,050,804.34	8,683,648,113.09	1.000183	42	96	933
Nov 20	0.0944%	8,910,228,194.78	8,911,909,859.79	1.000188	46	104	933
Oct 20	0.1150%	9,083,922,054.96	9,085,783,748.92	1.000203	42	100	933
Sep 20	0.1339%	9,297,135,540.13	9,299,528,645.66	1.000257	39	101	932
Aug 20	0.1645%	9,465,008,033.71	9,466,814,693.25	1.000190	29	95	931
Jul 20	0.2003%	10,009,983,894.25	10,012,082,381.15	1.000209	27	101	930
Jun 20	0.1974%	9,671,601,669.74	9,674,049,521.47	1.000253	33	108	927

PORTFOLIO ASSET SUMMARY AS OF MAY 31, 2021

	BOOK VALUE	MARKET VALUE
Uninvested Balance	\$ 202,188,278.38	\$ 202,188,278.38
Accrual of Interest Income	4,023,659.15	4,023,659.15
Interest and Management Fees Payable	(474,732.10)	(474,732.10)
Payable for Investment Purchased	0.00	0.00
Repurchase Agreement	2,643,271,999.77	2,643,271,999.77
Government Securities	6,367,823,316.83	6,368,892,786.54
TOTAL	\$ 9,216,832,522.03	\$ 9,217,901,991.74

Market value of collateral supporting the Repurchase Agreements is at least 102% of the \$496k Value. The portfolio is managed by J.P. Morgan Chase & Co. and the assets are safekept in a separate custodial account at the Federal Reserve Bank in the name of TexSTAR. The only source of payment to the Participants are the assets of TexSTAR. There is no secondary source of payment for the pool such as insurance or guarantee. Should you require a copy of the portfolio, please contact TexSTAR Participant Services.

TEXSTAR VERSUS 90-DAY TREASURY BILL



This material is for information purposes only. This information does not represent an offer to buy or sell a security. The above rate information is obtained from sources that are believed to be reliable; however, its accuracy or completeness may be subject to change. The TexSTAR management fee may be waived in full or in part at the discretion of the TexSTAR co-administrators and the TexSTAR rate for the period shown reflects waiver of fees. This table represents historical investment performance/return to the customer, net of fees, and is not an indication of future performance. An investment in the security is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the issuer seeks to preserve the value of an investment of \$1.00 per share, it is possible to lose money by investing in the security. Information about these and other program details are in the fund's Information Statement which should be read carefully before investing. The yield on the 90-Day Treasury Bill ("T-Bill Yield") is shown for comparative purposes only. When comparing the investment returns of the TexSTAR pool to the T-Bill Yield, you should know that the TexSTAR pool consists of allocations of specific diversified securities as detailed in the respective Information Statements. The T-Bill Yield is taken from Bloomberg Finance L.P. and represents the daily closing yield on the then current 90-Day T-Bill. The TexSTAR yield is calculated in accordance with regulations governing the registration of open-end management investment companies under the Investment Company Act of 1940 as promulgated from time to time by the federal Securities and Exchange Commission.

DAILY SUMMARY FOR MAY 2021

DATE	MNY MKT FUND EQUIV. [SEC Std.]	DAILY ALLOCATION FACTOR	INVESTED BALANCE	MARKET VALUE PER SHARE	WAM DAYS (1)*	WAL DAYS (2)*
5/1/2021	0.0100%	0.000000274	\$8,986,711,365.42	1.000131	48	85
5/2/2021	0.0100%	0.000000274	\$8,986,711,365.42	1.000131	48	85
5/3/2021	0.0100%	0.000000274	\$8,989,394,548.38	1.000133	48	85
5/4/2021	0.0100%	0.000000274	\$8,977,022,814.56	1.000129	48	86
5/5/2021	0.0100%	0.000000274	\$8,958,987,782.58	1.000129	49	86
5/6/2021	0.0100%	0.000000274	\$8,932,702,894.80	1.000131	49	87
5/7/2021	0.0100%	0.000000274	\$8,822,559,357.85	1.000130	48	85
5/8/2021	0.0100%	0.000000274	\$8,822,559,357.85	1.000130	48	85
5/9/2021	0.0100%	0.000000274	\$8,822,559,357.85	1.000130	48	85
5/10/2021	0.0100%	0.000000274	\$8,812,322,556.41	1.000132	47	85
5/11/2021	0.0100%	0.000000274	\$8,816,932,860.64	1.000128	47	85
5/12/2021	0.0100%	0.000000274	\$8,846,436,214.61	1.000128	46	84
5/13/2021	0.0100%	0.000000274	\$8,743,971,742.02	1.000133	48	85
5/14/2021	0.0100%	0.000000274	\$8,894,439,781.20	1.000128	45	82
5/15/2021	0.0100%	0.000000274	\$8,894,439,781.20	1.000128	45	82
5/16/2021	0.0100%	0.000000274	\$8,894,439,781.20	1.000128	45	82
5/17/2021	0.0100%	0.000000274	\$8,824,892,950.02	1.000132	45	82
5/18/2021	0.0100%	0.000000274	\$8,846,951,571.06	1.000132	46	82
5/19/2021	0.0100%	0.000000274	\$8,878,834,732.76	1.000133	50	87
5/20/2021	0.0100%	0.000000274	\$9,116,769,575.41	1.000130	48	84
5/21/2021	0.0100%	0.000000274	\$9,145,679,509.00	1.000128	47	82
5/22/2021	0.0100%	0.000000274	\$9,145,679,509.00	1.000128	47	82
5/23/2021	0.0100%	0.000000274	\$9,145,679,509.00	1.000128	47	82
5/24/2021	0.0100%	0.000000274	\$9,129,625,404.09	1.000133	46	81
5/25/2021	0.0100%	0.000000274	\$9,347,635,181.82	1.000124	45	78
5/26/2021	0.0100%	0.000000274	\$9,259,740,519.76	1.000125	44	78
5/27/2021	0.0100%	0.000000274	\$9,207,147,665.91	1.000121	44	78
5/28/2021	0.0100%	0.000000274	\$9,216,832,522.03	1.000116	42	75
5/29/2021	0.0100%	0.000000274	\$9,216,832,522.03	1.000116	42	75
5/30/2021	0.0100%	0.000000274	\$9,216,832,522.03	1.000116	42	75
5/31/2021	0.0100%	0.000000274	\$9,216,832,522.03	1.000116	42	75
Average	0.0100%	0.000000274	\$9,003,811,541.22		46	82

Market Review

Economic growth continued to accelerate in May given ongoing accommodative monetary policy, fiscal spending, pent-up consumer demand and the pace of vaccinations. Nevertheless, markets were unsettled due to fears of rising inflation as supply shortages hampered strong demand due to post-pandemic bottlenecks. The consumer-led recovery gained momentum as vaccination rates increased and relaxed social distancing measures paved the way for some pre-Covid normalcy. Personal consumption, the largest driver of the economy, surged an annualized 11.3% in the first quarter of 2021 after upward revisions, the second-fastest pace since the 1960s. Economic output is now only 0.9% below peak 4Q19 real GDP. An inventory rebound could set the stage for a double-digit surge in real GDP in the second quarter. The U.S. Purchasing Managers' Indices (PMIs) for manufacturing and services both beat expectations in May. The Markit flash composite PMI rose to a record high of 68.1, from 63.5 in April, with the flash services PMI rising to a record 70.1 from 64.7 in April, as businesses continue to see very strong market demand.

The 1Q21 earnings season has been equally impressive, with 482 companies having reported (97.4% of market cap). Thus far, 85% of companies have surpassed EPS estimates, and 73% have exceeded revenue estimates. Many companies have now recovered to the revenue/EPS levels of 2019 and are setting fresh highs. Oil prices and the U.S. dollar have provided additional tailwinds to earnings. Given the strong economic growth and recovery backdrop reflected in earnings, inflation remained top of mind for investors especially as it has now surpassed the Federal Reserve's (Fed's) 2% target. The headline PCE price index rose +0.6% month over month (m/m) and +3.6% year over year (y/y) in April. The core PCE deflator also accelerated to +0.7% m/m and +3.1% y/y, beating market expectations. The April U.S. CPI report showed consumer prices rising at their fastest pace in more than a decade, as a rapidly reopening economy ran into supply disruptions, labor shortages and rising consumer demand, which intensified cost pressures and put upward pressure on inflation. Strengthening demand, however, allowed some businesses, particularly manufacturers, builders, and transportation companies, to pass through much of the cost increases to their customers. Headline CPI for April was stronger than expected, rising +0.8% m/m and +4.2% y/y, while consumer prices excluding food and energy rose +0.9% m/m and +3.0% y/y. While the Fed appears to be welcoming this period of modest inflation overshoot as temporary, markets remain wary.

The May employment report will be in focus on June 4th after April's data print disappointed, falling sharply below consensus expectations, and highlighted the challenge of forecasting given the unusual imbalance between labor demand and supply. It is likely that ongoing virus concerns combined with considerable unemployment benefits are providing a disincentive for many job seekers in lower wage jobs to return to work. Consensus forecasts points to a 650,000 increase in nonfarm payrolls in May, after a 266,000 increase in April and the unemployment rate to decline from 6.1% to 5.9%. JOLTS data show that U.S. jobs openings surged to a record high in March, further evidence that a shortage of workers is hampering job growth.

