

## Regular

Wednesday, August 9, 2006 7:30 PM

601 S. Bounds Thrall HS LRC Annex, 601 S. Bounds, Thrall, TX 76578

1. **Call to Order**
2. **Pledge of Allegiance and Invocation**
3. **Public Input**
4. **Approve Board Minutes of July 17, 2006 Special Meeting, July 18, 2006 Regular Meeting, July 8, 2006 Training Meeting.** **Presenter:** Renea Seggern
5. **Principal and Directors Reports.**
6. **Discussion and Possible Action to Adopt a Resolution to request Road Repairs in Thrall ISD to the Williamson County Commissioners.** **Presenter:** Brian Drummond
7. **Discussion and Possible Action to update Local Policies DEE (Local), and FMG (Local).** **Presenter:** Keith Brown
8. **Discussion and Possible Action to Approve the 2006-2007 Student Athletic Handbook and Coaches Handbook.** **Presenter:** Keith Brown, Mark Sebek
9. **Discussion and Possible Action Concerning District 457 Retirement Plan.** **Presenter:** Lorine Fox
10. **Discussion and Possible Action on Bus Driver Pay Scale.** **Presenter:** Lorine Fox
11. **Discussion and Possible approval of 2006-2007 Thrall ISD Employee Handbook.**
12. **Approve Region 13 ESC RSCCC committment for 2006-2007.** **Presenter:** Lorine Fox
13. **Approve Financial Reports, Budget Amendments and Donations.** **Presenter:** Lorine Fox
14. **Discussion, Review and Update 2006- 2007 Proposed School Budget.** **Presenter:** Keith Brown, Lorine Fox
15. **Discussion and Possible Action: Employment of Teaching Personnel, Personnel Resignations, Employment of Contract Personnel.**
16. **Adjourn**

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Board Secretary



# THRALL INDEPENDENT SCHOOL DISTRICT

Central Administration

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## Action Sheet Call to Order

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1. Brian Drummond will call the meeting to Order



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## Action Sheet Pledge of Allegiance and Invocation

1

1. Brian Drummond will lead the Pledge of Allegiance and Invocation.



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## Action Sheet Public Input 1

1. Brian Drummond will guide Public Input.



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## Action Sheet Approve Minutes

1. We will need a Motion, a Second and a Vote to approve the Minutes.

If a Board Member notices any problems with the Minutes please contact Keith Brown prior to the meeting and we will correct the Board Book Minutes.

# Minutes of Special Meeting

## The Board of Trustees Thrall ISD

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A Special meeting of the Board of Trustees of Thrall ISD was held July 17, 2006, beginning at 6:30 PM in the Administration Building Board Room, 201 S. Bounds, Thrall, TX.

All Members present, Others Present: Keith Brown, Susan Burkhart, Mac Edwards,, Denise Carter and Lorine Fox.

Meeting called to order at 6:30 p.m.

1. Invocation and Pledge of Allegiance  
Presenter: Brian Drummond
2. State Required Open Meetings Act Training  
Open Meetings Act Training Video -  
Recess taken at 7:37 p.m.  
Back into Open Session at 8:01 p.m.
3. State Required Public Information Act Training
  1. Public Information Act Training Video -  
  
Recess taken from 8:58 p.m. to 9:03 p.m.
4. Budget Workshop- Discussion and Review of proposed School Budget for the 2006-2007 School Year.  
Presenters: Lorine Fox, Keith Brown
5. Adjourn
  2. Adjourn -
    - Motion to adjourn made by Renea Seggern
    - Motion seconded by Richard Jansky
    - Vote Unanimous

Meeting adjourned at 10:12 p.m.



# Minutes of Regular Meeting

## The Board of Trustees Thrall ISD

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A Regular meeting of the Board of Trustees of Thrall ISD was held July 18, 2006, beginning at 7:30 PM in the Administration Building Board Room, 201 S. Bounds, Thrall, TX.

All Members present, Others Present: Keith Brown, Susan Burkhart, Mac Edwards, Lorine Fox and Denise Carter.

1. Call to Order

Call to Order – Presenter: Brian Drummond  
Meeting called to order at 7:30 p.m.

2. Pledge of Allegiance and Invocation

Pledge of Allegiance and Invocation – Presenter: Brian Drummond

3. Public Input

Public Input – None

4. Approve Board Minutes of May 25, 2006 Special Meeting, June 6, 2006 Special Meeting, June 13, 2006 Regular Meeting, June 27, 2006 Special Meeting.

Approval of Board Minutes of May 25, 2006 – Presenter: Renea Seggern  
Motion to Approve Board Minutes Made by: Darrell Hall  
Motion Seconded by: Steven Hubnik  
Vote passed unanimously

Approval of Board Minutes of June 6, 2006 – Presenter: Renea Seggern  
Motion to Approve Board Minutes made by: Troy Wade  
Motion Seconded by: Darrell Hall  
Vote passed unanimously

Approval of Board Minutes of June 13, 2006 – Presenter: Renea Seggern  
Motion to Approve Board Minutes made by: Steven Hubnik  
Motion Seconded by: Richard Chandler  
Vote passed 6 – 0 (Hall abstained)

Approval of Board Minutes of June 27, 2006 – Presenter: Renea Seggern  
Motion to Approve Board Minutes made by: Troy Wade  
Motion seconded by: Richard Jansky  
Vote passed 6 – 0 (Hall abstained)

5. Principal and Directors Reports.  
Presenter: Technology Director, Susan Burkhart  
Presenter: Athletic Director, Mark Sebek  
Presenter: Elementary Principal, Denise Carter  
Presenter: High School Principal, Mac Edwards
  
6. Discussion and Possible Action concerning the Exemption of School Taxes for the SPJST Lodge #29, Taylor Tx..  
Presenter: Ronnie Rieger  
Motion to exempt SPJST from School taxes made by: Darrell Hall.  
Motion seconded by: Troy Wade  
Vote passed 5- 2 w/ Brian Drummond and Renea Seggern voting against.
  
7. Discussion and Possible Action to Approve the 2006-2007 Student Handbook and Student Code of Conduct.  
Presenter: Keith Brown  
Motion to Approve the Student Handbook and Student Code of Conduct made by: Renea Seggern  
Motion seconded by: Richard Jansky  
Vote passed unanimous.
  
8. Discussion and Possible Action Concerning City of Thrall water rate increase and status of the Appeal to TCEQ of the current water rates.  
Presenter: Keith Brown and Lorine Fox.
  
9. Discussion and Possible approval of Localized Policy Update #78. Policies effected include; BAA (LEGAL), BBB (LEGAL), BBBA (LEGAL), BBFA (LEGAL), BDF (LEGAL), CCG (LEGAL), CDA (LOCAL), CE (LEGAL), CHF (LEGAL), CKC (LOCAL), CO (LEGAL), CRD (LOCAL), DBD (LOCAL), DC (LEGAL), DEA (LEGAL), DEA (LOCAL), DEB (LOCAL), DHE (LOCAL), EFAA (LEGAL), EHBC (LEGAL), EHBE (LEGAL), EHBG (LEGAL), EKB (LEGAL), FDA (LOCAL), FDA (LEGAL), FEA (LEGAL), FEB (LEGAL), FFAB (LEGAL), FFAC (LEGAL), FL (LOCAL), FOC (LEGAL).  
  
Motion to approve Policy Update #78 made by: Renea Seggern  
Motion Seconded by: Darrell Hall  
Vote passed unanimously
  
10. Approve District Investment Policy  
Presenter: Keith Brown  
Motion to Approve CDA (Local) as our investment policy made by: Darrell Hall  
Motion Seconded by: Steven Hubnik  
Vote passed unanimously
  
11. Discussion and Possible approval to Revise Custodial Payscale.

Presenter: Keith Brown

Motion to Approve revision of Custodial pay scale made by: Troy Wade

Motion seconded by: Richard Jansky

Vote passed unanimously

12. Approve Financial Reports, Budget Amendments and Donations.

Presenter: Lorine Fox

Motion to Approve Financial Reports made by: Darrell Hall

Motion seconded by: Richard Chandler

Vote passed unanimously

Motion to Approve Budget Amendments made by: Steven Hubnik

Motion Seconded by: Richard Jansky

Vote passed unanimously

13. Closed Session: Personnel-Employee Resignations, Employment of Personnel, Employment of Contract Personnel.

None

14. Discussion and Possible Action: Employment of Teaching Personnel, Personnel Resignations, Employment of Contract Personnel.

None

15. Adjourn

Motion to adjourn made by: Renea Seggern

Motion seconded by: Darrell Hall

Vote passed unanimously

Meeting adjourned at 8:29 p.m.

# Minutes of Training Meeting

## The Board of Trustees Thrall ISD

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A Training meeting of the Board of Trustees of Thrall ISD was held August 8, 2006, beginning at 6:00 PM in the Administration Building Board Room, 201 S. Bounds, Thrall, TX.