With the employment picture looking more mixed for now, the case for continued accommodation is entrenched. The Federal Open Market Committee (FOMC) maintained the federal funds target rate in a range of 0.00%-0.25% and left the pace of asset purchases unchanged. In addition, the median federal funds rate projection—as measured by the “dot plot”—continues to imply no rate adjustments through 2023. Chairman Powell pushed back on tapering chatter and reiterated the view that higher inflation over the next few months will be transitory and thus not meet the threshold for tighter policy. Powell acknowledged the improved growth backdrop but said that they will need to see it persists to give the Fed comfort about achieving “substantial progress.” Nevertheless, the April FOMC minutes revealed that Committee members are beginning to discuss adjusting the pace of asset purchases if the economy continues to make rapid economic progress. The FOMC may begin telegraphing tapering plans this summer, and initiate tapering in 2022. Despite the passage of an additional \$1.9 trillion stimulus package in March, Treasury bill issuance/supply has been low and is not expected to pick up this year because the U.S. Treasury's general account (TGA) balances have not run down as quickly as initially anticipated. As such, the three-month Treasury bill yield was unchanged at approximately 0.01% while the 12-month Treasury bill yield decreased by approximately 1.5 bp on the month to end at 0.04%.



ECONOMIC COMMENTARY (cont.)

Outlook

A one-off disappointment in the jobs data does not change our outlook for strong above trend economic growth. But the weakness is likely to embolden the Fed in its accommodative stance, keeping front end rates well anchored. Yet, the recovery has picked up steam and has driven yield curves steeper, with higher long-term yields and the prospect of higher inflation in the near term. The broad picture of the recovery is one of revival, with strong gains in consumer and investment spending. We believe the economy is still on track to post over 10% annualized real GDP growth in the current quarter, recovering its remaining pandemic losses. This is expected to be followed by roughly 7% annualized growth in the second half of the year, boosting real GDP growth to close to a 7.5% y/y gain by the fourth quarter of 2021. This would also, remarkably, represent a roughly 5% increase over the fourth quarter of 2019, more than exceeding the trend growth that could have unfolded if the pandemic had never occurred. Growth should then decelerate in 2022 as the economy essentially returns to full employment.

Given the recent rise in inflation, a large concern for markets has been in understanding how central banks will react to potential further upside surprises on economic growth. Investors are concerned that if inflation does prove to be persistent rather than temporary, then central banks might have to raise interest rates quickly to slow down an economy that is running too hot. The Fed has suggested that any increase in inflation would be transitory and that it would not act too soon in tightening. It is clear that their messaging is tight and designed to suppress increases in long-term interest rates. However, futures markets are now pricing in a first Fed rate hike by the end of 2022 in contrast to the Fed's March FOMC projections showing no rate hike before 2024. It would seem likely that the next batch of Fed forecasts, due out after their June 15th/16th meeting, will include at least one rate hike in 2023. That meeting will also likely lead to heightened speculation about tapering bond purchases late this year or early next and all of this, combined with strengthening growth and inflation data, should put upward pressure on long-term interest rates.

This information is an excerpt from an economic report dated May 2021 provided to TexSTAR by JP Morgan Asset Management, Inc., the investment manager of the TexSTAR pool.

TEXSTAR BOARD MEMBERS

Monte Mercer	North Central TX Council of Government	Governing Board President
David Pate	Richardson ISD	Governing Board Vice President
Anita Cothran	City of Frisco	Governing Board Treasurer
David Medanich	Hilltop Securities	Governing Board Secretary
Jennifer Novak	J.P. Morgan Asset Management	Governing Board Asst. Sec./Treas
Brett Starr	City of Irving	Advisory Board
James Mauldin	DFW Airport/Non-Participant	Advisory Board
Sandra Newby	Tarrant Regional Water Dist/Non-Participant	Advisory Board
Eric Cannon	Qualified Non-Participant	Advisory Board
Ron Whitehead	Qualified Non-Participant	Advisory Board

The material provided to TexSTAR from J.P. Morgan Asset Management, Inc., the investment manager of the TexSTAR pool, is for informational and educational purposes only, as of the date of writing and may change at any time based on market or other conditions and may not come to pass. While we believe the information presented is reliable, we cannot guarantee its accuracy. HilltopSecurities is a wholly owned subsidiary of Hilltop Holdings, Inc. (NYSE: HTH) located at 1201 Elm Street, Suite 3500, Dallas, Texas 75270, (214) 859-1800. Member NYSE/FINRA/SIPC. Past performance is no guarantee of future results. Investment Management Services are offered through J.P. Morgan Asset Management Inc. and/or its affiliates. Marketing and Enrollment duties are offered through HilltopSecurities and/or its affiliates. HilltopSecurities and J.P. Morgan Asset Management Inc. are separate entities.

Action Item

Agenda: Curriculum	Approval of a purchase costing \$25,000 or more
Summary	<p>Purchasing Authority - Any single, budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.</p> <p>The district would like to offer Capturing Kids' Hearts Recharge this fall to the elementary professional staff that have already been trained. In addition, we would like to ensure fidelity of implementation by providing the Campus TrAction plan that allows observation and coaching feedback to teachers. In the summer of 2022, we would like to offer Capturing Kids Hearts 1 to the secondary teachers that have not been trained.</p>
ECISD Board Policy	CH (LOCAL) PURCHASING AND ACQUISITION
Effective Date	June 22, 2021
Previous Board Action	None
Future Action Expected	Continue implementation as needed in 22-23
Background Information	Capturing Kids' Hearts training has been provided to teachers in past years.
Fiscal Impact	\$49,800
Attachments	District By Design Agreement 2021-2022 Part 2
Contact Person(s)	Dolores Trevino, Asst. Superintendent of C&I Alicia Stary, Director of Federal Programs
Action Required	Approval of Agreement with Capturing Kids' Hearts
Superintendent's Recommendation	I recommend you approve the Agreement with Capturing Kids' Hearts.
	Bob Callaghan, Superintendent



District By Design™ Agreement 2021-2022 Part 2

Prepared for:
El Campo Independent School District

June 7, 2021



Project Overview

About Us

First of all, it's not about us. It's about *you*.

It's about the mission, vision, and core principles of your organization. It's about your passion for growth and excellence. It's about your desire to be the very best, individually and collectively. It's about your desire to make a successful organization a great organization by forging and sustaining a championship culture.

Our processes accelerate success, transform top teams, promote creative problem-solving, help you grow the next generation of leaders, and can break the personal and systemic constraints that inhibit progress.

That's not only our core competency; it's our mission. We help "grow greatness" by developing relationships and processes that bring out the best in people.

What sets Capturing Kids' Hearts apart? We focus on growing the specific skills individuals need in order to function at a higher level at work and in every aspect of their life. We help individuals identify and overcome the specific personal constraints preventing peak performance. We help leaders identify and overcome the system constraints that hold people back. We don't do "events," seminars, or programs. We teach skills and processes that change lives. Capturing Kids' Hearts ties all this together at the administrative, teacher, and student level to gain positive momentum for the entire system.

We would like to partner to bring out greatness in the people and the systems of your organization. We recommend entering into a District By Design Agreement. Implementing our processes will enable your organization to:

- Decrease discipline referrals
- Increase attendance
- Increase test scores
- Increase teacher attendance
- Decrease teacher turnover
- Improve parent and community relationships
- Build and lead high-performing, self-managing teams and classrooms
- Develop and implement strategies for conflict resolution
- Analyze individual and system constraints and strengths
- Develop a plan for removing constraints and capitalizing on strengths
- Teach and model how to give and receive meaningful feedback
- Improve the culture and effectiveness of the organization
- Communicate more effectively
- Develop more evolved leadership skills and capabilities
- Develop growth plans for individuals who are selected by the organization
- Provide on-going support to your internal champions

Authorized Signer Initials _____
DBD Agreement

SECTION 1: PROCESS AND SCHEDULE

Campus Solutions	Proposed Timeline	Pricing
<p>Capturing Kids' Hearts Recharged™* One, full day training session (one A.M. session and one P.M. session) for up to 60 participants (per session) from the same campus. *Prerequisite: <i>Capturing Kids' Hearts 1</i>, at least 80% of the participants have attended <i>Capturing Kids' Hearts 1</i></p>	October 11, 2021	\$5,500
<p>Process Champions™* One, 2-consecutive-day package(s). Includes:</p> <ul style="list-style-type: none"> • 1-day training session for up to 30 participants. • 1-day customized to fit your needs. (Either an additional 1-day training session for separate group of participants or a 1-day strategy visit.) <p>*Prerequisite: <i>Capturing Kids' Hearts 1</i>, with at least 70% Capturing Kids' Hearts implementation on campus.</p>	October 11-12,2021	\$16,500
<p>Campus TrAction Pac™ (tied to Process Champions) One, 1-day strategy visit(s) involving group and one-on-one sessions with campus administrators and/or Process Champions Team.</p>	October 13,2021 (to be scheduled with Process Champions)	\$2,300
<p>Campus TrAction Pac™ One, 2-consecutive-day strategy visit(s) involving group and one-on-one sessions with campus administrators and/or Process Champions Team.</p>	Spring 2022	\$5,500 \$3,000
<p>CKH Premium™ A campus-specific subscription that provides comprehensive ongoing support to leaders and staff who have completed <i>Capturing Kids' Hearts 1</i>.</p>	June 2021- May 2022 School Year	\$15,000 Approved at no charge for Year One
<p>Capturing Kids' Hearts 1™* One, 2 consecutive-day training session(s) for up to 50 participants per session. Includes:</p> <ul style="list-style-type: none"> • Access to the course training manual • Limited collection of foundational videos and resources in our online portal 	July 11-12, 2022	\$22,500

TOTAL PACKAGE COST (inclusive of travel)

\$49,800

Authorized Signer Initials _____
DBD Agreement



District By Design Agreement

El Campo Independent School District
700 West Norris
El Campo TX 77437

Thank you for selecting Capturing Kids' Hearts to serve your organization. Our goal is to provide you with service that will both motivate and empower your organization to advance to a new level of success. Please take a moment to review the information below, and then sign and return this form to us in order to confirm this agreement. We look forward to serving you.