All Members present  
Others Present- Keith Brown

1. Call to Order  
Presenter: Brian Drummond  
Meeting was called to order at 6:00 p.m.
2. Invocation and Pledge of Allegiance  
Presenter: Brian Drummond
3. District Goal Setting- By Dr. Joe Thedford Deputy Executive Director  
Region 13 ESC.  
Presenter: Keith Brown, Joe Thedford  
District Goal Setting – Presenter: Dr. Joe Thedford
4. Adjourn  
  
Motion to adjourn made by: Renea Seggern  
Motion seconded by: Darrell Hall  
Meeting adjourned at 9:12 p.m.



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## Action Sheet Principal and Directors Reports

1. The Principals and Directors will give reports as needed. No Action will be taken on the reports.



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## Action Sheet Williamson County Road Resolution

At the request of Mr. Wade we have placed this issue on the Agenda to request road repairs in our district to the Williamson County Commissioners.

Mr. Drummond will lead discussion on this matter.

1. We will need a motion a second and a vote to pass the resolution as presented by Mr. Drummond.



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## Action Sheet Update Local District Policy

1. We will need a motion a second and vote to approve the update in Local policy FMG (Local).

Motion- I make a motion to change Local Policy FMG (Local) for student Meals, Student meals shall be reimbursed at the following amounts: Breakfast \$5, Lunch \$6, Dinner \$7, The maximum daily allowance shall not exceed \$18 and to increase to maximum cost for lodging to \$85 per room per day.

Second-

Vote.

2. We will need a motion a second and vote to approve the update in Local Policy DEE (Local).

Motion- I make a motion to change Local Policy DEE (Local) for employee mileage allowance to: If a school vehicle is unavailable the prevailing rate of reimbursement for the state of Texas shall be paid for mileage, determined



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through the districts mileage guide for distances between cities. However, if a school vehicle is available and the employee chooses their own means of transportation the employee will not be reimbursed.

Second-  
Vote -

Motion- I make a motion to change Local Policy DEE (Local) Employee lodging to: \$85 per night. Rate in excess of \$ 85 per night may be approved by the Superintendent.

Second-  
Vote-

Motion- I make a motion to change Local Policy DEE (Local) Daily Meal allowance to: Reimbursement for meals shall be paid at a cost not to exceed \$8 for breakfast, \$9 for lunch and \$13 for dinner. Receipts shall be required.

Second-  
Vote-



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## Action Sheet

### Student Athletic Handbook and Coaches Handbook

1. We will need a Motion, a Second and a Vote to approve the Student Athletic Handbook and Coaches Handbook as presented.

# THRALL ISD STUDENT ATHLETIC HANDBOOK

## PHILOSOPHY

Each Athlete must realize that athletic competition is a privilege that carries definite responsibilities with it.

The Athletic program is an integral part of the total educational system of Thrall ISD. The athletes are students first and must meet the academic requirements of the school and the UIL in order to be eligible for participation. Our goal for your child in the Thrall ISD Athletic Program is to guarantee the student the opportunity to grow and develop **socially, emotionally, and physically**.

Thrall ISD currently offers eight sports for both boys and girls:

- Fall – football, volleyball, cross country (boys and girls)
- Winter – basketball (boys and girls) and power lifting (boys and girls)
- Spring – baseball, softball, tennis (boys and girls), track (boys and girls) and golf (boys and girls)

Each athlete will be expected to represent their school and community in a manner that will make parents, school administrators, teachers, and the entire community proud of them.

## PARTICIPATION

If a student is enrolled in athletics and in school, they must participate in athletics.

Athletics is an elective course and not a required course. Students have the option of taking Physical Education (P.E.) to satisfy their P.E. credit requirement.

Thrall ISD High School Athletes must be enrolled in Athletics in order to participate in any sport.

## ANNUAL PRE-PARTICIPATION GUIDELINES

No athlete will be allowed to work out or participate without the completed forms on file. ***All athletes must have the approval of their parent or guardian to participate.***

- a) Physical Examination – required from every student athlete entering the 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grades. All other athletes must have a valid physical on file in the Athletic Director's office.
- b) Medical History – required from every student athlete, every year.
- c) Acknowledgement of Rules – required from every student athlete, every year.
- d) Emergency Card – required from every student athlete, every year.

## **ELIGIBILITY**

All students must follow all UIL regulations. The UIL has very specific rules and regulations regarding the eligibility of students for extra curricular activities.

In order to maintain eligibility, each student must receive a passing grade in every class in which they are enrolled. Students who are failing are ineligible for a period of three weeks.