This agreement is between The Flippen Group, L.L.C. doing business as Capturing Kids' Hearts ("COMPANY" or "Capturing Kids' Hearts") and El Campo Independent School District ("CUSTOMER"). This District By Design Agreement offers all of the Products as defined on the Process and Schedule table. All Products offered as part of this agreement are exempt from price increases, allowing you to lock in current prices (at a savings to you).

SECTION 2: INVESTMENT

Agreement:

- CUSTOMER agrees to contract with Capturing Kids' Hearts for all the services on this agreement dated June 7, 2021.
- The District by Design Agreement and its rates will expire and can only be confirmed upon receipt of this signed document by June 21, 2021 in our main office at: Capturing Kids' Hearts; Attn: Kim Herman, 1199 Haywood Drive, College Station, Texas 77845.

Payment Terms:

- Purchase order is required 45 days prior to each scheduled event.
- The fee for each service, including travel (if applicable); will be billed when services are rendered.
- Invoices are due upon receipt. Please make all checks payable to Capturing Kids' Hearts.

Additional Charges (if applicable):

- A \$400.00 fee will be charged for each person over 50 not to exceed 60 total per *Capturing Kids' Hearts 1*.
- A \$400.00 fee will be charged for each person over 30 not to exceed 35 total per *Process Champions*.
- There is an extra \$15.00 charge per call made outside of the Continental United States.

Travel:

- Travel Package for each service to be billed separately and is not part of the District by Design Agreement total. Travel inside the Continental United States will be billed at rate of \$1,000.00 for one-day events, \$1,500.00 for two-day events, and \$1,800.00 for three-day events (per trainer). Each additional consecutive day is \$300.00 per day. Travel rates are subject to change.
- Travel expenses that Capturing Kids' Hearts has incurred and that have to be cancelled as a result of rescheduling or cancelling of a service without two weeks' notice, may result in an extra charge to your organization.

Authorized Signer Initials _____
DBD Agreement

SECTION 3: POLICIES

Scheduling:

- COMPANY's Event Planning Department will contact you within 1 week of the signing of this agreement to begin setting up specific dates for services to be rendered on the process schedule. Capturing Kids' Hearts will need someone designated in your organization to work with on scheduling and event planning needs as follows below.
- Scheduling benchmarks - Within 30 days of signing of the District By Design Agreement, at least 50% of events must be scheduled with Capturing Kids' Hearts. Within 120 days of signing of the agreement, the remainder of events must be scheduled with Capturing Kids' Hearts.
- Confirmation of all scheduled events will be made via email and is subject to cancellation terms as listed below.
- *Capturing Kids' Hearts 1* should be scheduled from 8:00 AM – 5:00 PM. All other trainings should be scheduled from 8:00 AM – 4:00 PM each day. Should times need to be altered, prior approval by Capturing Kids' Hearts would be required.
- In the event of an emergency or illness the consultant(s) will need to be rescheduled for another time, as there is not an on-call trainer available.

Deposits and Cancellations:

- No deposit is required.
- Capturing Kids' Hearts requires cancellation notice of 90 days prior to any scheduled date of service. Cancellation notice received inside the 90-day window will result in the full contractual fee being assessed. Services unused by your organization within the 12 months following the date of signature of this document will be forfeited.
- Force Majeure: Neither party shall be liable for any failure to perform its obligations where such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity [or telephone service], and no other Party will have a right to terminate this Agreement in such circumstances. Any Party asserting Force Majeure as an excuse shall have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other Party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.
- CKH Premium subscription services shall commence upon receipt of fully executed agreement and shall continue until the end of the 2021-2022 school year. Unless terminated in writing, the CKH Premium subscription service will automatically renew annually at the same rate of \$3,000 per campus for successive additional one-year periods.

Accountability:

- Capturing Kids' Hearts commits to reserve the capacity needed to fulfill the terms of this agreement. Capturing Kids' Hearts is committed to transformational impact. Our consultant will not move to next steps on the process schedule without implementation of previous events and/or successful *TrAction* being made by participants involved. Should this occur, certain dollars set aside for future line items on process schedule may be reallocated to reinforce previous events that need more accountability.

Considerations:

- Video and/or audio taping is strictly prohibited without prior written approval by Capturing Kids' Hearts.
- Media representatives are not allowed to attend training without prior written approval by Capturing Kids' Hearts.
- Capturing Kids' Hearts has permission to contact company members via e-mail addresses.

Authorized Signer Initials _____
DBD Agreement



Facilities:

- Capturing Kids' Hearts has a core principle to exceed our customer's expectations. We know the training environment can significantly impact the quality of the training. To make sure your staff is comfortable and to ensure outstanding results for those attending, we will need your help in arranging the facility based on the specifications found below.
- A quiet and service oriented facility should be selected for all scheduled trainings.
- We recommend the *Capturing Kids' Hearts 1, Capturing Kids' Hearts 2, Leadership Blueprint, Organization Blueprint, and Coaching Greatness* training not be conducted on district or school properties. Room must be at least 2,800 square feet (40'X70').
- *Process Champions* may be provided at the campus facilities as long as adequate space, quiet, and privacy are available.
- CUSTOMER will coordinate the facilities needed for trainings with the expense being incurred by your organization, as written in this agreement.
- Capturing Kids' Hearts and your organization will mutually agree upon the location of any services/trainings 30 days prior to the event.
- Upon the signing of this agreement, COMPANY's Event Planning Team will provide CUSTOMER with meeting size requirements, setup needs (inclusive of table/chair arrangements, AV requirements, etc.). It is understood that CUSTOMER will make arrangements and cover expenses for all equipment and be in charge of setup in advance.
- Light beverages (NO alcohol) need to be set up by CUSTOMER for the entire day for all participants. Meals can be coordinated by CUSTOMER with facility or caterer of choice or left up to individuals on their own.

Intellectual Property

- COMPANY's intellectual property is a crucial part of providing training materials and consulting services to its clients, and Capturing Kids' Hearts could not continue its work if its clients did not honor and respect Capturing Kids' Hearts intellectual property rights. None of our work or work product is done on a "work for hire" basis, and all of our material and work product is owned exclusively by Capturing Kids' Hearts and is subject to one or more of the following: copyright, trademark, patent, license or trade secret. Intellectual property and learning/know-how that may be developed while working with any client shall remain the property of Capturing Kids' Hearts. By entering into this agreement you are expressly acknowledging and agreeing to the matters set forth in this paragraph and you are agreeing that none of the training materials, notebooks, videos, presentations, processes or concepts may be used by you, for any purpose, without the express advance written consent of Capturing Kids' Hearts. In addition, you are agreeing to have any of your engaged contractors or subcontractors sign an agreement to protect Capturing Kids' Hearts intellectual property.

SECTION 4: DISCLAIMERS

- CUSTOMER accepts the Products "AS IS" with all faults and errors. CAPTURING KIDS' HEARTS HEREBY DISCLAIMS ANY AND ALL WARRANTIES RELATING TO THE PRODUCTS EXCEPT FOR ANY SPECIFIC WARRANTIES THAT ARE EXPRESSLY PROVIDED IN THE TERMS OF THIS AGREEMENT. CAPTURING KIDS' HEARTS DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. The entire risk as to the functionality, operation, and results is with CUSTOMER and Capturing Kids' Hearts assumes no risk or obligation in connection therewith.
- Capturing Kids' Hearts hereby disclaims any and all liability, risk, obligation, or responsibility for decisions made or actions taken by CUSTOMER after use of the Products. Capturing Kids' Hearts shall in no way be responsible or liable for CUSTOMER's use of (1) the Products, (2) the information and data provided by third-parties in order to use the Products; or (3) the information or results obtained through the Products. Capturing Kids' Hearts does

Authorized Signer Initials _____
DBD Agreement



not guarantee or warranty any particular result or success as a result of use of the Products. The Products should be considered tools to assist CUSTOMER, but should not be treated as a singular solution.

- In no event shall Capturing Kids' Hearts be liable for or responsible for any incidental or consequential damages or injuries related to CUSTOMER's use of (1) the Products, (2) the information and data provided by third-parties in order to use the Products; or (3) the information or results obtained through the Products. The maximum possible liability of Capturing Kids' Hearts shall not exceed the lesser of the full retail cost of the Products or the amount that CUSTOMER paid for the Products.
- No information shared by Capturing Kids' Hearts verbally or in writing can be constituted to be professional advice, such as medical, legal, financial, psychological, business, or counseling advice. Diagnosing medical or psychological conditions cannot be done through a coaching process and should only be done by licensed professionals.

SECTION 5: CONFIRMATION

I have read and understand the policies of Capturing Kids' Hearts as printed in this agreement, and, as the contact person for this training, I will endeavor to see that all policies and related details are understood and completed by all involved parties in the planning of this event.

Signed: _____ Date: _____
(CUSTOMER's Authorized representative)

Print Name: _____ Title: _____

SECTION 6: CONTACT US

If you have any questions or need additional assistance, please do not hesitate to contact us.

Capturing Kids' Hearts
Attn: Kim Herman
Kim.herman@capturingkidshearts.org
1199 Haywood Drive
College Station, TX 77845
Phone: 800-316-4311
Fax: 877-941-4700

Authorized Signer Initials _____
DBD Agreement

Action Item

Agenda: Curriculum	Approval of a purchase costing \$25,000 or more
Summary	<p>Purchasing Authority - Any single, budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.</p> <p>The district would like to use NWEA MAPS as the new universal screener for the 21-22 school year. NWEA is a research-based, not-for-profit organization that supports students and educators worldwide by creating assessment solutions that precisely measure growth and proficiency—and provide insights to help tailor instruction.</p>
ECISD Board Policy	CH (LOCAL) PURCHASING AND ACQUISITION
Effective Date	June 22, 2021
Previous Board Action	None
Future Action Expected	Continue to provide the MAPS screener in future years. .
Background Information	MAPS screener was used to screen all K-7th students in the spring in reading.
Fiscal Impact	\$71,808.75
Attachments	None
Contact Person(s)	Dolores Trevino, Asst. Superintendent of C&I Alicia Stary, Director of Federal Programs
Action Required	Approval of Quote from NWEA MAPS
Superintendent's Recommendation	I recommend you approve the Quote from NWEA MAPS Bob Callaghan, Superintendent

Action Item

Agenda: Curriculum	Approval of a purchase costing \$25,000 or more
Summary	<p>Purchasing Authority - Any single, budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.</p> <p>The district would like to contract with Leach Literacy to provide training to PK - 3rd grade teachers. Leach Literacy specializes in a balanced literacy approach to teaching ELA.</p>
ECISD Board Policy	CH (LOCAL) PURCHASING AND ACQUISITION
Effective Date	June 22, 2021
Previous Board Action	None
Future Action Expected	Continue to implement in future years. .
Background Information	Myatt & Hutchins have both used Leach Literacy for previous trainings. This will continue to provide consistency and fidelity of implementation.
Fiscal Impact	\$51,200
Attachments	None
Contact Person(s)	Mauri Couey, Principal Elizabeth Tupa, Principal
Action Required	Approval to contract with Leach Literacy
Superintendent's Recommendation	<p>I recommend you approve contracting with Leach Literacy</p> <p>Bob Callaghan, Superintendent</p>

Action Item

Agenda: Curriculum	Approval of a purchase costing \$25,000 or more
Summary	<p>Purchasing Authority - Any single, budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.</p> <p>The district would like to contract with Fort Bend ISD to provide the state required Reading Academies to our 2nd round of teachers. During training sessions, teachers and principals will increase their knowledge of the science of teaching reading to support a student's ability to decode words, understand spoken language, and improve reading comprehension.</p>
ECISD Board Policy	CH (LOCAL) PURCHASING AND ACQUISITION
Effective Date	June 22, 2021
Previous Board Action	None
Future Action Expected	None
Background Information	Per House Bill 3 (HB 3), passed by the 86th Texas Legislature in June of 2019, all kindergarten through third grade teachers and principals must attend a "teacher literacy achievement academy" by the 2022 - 2023 school year.
Fiscal Impact	\$126,339.84
Attachments	None
Contact Person(s)	Dolores Trevino, Asst. Superintendent of C&I Alicia Stary, Director of Federal Programs
Action Required	Approval of Contract with Fort Bend ISD
Superintendent's Recommendation	I recommend you approve the contract with Fort Bend ISD.
	Bob Callaghan, Superintendent

Information Only

Agenda Item: 5.B.1

Meeting Date: June 22, 2021

Submitted by: David Bright, Assistant Supt. for Finance & Operations

Business and Operations

Review of Preliminary 2021-22 Budget Estimates

Summary

According to *Texas Education Code §44.002*, the Superintendent shall prepare, or cause to be prepared, a proposed budget covering all estimated revenue and proposed expenditures of the District for the following fiscal year. The proposed budget shall be prepared on or before August 20th.

LOCAL policy on budget planning states that Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District- and campus-level planning and decision-making committees.

According to TEA guidelines, the Board shall adopt a budget by Fund and Function. Funds included in the General Operating Budget include:

- 199 – General Fund
- 240 – Food Service
- 511 – Debt Service

Revenue and expenditures for special revenue funds will be presented to the Board for review, but do not require formal approval.

ECISD Board Policy

CE (LEGAL) / (LOCAL) ANNUAL OPERATING BUDGET

Effective Date

June 22, 2021

Previous Board Action

None

Future Action Expected

July 27, 2021 – Regular Board Meeting - Continued review of preliminary budget. Set date and time for public hearing on budget to be published in the public notification of the meeting. Approve 2021-22 Compensation Plan.

August 10, 2021 – Budget Workshop – (Only if needed.)

August 24, 2021 – Public Hearing on the proposed budget and Tax Rate.

August 24, 2021 – Regular Board Meeting - Approve the 2021-2022 Budget for the General, Food Service and Interest & Sinking Funds. Approve the Tax Rates.

Background Information and Significant Issues

Currently, the preliminary budget is based on an Estimated Taxable Value of \$1,316,599,229 which is an increase of \$75,783,752 or 6.11%. The Central Appraisal District is required to provide us with the Certified Value by July 25th. The Refined ADA projection of 3,220 is our projection for 2020-21, however, we are eligible under the hold harmless calculation due to COVID19 and will be funded using an ADA of 3,277.

Total revenue in the General Fund is projected to increase by \$790,540. This is due to increases in both Local and State Funding. Federal revenue is projected to remain the same.

- Local 40.21%
- State 58.83%
- Federal .95%

Expenditures in the General Fund are projected to increase by \$215,739.

- Salary & Benefits 73.04%
- Contracted Services 12.56%
- Supplies & Materials 6.67%
- Other Operating Exp. 5.99%
- M&O Debt Service 1.26%
- Capital Outlay 0.48%

We have \$171,200 budgeted for Capital Outlay expenditures. This includes funds to purchase one buses, and technology.

TAX RATE COMPRESSION

House Bill (HB) 3, was passed by the 86th Legislature in 2019, and signed into law by Governor Abbott on June 11,2019. As a result of the transition from prior law to HB3, maintenance and operations (M&O) tax rates for TY 2019 were compressed by the state compression rate of 93%, or .93.

Moving forward the state compares the extent to which estimated statewide property value growth exceeds 2.5% to determine the state maximum compressed rate (MCR) for school districts. On July 18,2021 TEA will open the Local Property Value Survey (LPVS). We will be required to submit the Chief Appraiser’s July 25th certified taxable property value for both 2020 and 2021. Once the MCR is approved by TEA, districts may adopt the 2021 tax rates. Once a school district’s LPVS status is “Approve,” the MCR for the district is considered final unless the district appeals the calculated rate.

TAX RATE RECOMMENDATIONS

Our goal is always to maintain adequate funds to meet the District's debt obligation and to offset shortages due to a decrease in values in any given year. To maintain this balance it becomes necessary at times to recommend an increase for the Debt Service Tax Rate.

As a result of our property value increase we may be required by law to decrease our M&O Rate. Currently, it appears that based on our estimated value, our M&O Tax Rate will be \$1.0235 which is a decrease of \$0.0312. We will know more once our property values are certified by the Chief Appraiser.

Fiscal Impact	Unknown.
Student and Public Benefit	Detailed financial planning ensures that funds are available to provide the necessary personnel, facilities, equipment and supplies for an appropriate education for all students; and that taxpayer' dollars are spent wisely.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	As you know, the decision to go to the voters with the Tax Ratification Election in 2016-17, enabled us to move \$0.013 of the I&S Tax Rate to the Maintenance & Operations Tax Rate. Payment of that portion of the debt obligation must come from the General Fund - Fund Balance. Therefore, it is beneficial for the District to maintain a General Fund – Fund Balance adequate enough to meet that obligation.
Attachments	ECISD Preliminary Budget for 2021-2022
Submitted by	David Bright, Assistant Superintendent of Finance and Operations
Action Required	No action required.
Recommendation	This is a discussion item only.

Information Only

Meeting Date: June 22, 2021

Submitted by: David Bright, Assistant Superintendent for Finance

Business and Support Services

Discussion of Possible Compensation Plan for 2021-22.

Summary

Assuming that the Board of Trustees would be interested in knowing what options might look like, I have calculated a pay raise estimates at 2%, 2.5% and 3% which are the amounts we normally review each year. They are listed below:

- 2.0% General Pay Increase of Pay Grade Mid-Point. Estimated Cost is \$461,198
- 2.5% General Pay Increase of Pay Grade Mid-Point. Estimated Cost is \$570,021.
- 3% General Pay Increase of Pay Grade Mid-Point. Estimated Cost is \$693,894.

The July board meeting is the ideal time to approve pay raises which allows central office staff to make the necessary changes to the payroll system.

ECISD Board Policy

DEA (LOCAL), COMPENSATION AND BENEFITS: SALARIES, WAGES AND STIPENDS

Effective Date

July 1, 2021 and September 1, 2021 depending on contract.

Previous Board Action

The Board adopted the current compensation plan used by the District (TASB Model) in the Spring of 2005.

Future Action Expected

Annually the Board reviews the compensation plan. Comparisons are made to the area job market and decisions are made with regards to structure adjustments and general pay increases.

Background Information and Significant Issues

El Campo ISD engaged the HR Services Division of the Texas Association of School Boards (TASB) to conduct a comprehensive review of its employee's compensation plan in April 2018.

It is recommended that a review be conducted about every 5.

The study is conducted to objectively examine the competitive job market and to determine whether pay practices are internally fair and externally competitive. The primary goals of the project included the following:

- evaluate competitive market prices for key benchmark jobs;
- determine whether employees are being paid within an

appropriate market range;

- determine whether jobs are placed correctly in the pay structure;
- build or align district pay structures with the competitive job market;
- develop an affordable implementation plan with recommended pay adjustments; and
- review and recommend administrative guidelines for managing pay systems.

All employee groups were included in the study, including:

- teachers (and related instructional staff);
- administrative/professional;
- clerical/paraprofessional; and
- auxiliary

Fiscal Impact

See above. To be determined.

Student and Public Benefit

A competitive compensation plan helps to attract quality applicants and retain excellent employees.

Procedural and Reporting Implications

None.

Public Comments

None.

Alternatives

No general pay increase or a different midpoint percentage.

Other Comments and Related Issues

Stipends and Supplemental Pay are reviewed annually. Occasionally one-time equity adjustments are also considered when recommending the Compensation Plan.

Attachments

None

Contact Person(s)

David Bright, Assistant Superintendent of Finance and Operations

Action Required

No action required. This is an information report only.

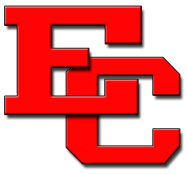
Superintendent's Recommendation

Information Only.

Bob Callaghan, Superintendent of Schools

Review Item

Agenda: Curriculum	Every Students Succeed Act Grant Application Summary
Summary	LEAs are required to annually make public a summary of the ESSA Grant application during a public meeting to allow for public comment.
ECISD Board Policy	CBB (LEGAL)
Effective Date	June 22, 2021
Previous Board Action	None
Future Action Expected	Make public annually
Fiscal Impact	None
Attachments	21-22 ESSA Grant Application Summary
Contact Person(s)	Alicia Stary, Director of Federal Programs
Action Required	None
Superintendent's Recommendation	None - This item is for review only. Bob Callaghan, Superintendent



**ESSA Grant Application Summary
21-22 School Year**

ESSA Programs:

<i>Program</i>	<i>Entitlement</i>
Title I, Part A	\$1,052,165
Title I, Part C - Shared Service with Reg III	\$55,122
Title II, Part A	\$147,605
Title III, Part A	\$43,335
Title IV, Part A	\$79,223

Program Plans:

Title I, Part A

- Salaries:
 - 2 Instructional Coaches
 - 3 Teachers
 - 16 Paraprofessionals
- Instructional Materials
- Instructionals Software
- Professional Development - Leach Literacy

Title I, Part C - Shared Service Arrangement with Region III

Title II, Part A

- Salaries
 - 1 Instructional Coach
- Professional Development - Capturing Kids Hearts; Professional Learning Communities
- Professional Development Materials

Title III, Part A

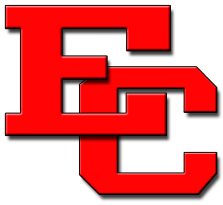
- Salaries:
 - 1 Paraprofessional
- Instructional Materials
- Professional Development - Title III Symposium

Title IV, Part A

- Instructional Materials
- Professional Development - Technology
- Professional Development Materials

Review Item

Agenda: Curriculum	Elementary and Secondary Schools Emergency Relief III Grant
Summary	LEAs are required to make public the ESSER III Grant Use of Funds plan and the Safe Return to In-person Instruction plan during a public meeting to allow for public comment.
ECISD Board Policy	None - Grant Requirements
Effective Date	June 22, 2021
Previous Board Action	None
Future Action Expected	None
Fiscal Impact	\$8,209,809 Grant
Attachments	ESSER III Use of Funds Plan Safe Return to In-Person Plan
Contact Person(s)	Alicia Stary, Director of Federal Programs
Action Required	None
Superintendent's Recommendation	None - This item is for review only. Bob Callaghan, Superintendent



ESSER III Use of Funds Plan

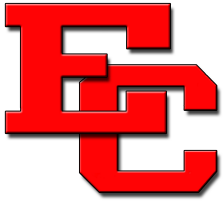
Required Use of Funds

1. *The extent to which and how the funds will be used to implement prevention and mitigation strategies that are to the greatest extent practicable, consistent with the most recent CDC guidance on reopening schools, in order to continuously and safely open and operate schools for in-person learning.*

<u>Activity</u>	<u>Activity</u>
HVAC Systems	Auto Flush Toilets
Air Handler	Water Bottle Dispensers
Touchless Hand Washing Stations	Reusable Water Bottles
Cafeteria Seating - Space	

2. *To address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive after school programs, or extended school year. Also, ensure that interventions implemented will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted by the COVID-19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.*

<u>Activity</u>	<u>Activity</u>
Saturday School	Professional Development
Creative Extended Day	Summer Jump Start
School Day Intervention	Virtual Tutoring
Outside Counseling Services	Prof Development Behavior
Communities in Schools	Schoology Implementation
Character Counts	Capturing Kids Hearts
Attendance Liaison	



ESSER III Use of Funds Plan

3. *The remaining use of funds is consistent with the ARP Act.*

Activity	Activity
Chromebook Cases	Headsets for Online Assessments
Charging Stations	Keyless Entry
Media / Broadcast Room	Electronic Reader Subscription
School Bus	

EL CAMPO INDEPENDENT SCHOOL DISTRICT

21-22

IN RESPONSE TO COVID-19

RETURN TO LEARN PLAN



PLEASE NOTE: The details of the ECISD Return to Learn Plan are subject to change as we receive guidance from the Texas Education Agency, Governor's Office, and state and local officials. Please check back often for the most up-to-date information.

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INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

Per the Texas Education Agency (TEA) requirements the ECISD Return to Learn Plan must be reviewed every six months, and revised appropriately with input from the public through September 2023.

Proposed review dates:

- June & December 2021
- June & December 2022
- June 2023

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

ISOLATION PROTOCOLS

- Individuals displaying COVID-19 symptoms will follow district protocols, including isolation from students and staff members.
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Loss of taste or smell
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Fatigue
 - Headache
 - Chills
 - Sore throat
 - Congestion or runny nose
 - Shaking or exaggerated shivering
 - Significant muscle pain or ache
 - Diarrhea
 - Nausea or vomiting
- When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
 - Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent/guardian.
- Consistent with school notification requirements for other communicable diseases and consistent with legal confidentiality requirements, schools will notify all teachers, staff, families of all students, state, and local health officials if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate in any on-campus activities.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the district will notify the local health department, in accordance with applicable federal, state, and local laws and regulations, including

confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Acts (FERPA).

- Individuals who were in close contact with an individual who is lab-confirmed to have COVID-19 will be notified of their requirement to quarantine until the 14-day incubation period has passed.

CAMPUS RE-ENTRY *(Defined by the Texas Education Agency)*

- Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
 - In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
 - i. at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - iii. at least ten days have passed since symptoms first appeared.
 - In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such an individual is assumed to have COVID-19. The individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
 - If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for the return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

CLOSE CONTACT *(Defined by the Texas Education Agency)*

"Close contact" with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- A. being directly exposed to infectious secretions (e.g., being coughed on); or
- B. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact making (i.e. both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (A) or (B) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is determined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

HEALTH AND HYGIENE PRACTICES: MASKS *(TEA Public Health Guidance June 5, 2021)*

- Health and Hygiene Practices: Masks Per GA-36, school systems cannot require students or staff to wear a mask. GA-36 addresses government-mandated face coverings in response to the COVID-19 pandemic. Other

authority to require protective equipment, including masks, in an employment setting is not necessarily affected by GA-36. **School systems must allow individuals to wear a mask if they choose to do so.**

VACCINATIONS

ECISD health services will provide information on vaccination opportunities to eligible staff and students.

DISINFECTING AND HAND SANITIZING PROTOCOLS

Hand Washing/Sanitizing Expectations

- On the first day a student attends school on campus, the school will provide instruction on appropriate hygiene practices and other mitigation practices adopted in the local school system.
- Hand sanitizer will be available at the main entrance to the campus, in classrooms, in the cafeteria, and common areas throughout the campus.
- Staff and students will be expected to wash or sanitize their hands regularly.

FACILITIES CLEANING

ECISD partners with McLemore for custodial services. McLemore custodial employees have been trained on COVID-19 safety protocols.

The safety of our employees and students is our priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions.

WORK AND LEARNING PROCEDURES

CLASSROOM CONFIGURATIONS AND PROCEDURES

It is our promise to maintain a warm and inviting learning environment in our classrooms while simultaneously following health guidelines. Teachers will continue to develop, teach, and implement procedures that establish student responsibilities to clean personal areas, materials, and supplies. In addition, proper handwashing techniques will continue to be reinforced.

ARRIVALS & DISMISSAL

Arrival

- Buildings will open at 7:15 a.m. with students reporting directly to classrooms.
- Students arriving prior to 7:15 a.m. will wait in cars with their parents until the buildings open.
- Families of walkers who arrive prior to 7:15 a.m. will be contacted and asked to make adjustments to arrival times.
- When possible, separate entrances will be utilized to reduce traffic.
- Campus-specific bus procedures will be established.

Dismissal

- When possible, separate entrances will be utilized to reduce traffic.
- Campus-specific bus procedures will be established.

DAILY SCHEDULE

ECISD school hours 7:50 am - 2:00 pm Monday; 7:50 - 3:30 pm Tuesday - Friday

BREAKFAST AND LUNCH

To minimize foot traffic in the building and to allow for adequate physical distancing for students during eating periods, **no outside food deliveries will be accepted, and there will be no visitors allowed in the cafeteria.** These restrictions may loosen as the year progresses; however, it is important to allow campus staff the flexibility to space out students throughout common areas so that social distancing is possible.

TRANSPORTATION

In response to COVID-19, ECISD encourages all families, with the ability to do so, to transport their children to and from school. Bus transportation will be offered; however, the standard number of transported students compromises the ability to socially distance. Buses will continue to be cleaned and disinfected regularly.

COMMUNICATION METHODS

The district and campuses will communicate official ECISD news using ECISD alerts and official district and school websites, newsletters, and social media accounts.

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website.
3. Follow our social media platforms.
4. Students will work in Schoology Learning Management System.

SECTION 2. ACADEMICS AND INSTRUCTION

INSTRUCTIONAL PLAN

Instructional Gaps: Due to the pandemic and school closures, we expect there to be larger gaps than if they were just out for the summer. Emphasis will be placed on literacy at Pre-K - 2nd and the continued use of the Really Great Reading phonics program.

We will gather data through BOY baseline assessments, such as:

- Pre-K CIRCLE Assessment
- Kindergarten TPRI & TXKEA
- 1st & 2nd TPRI & MAP Growth Assessment
- 3rd - 10th 2021 STAAR & MAP Growth Assessment

We will take the data from the baseline assessment to determine where the gaps are with each student.

Scope and Sequence: The TEKS Resource Gap tool will be utilized to help close gaps, all while staying on track to cover our required grade-level TEKS. Additionally, an emphasis on the Lead4ward identified essentials for each grade level will serve as a guide.

Special Populations and Special Education: Students will continue to receive academic, language, and physical supports throughout the school year. Services may be adjusted due to remote learning and will be determined by the appropriate committee or program. For specific information contact:

VACANT, Director of Special Education

Laura Pustejovsky, Special Populations Coordinator lpustejovsky@ecisd.org

ATTENDANCE POLICY

Per Texas Education Code (TEC) 25.092, students must attend 90 percent of a course in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2021-2022 school year.

GRADING POLICY

Grades will be taken according to the local ECISD grading policy located on our [district's webpage](#).

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

- Campuses will implement the Character Counts Curriculum.
- Mental health supports for students will be provided.
- The counselors will work with students individually or in small groups to address any well-being needs.

BILINGUAL/ESL SERVICES

ECISD will ensure that students who are identified as English Learners (ELs) are provided with appropriate instruction based on English proficiency levels. We will ensure that, to the greatest extent possible, each learner with limited English proficiency can be provided the educational and linguistic services identified in the student's Language Proficiency Assessment Committee (LPAC) plan.

Instruction: Bilingual or ESL Students will continue to be supported consistent with their LPAC Plan with linguistic accommodations and supports.

Parent Input: If at any time you have questions about your child’s English language services, please contact your child’s teacher and/or campus LPAC Administrator or Laura Pustejovsky, Special Populations Coordinator lpustejovsky@ecisd.org or Dolores A. Treviño, Assistant Superintendent of Curriculum & Instruction dtrevino@ecisd.org for more information.

GIFTED AND TALENTED LIGHT PROGRAM

ECISD will ensure that learners identified as Gifted and Talented (GT) are provided with appropriate and challenging instruction. We will ensure that, to the greatest extent possible, each GT-identified learner be provided differentiation aligned to the general classroom curriculum.

Instruction: Students will continue to be supported in a manner consistent with the ECISD Gifted and Talented Services model (elementary, middle school, high school). Students will continue to receive individualized, modified, and/or alternate curriculum as appropriate.

SPECIAL EDUCATION, 504, & DYSLEXIA SERVICES

ECISD will ensure that students with disabilities have access to a free and appropriate public education (FAPE). We will ensure that, to the greatest extent possible, each student with a disability can be provided the educational and related services identified in the student's individualized education program (IEP) or Section 504 Plan.

Instruction:

- Students will continue to be supported consistent with their IEP/504 Plan. Students who receive their services through the general education setting will continue to receive access to their IEP goals, accommodations, and modifications provided by special education and general education staff. Students served in a special education setting will continue to receive individualized accommodated, modified, and/or alternate curriculum.
- Students served through Section 504 will continue to receive accommodations and services identified in their Student Services Plan.
- Small group instruction and interventions will be provided that include direct access to the therapist or interventionist as well as access to relevant, individualized digital resources to reinforce the target skill.

Dyslexia Services:

- Students will have a scheduled time according to his/her individualized plan.
- Small group instruction and interventions will be provided that include direct access to the Dyslexia Interventionist as well as access to relevant digital resources to reinforce the target skill.

Specialized Services:

- Group sizes will comply with state and local guidelines.
- Direct Related and/or Instructional Services (speech therapy, occupational therapy, physical therapy, adapted PE, direct psychological services, audiological and/or vision services) will be provided may include a combination of digital lessons and activities. In-person, face-to-face instruction will include direct access to the therapist, facilitator, or interventionist as well as access to relevant individualized digital resources to reinforce the target skill.

- Consultative Services may occur through parent training, teacher training, observation, and feedback as well as access to online resources.
- Special Education Transportation services will be provided to eligible students as determined by the ARD committee.

ARD/504 Meetings:

- We will hold required ARD/504 Meetings in person to allow for meaningful participation and collaborative decision making.
- If at any time you have questions about your child’s IEP/504 Plan or services and wish to convene an ARD/504 meeting to discuss, please contact your child’s Diagnostician, Campus 504 Coordinator, or Speech-Language Pathologist.
- IEP/504 Plan amendments may be considered on a case-by-case basis to better meet your child’ needs.
- TEA has provided a [guidance document](#) on compensatory strategies and services.
- Consideration will be given to each individual student’s progress on their IEP/504 Plan. Baseline data and acquisition of skills will determine if students are in need of additional COVID-19 compensatory services.

Evaluations:

The goal of the El Campo ISD is to locate, identify, and evaluate all children with disabilities who are in need of Special Education and Related Services who reside within the El Campo Independent School District boundaries. If you suspect that your child may not be developing the same as his or her peers or if your child has been previously diagnosed with a disability, you may call the Special Education Office.

- We will continue to provide Full and Individual Evaluations and 504 evaluations.
- Data collection, student observation, teacher and parent interviews, and checklists can be conducted in person or remotely.
- The administration of a standardized test in a non-standardized way impacts the validity of the assessment. For that reason, critical components of the evaluation may not be completed remotely in order to come to an eligibility determination.
- Safety precautions will be taken when face-to-face assessment is required for eligibility determination.
- Parents have the right to informed consent for evaluation, as well as, the right to refuse evaluation at this time.

EXTRACURRICULAR AND STUDENT ORGANIZATION ACTIVITIES

Extracurricular and co-curricular activities, practices, and competitions will be conducted following safety protocols provided by ECISD, University Interscholastic League (UIL), and the Texas Education Agency (TEA).

Return to Learn Committee

Member	Position
Kelli Cook	Myatt- Teacher Pre-K
Cheryl Ener	Myatt – Teacher Kindergarten
Cristina Gonzales	Myatt - Bilingual
VACANT	Hutchins – Teacher
Cynthia Nafegar	Hutchins – Teacher
Cynthia Rojas	Hutchins - Bilingual
Shelby Gadeke	Northside – Teacher
Brenda Harp	Northside – Teacher
Breana Johnson	Middle School – Teacher
Sarah Eder	High School - Science Teacher
Leah Morton	High School - Librarian
Monica Ott	District Head Nurse
Amy Bailey	Special Education
Marcia Quitta	Special Education
Donna Mikeska	Midcoast Hospital
Melissa Erwin	Health Professional
Jessica Erwin	Health Professional
Lindsay Bullard	Parent Representative
Desiree Canales	Parent Representative
Michelle Crabb	Parent Representative
Crystal Matlock	Parent Representative
Melly Anderson	Parent Representative
Anisa Vasquez	Parent & Community Representative
VACANT	School Board Representative

Member	Position
Bob Callaghan	Superintendent
Dolores Trevino	Assistant Superintendent
David Bright	Assistant Superintendent of Finance
Alicia Stary	Federal Programs Director
VACANT	Director of Special Education
Demetric Wells	Principal - High School
VACANT	Dean of Instruction
Kyle Poenitzsch	Principal - Middle School
Rebecca Crowell	Principal - Northside Elementary
Elizabeth Tupa	Principal - Hutchins Elementary
Mauri Couey	Principal - Myatt Elementary

Review Item

Agenda: Curriculum	Review the State Compensatory Evaluation
Summary	LEAs are required to annually evaluate and document the effectiveness of their designated State Compensatory Education program.
ECISD Board Policy	EHBC (LEGAL) SPECIAL PROGRAMS COMPENSATORY / ACCELERATED SERVICES
Effective Date	June 22, 2021
Previous Board Action	None
Future Action Expected	Annually Review
Fiscal Impact	None
Attachments	2021 ECISD State Compensatory Education Program Evaluation
Contact Person(s)	Alicia Stary, Director of Federal Programs
Action Required	None
Superintendent's Recommendation	None - This item is for review only. Bob Callaghan, Superintendent

ECISD State Compensatory Education Program Evaluation

June 2021

The following information is a report on progress toward the accomplishment of activities and strategies identified in the ECISD State Compensatory Education Improvement Plan for 2020-2021.

GOAL: Continue to increase the number of At-Risk / Economically Disadvantaged students meeting state standards.

The following data represents the identified students in each grade level who met the state passing standards for the STAAR/EOC tests in 2021.

	3 AR / Eco	4 AR / Eco	5 AR / Eco	6 AR / Eco	7 AR / Eco	8 AR / Eco	9-12 AR / Eco
Reading	57% / 71%	51% / 52%	45% / 66%	23% / 51%	45% / 63%	47% / 57%	
Math	63% / 69%	49% / 61%	65% / 81%	49% / 68%	40% / 59%	50% / 49%	
Writing		42% / 48%			34% / 57%		
Science			52% / 72%			37% / 48%	
Social Studies						41% / 48%	
Algebra I							64% / 68%
English I							37% / 52%
English II							40% / 52%
Biology							58% / 69%
US History							74% / 80%

The information in the following tables represent the status of each activity and/or strategy identified in the 2020-2021 ECISD State Compensatory Education Improvement Plan

Performance Objective 1: By the end of the 2020-2021 school year, 55% of all At-Risk and Economically Disadvantaged students will meet or exceed state standards on STAAR/EOC assessments.

Activity/Strategy	Person Responsible	Formative Evaluation	Status	Summative Evaluation	Results
1. Provide supplemental staff as needed to support struggling students.	ECISD Principals	List of supplemental personnel	Personnel provided	Increased performance on local benchmarks	Campuses utilized supplemental personnel to meet student needs.
2. Continue to provide intervention activities for at-risk and Eco Dis students needing additional instruction at grades K-12	ECISD Principals	List of at-risk students Student Action Plans	Students were given accelerated instruction in learning labs, intervention during school day and Credit Recovery.	Improved student performance for at-risk and Eco Dis students	At-risk and Eco Dis students were provided intervention throughout the school year.
3. Continue to provide at-risk and Eco Dis students the opportunity to attend tutorials that are offered at each campus	ECISD Principals	List of students attending	Each campus provided tutorials throughout the school year	Increase in performance for all identified students	Tutorials opportunities were limited due to COVID-19.
4. Continue to supplement a percent of salaries for Teen Leadership, Credit	Federal Programs Director	List of personnel	Intervention teachers on each campus	Intervention Teachers on each campus work with	Positions were funded.

Recovery, AVID Elective Teacher, Instructional Intervention Teachers, Instructional Coaches, Counselors and Pre-K/Computer Lab aides.				struggling students	
5. Continue to utilize state compensatory funds for specialized instructional materials for at risk and Eco Dis students .	Federal Programs Director	List of purchased materials and purchase orders	Materials for Dyslexia, RTI, Family Literacy, and Reading	Requested materials from campuses were purchased	Funds were allocated to each campus.
6. Continue to purchase electronic devices and software to support at-risk and Eco Dis students.	Federal Programs Director	List of purchased equipment / software	Technology equipment and materials are ordered by the end of year	Requested equipment/software was purchased	Funds were allocated to each campus.

Performance Objective 2: Increase parental involvement for identified students.

Activity / Strategy	Person Responsible	Formative Evaluation	Status	Summative Evaluation	Results
1. Continue to provide opportunities for all parents to be welcomed and involved in their child's education	Campus Principals	Letters Brochures Sign-in sheets from parent conferences	All communication regarding state assessment sent to parents in native language	100% of parents informed	Limited due to COVID -19

2. Continue to provide supplemental support for Family Literacy and Parent Involvement Conferences.	Federal Programs Director	Dates for meetings Sign in sheets Purchase orders	Instructional materials are purchased	Family Literacy has continued to be provided for families multiple times throughout the year	Able to start in the summer due to COVID 19
3. Continue to supplement At-Risk Parent Liaison salary.	Federal Programs Director	Contact list of parents	Parents involved	Increase in the number of parent contacts and involvement	Yes

Objective 3: Increase opportunity for teachers to attend research based staff development to better serve At-Risk and Eco Dis students.

Activity / Strategy	Person Responsible	Formative Evaluation	Status	Summative Evaluation	Results
1. Continue to provide teachers the opportunity to attend Capturing Kids Hearts conference and other conferences offering strategies for at-risk students.	Campus Principals	List of teachers and counselors attending	All new teachers are given the opportunity to attend Capturing Kids Hearts	Continue to offer the training each year	Unable to travel due to COVID-19

Action Item

Agenda Item: 6.B.1

Meeting Date: June 22, 2021

Submitted by: David Bright, Assistant Superintendent for Finance

Business and Support Services

Consideration and possible action to increase the amount of the contract with Polasek Construction by 25 percent to be used to build a new parking lot north of the Ricebird Weight Room Project

Summary

The Facilities committee would like to recommend adding a new parking lot north of the Ricebird Weight Room Facility. This would provide additional parking to be used by staff. It would also provide additional parking during football games.

Under Local Government Code, Sub-Chapter C Procedures, Section 252.048 (d), Change Orders, “The original contract price may not be increased under this section by more than 25 percent. The original contract price may not be decreased under this section by more than 25 percent without the consent of the contractor.”

ECISD Board Policy

None

Effective Date

June 22,2021

Previous Board Action

None

Future Action Expected

None

Fiscal Impact

\$2,155,300 x .25 = \$538,825.

Student and Public Benefit

Additional parking for staff and use during football games.

Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	No action or different plan of action
Other Comments and Related Issues	None
Attachments	<ul style="list-style-type: none"> • Parking Lot – designed by SZH Architecture
Contact Person(s)	David Bright, Assistant Superintendent of Finance and Operations
Action Required	Motion, second and majority vote to approve increasing the amount of the contract with Polasek Construction by 25 percent to be used to build a new parking lot north of the Ricebird Weight Room Project
Superintendent's Recommendation	<p>I recommend you approve increasing the amount of the contract with Polasek Construction by 25 percent to be used to build a new parking lot north of the Ricebird Weight Room Project</p> <p>Bob Callaghan, Superintendent of Schools</p>

ADJUST PIPE RAIL FENCE OPENING

143 PARKING SPACES

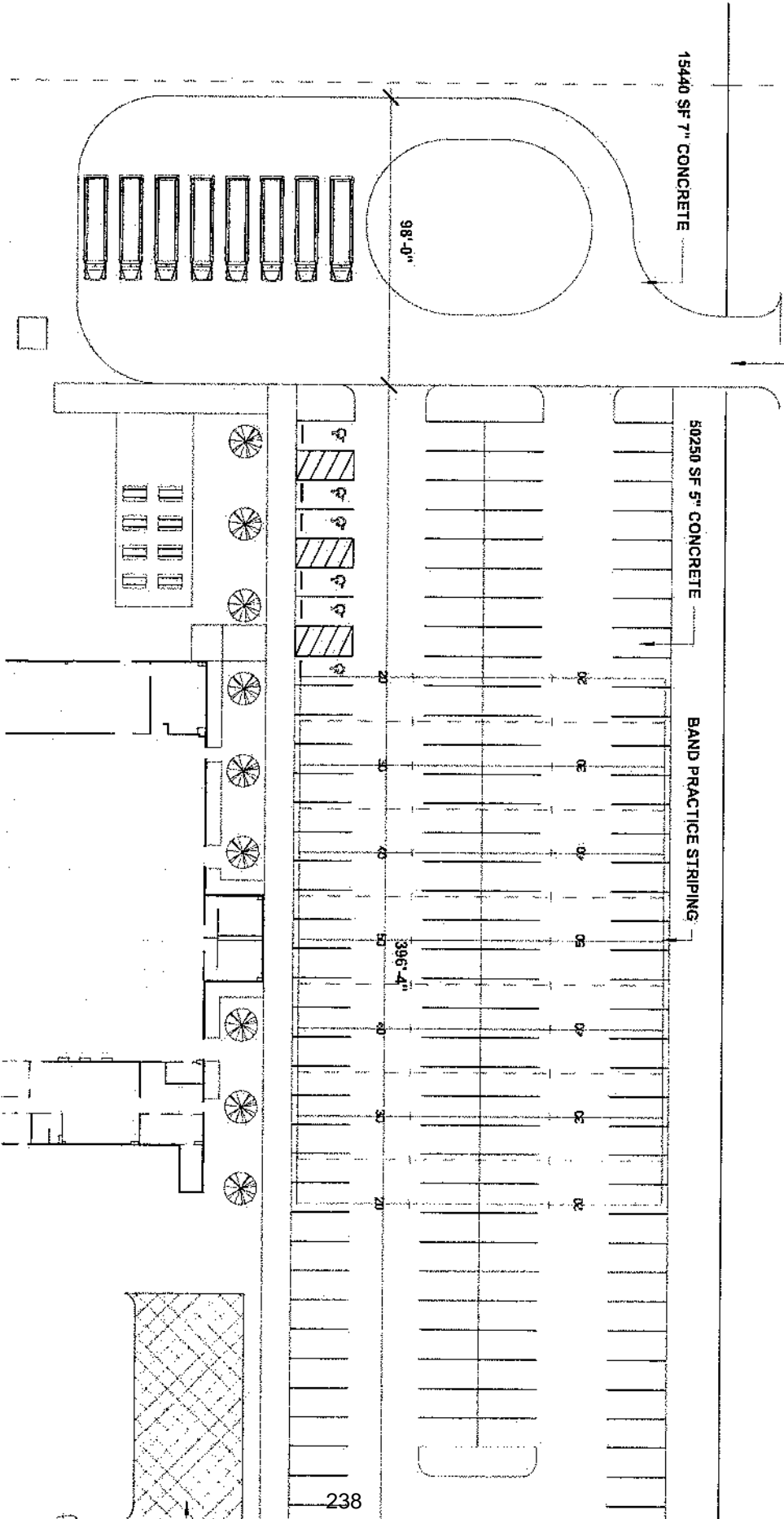
15440 SF 7" CONCRETE

98'-0"

50250 SF 5" CONCRETE

BAND PRACTICE STRIPING

396'-4"



Action Item

Agenda: Business & Operations

Self-Certify and Increase the Federal Micro Purchase Threshold to \$49,999

Summary

In November 2020, the federal Office of Management and Budget issued revised Uniform Grant Guidance updates that are incorporated into the Education Department General Administrative Regulations (EDGAR) of the U.S. Department of Education (USDE). 2 CFR §200.320 officially sets the micro-purchase threshold at \$10,000 in the aggregate across all federal grant programs for the fiscal year. It allows the LEA to self-certify a higher micro-purchase threshold of up to \$50,000 if the LEA is a low-risk auditee for their most recent federal audit; or conduct an annual internal risk assessment to identify, mitigate, and manage financial risk. Our LEA had a low risk based on our most recent audit.

ECISD Board Policy

CBB (LEGAL) STATE AND FEDERAL REVENUE SOURCES - FEDERAL

Effective Date

June 22, 2021

Previous Board Action

None

Future Action Expected

Recertify annually

Background Information

Increasing the Micro Purchase Threshold will allow more flexibility in selecting programs for students.

Fiscal Impact

None

Attachments

Micro-Purchase Threshold Resolution
CBB (LEGAL) Policy

Contact Person(s)

Alicia Stary, Director of Federal Programs

Action Required

Approval of Resolution to increase the Micro Purchasing Threshold from \$10,000 to \$49,999

Superintendent's Recommendation

I recommend you approve the Resolution to increase the Micro Purchasing Threshold from \$10,000 to \$49,999

Bob Callaghan, Superintendent

Resolution of the Board of Trustees of the El Campo Independent School District

REGARDING MICRO-PURCHASE THRESHOLD UNDER 2 C.F.R. §200.320(a)(1)(iv) FOR UP TO \$50,000

WHEREAS, the El Campo Independent School District (the “District”), a public independent school district, desires to self-certify an increased federal micro-purchase threshold under 2 C.F.R. §200.320(a)(1)(iv) for up to \$50,000;

WHEREAS, 2 C.F.R. §200.320(a)(1)(iv) authorizes the District, as a non-federal entity, to self-certify a threshold up to \$50,000 on an annual basis and requires the District to maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334;

WHEREAS, 2 C.F.R. §200.320 requires that this self-certification include a justification, clear identification of the threshold, and supporting documentation of any of the following: (a) a qualification as a low-risk auditee, in accordance with the criteria in 2 C.F.R. §200.520 for the most recent audit; (b) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (c) for public institutions, a higher threshold consistent with state law;

WHEREAS, under Texas state law, Texas Education Code §44.031, purchases for goods and services with an annual aggregate value of \$50,000 or more is required to be competitively procured;

WHEREAS, the District routinely complies with Texas Education Code §44.031 for its purchases of goods and services that have an annual aggregate value of \$50,000 or more and doing so for federal micro-purchasing procurement would bring consistency to the District’s procurement practices;

WHEREAS, the Board finds that the District meets the requirements under 2 C.F.R. §200.320(a)(1)(iv) to self-certify a threshold up to \$50,000 on an annual basis for federal micro-purchases;

WHEREAS, the Board finds and determines that it is in the best interest of the District and its citizens to self-certify this new micro-purchasing threshold;

**NOW THEREFORE, BE IT RESOLVED BY THE SCHOOL BOARD OF EL CAMPO
INDEPENDENT SCHOOL DISTRICT**

Section 1: El Campo Independent School District, as a public independent school district and public institution, does hereby self-certify a federal micro-purchase threshold of up to \$50,000 on an annual basis.

Section 2: El Campo Independent School District is increasing its federal micro-purchase threshold to \$50,000 to match the threshold established by state law (Texas. Education Code §44.031) of \$50,000 for the annual aggregate for purchases of goods and services. By having the federal micro-purchase threshold and the state annual aggregate threshold match, the District will have more consistency in its purchasing requirements.

Section 3: El Campo Independent School District will maintain this Resolution with its certified Board minutes and agendas. This Resolution will be available for inspection or review by the Federal awarding agency and auditors in accordance with 2 C.F.R. §200.334.

Section 4: El Campo Independent School District must self-certify the federal micro-purchase threshold on an annual basis.

Section 5: El Campo Independent School District certifies that the information and data contained in this Resolution are true and correct.

WITNESS OUR HANDS, PASSED AND ADOPTED by the Board of Trustees of El Campo Independent School District in a meeting held on _____ (month) _____ (day), 2021.

BY: _____
James Russell, President,
Board of Trustees
El Campo Independent School District

ATTEST:

BY: _____
David Vallejo, Secretary
Board of Trustees
El Campo Independent School District

[District Seal]

Before me, on this day personally appeared the foregoing individuals, known to me to be the persons whose names were subscribed in my presence to the foregoing instrument.

Given under my hand and seal of office this _____, 2021.

Notary Public in and for the State of Texas

(Notary Seal)

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Definitions

The term “immediate family” is defined as:

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, use, or recording of leave shall mean the number of hours per day equivalent to 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. Complications resulting from pregnancy shall be treated the same as any other condition.

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.

Earning Local Leave

An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions

Leave without Pay

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee’s pay.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Leave Proration
*Employed for
Less Than Full
Year*

If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local 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:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

*Employed for Full
Year*

If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

Recording

Leave shall be recorded as follows:

1. Leave shall be recorded in half-day increments for all employees.
2. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

Order of Use

Earned compensatory time shall be used before any available paid state and local leave. [See DEAB]

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Local leave.
2. State sick leave accumulated before the 1995–96 school year.
3. State personal leave.

Use of extended sick leave or sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

**Concurrent Use of
Leave**

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. 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.

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;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

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

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

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.

Limitations

Request for
Leave

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

	educational program or District operations, the date the request is submitted, as well as the availability of substitutes.
Duration of Leave	Discretionary use of state personal leave shall not exceed three consecutive workdays.
Schedule of Limitations	Discretionary use of leave shall not be permitted on the day before, or the day after a school holiday. Employees wanting to take discretionary personal leave on one of the designated days shall be docked without exception.
Local Leave	<p>All employees shall earn five paid local leave days per school year in accordance with administrative regulations.</p> <p>Local leave shall accumulate to a maximum of 60 leave days.</p> <p>Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]</p>
Extended Sick Leave	<p>After all available state and local leave days have been exhausted, a full-time employee shall be granted in a school year a maximum of 20 leave days of extended sick leave to be used for the employee's personal illness or injury, including pregnancy-related illness or injury, or for absences related to the illness or injury of a member of the employee's immediate family.</p> <p>Effective at the beginning of the 2016–17 school year, an eligible full-time employee shall be granted in a school year a maximum of ten leave days of extended sick leave.</p> <p>A written request for extended sick leave must be accompanied by medical certification of the illness or injury.</p> <p>The average daily rate of pay of a substitute for the employee's position shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.</p> <p>Effective at the beginning of the 2016–17 school year, one-third of the employee's daily rate of pay shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.</p>
Sick Leave Bank	<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.</p>

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If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

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

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

All decisions regarding the sick leave bank may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent or designee.

Family and Medical Leave

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be July 1 through June 30.

Twelve-Month Period

Combined Leave for Spouses

If 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. [See DECA(LEGAL)]

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. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

Certification of Leave

If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]

Fitness-for-Duty Certification

If 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. If the District will require certification of the employee's ability to perform essential

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	job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.
End of Semester Leave	If 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. [See DECA(LEGAL), Leave at the End of a Semester]
Failure to Return	If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]
Temporary Disability Leave	<p>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.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.</p>
Workers' Compensation	<hr/> <p>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. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]</p> <hr/>
	<p>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.</p> <p>An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use paid leave.</p>
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.
Reimbursement for Leave Upon Retirement	<p>The following leave provisions shall apply to local leave earned beginning on the original effective date of this program.</p> <p>An employee who retires from the District shall be eligible for reimbursement for local leave under the following conditions:</p> <ol style="list-style-type: none">1. The employee is retiring under the Teacher Retirement System of Texas (TRS).

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2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.
3. The employee has at least five years of service with the District.

The employee shall be reimbursed for each day of local leave, to a maximum of 60 days, at a rate established by the Board. 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.

**Neutral Absence
Control**

Except as provided by law, employees who have excessive absences equal to 30 workdays or more during one school year shall be subject to separation from employment due to unavailability for work. An absence that is not covered by any available paid or unpaid leave, and is not otherwise explicitly approved by the District, is considered an excessive absence. A workday, for purposes of this policy, is a day on which the employee is required to perform services for the District as determined by the employee's work schedule set by the District.

A contract employee's failure to immediately return to work upon medical certification of the employee's ability to perform essential job functions, with or without accommodation, shall be considered good cause for termination or grounds for nonrenewal of the employee's contract.

A noncontractual employee who fails to return to work upon medical certification of the employee's ability to perform essential job functions, with or without accommodation, shall be terminated from his or her employment with the District.