At the conclusion of this period, the student may regain eligibility if they are passing.

## **ABSENCES**

Athletes are expected to be present and on time for all practices and games. All appointments should be scheduled in a way as to minimize the number of absences from school and practice. If an athlete cannot attend a practice or game, it is the responsibility of the athlete to notify the coach as soon as possible. The following phone numbers should be used: ***Gym (girls office) 898-2824; Field House (boys office) 898-0503.***

## **HOLIDAYS/VACATIONS**

Parents and students must be aware of the athletic schedule when scheduling vacations and trips during the holidays.

Varsity athletes are expected to attend all practices and games scheduled during these times and will face the appropriate consequences of missing as presented by the head coach in policies and procedures of each sport.

Sub-varsity athletes will be excused unless the holiday falls on a date in which a district contest has been scheduled.

## **CONFERENCES WITH COACHES**

Any parent who wishes to discuss some phase of the program concerning their child may do so. Parent concerns should first be voiced to the coach directly responsible for their child. Communication with the Coach who knows the child best is the most effective way to resolve issues. Please contact the Coach at their conference period during school hours. Confronting a Coach in a negative manner at a game or practice is detrimental to the educational process. If you need to pursue any issue further concerning athletics, please contact the Thrall ISD Athletic Director, Mark Sebek. He can be reached at the field house at (512) 898-0503, on his mobile phone at (254) 931-2000, or emailed at [msebek@thrall.txed.net](mailto:msebek@thrall.txed.net). The chain of command is important and must be followed. If necessary, the parent will then be referred to the Principal, Superintendent, and finally the School Board. Each parent or guardians concerns are important to our Athletic Department.

## **INJURIES/ILLNESSES**

Any athlete who experiences an injury must notify the coach immediately so that proper attention can be given. If an injury occurs that requires an athlete to limit their involvement in a workout or game, the athlete is expected to turn in such notification from the doctor to the coach who will keep it on file. The athlete is still expected to suit out and do whatever the doctor has recommended.

When health issues arise, the child's welfare is our concern. If a child is too ill or has a health condition that is of the type that prevents their participation, you must send a doctor's note to release your child from participation. When your child's health improves, we must have a doctor's release for them to resume participation. This may be the same note if the duration of the child being out is stated on the first note.

When an illness is either sudden, or your child misses school for an extended period of time, you may send a parent's note. Your child will be excused from participation for that day of the parent note. A doctor's note will be required for an absence of more than one day in a row.

If a child shows a pattern of frequently being absent, the decision to place the child in P.E. or remove them from athletics will be made by the Coach, Athletic Director, and Campus Principal. Missing three days per six weeks is considered frequent by Thrall ISD.

If your child becomes ill during the school day, the Coach, as a professional educator, will determine whether or not they should participate that day. All students who are enrolled in athletics will attend their athletic class even if they are excused from participation due to illness or injury.

## **LETTERING/AWARDS**

### **A. General Information**

1. Letter jacket awards will be given only at the high school level for varsity competition.
2. First time varsity awards will be in the form of a jacket which will be paid for by the School. The student will purchase additional letter awards or patches.
3. Any changes in the lettering policy must be approved by the School Board.

### **B. General Requirements**

1. The athlete must complete the season in good standing at the Varsity level.
2. All issued equipment must be turn in or accounted for.
3. Severe disciplinary action can forfeit the letter award.
4. Special consideration will be given to injured players and seniors not receiving prescribed playing time.

## **LOCKER ROOM AND EQUIPMENT**

It is the responsibility of the athlete for the care of any equipment issued by Thrall ISD to that student. Any damaged or lost equipment will be assessed a fine and must be paid by the end of the school year. It is also the responsibility of athletes to keep the locker rooms clean, which includes their individual lockers.

NEVER SHOULD ANY EQUIPMENT OR CLOTHING BE USED FOR NON-SCHOOL EVENTS.

## **PLAYING MULTIPLE SPORTS IN ONE SEASON**

Athletes are encouraged to participate in all activities in which they are interested. No coach shall tell any athlete they need to choose one sport. ALL COACHES WILL WORK WITH ONE ANOTHER TO PERSUADE ALL ATHLETES TO PARTICIPATE.

All Sports at Thrall ISD stand on their own merit. Participation in any sport will not be required as a prerequisite to participate in any other sport.

## **QUITTING**

When an athlete quits or is dismissed from athletics in or out of season, they surrender all rights to any honors which they have earned but not yet received. A written note from their parent or guardian stating they are aware of their child's intentions to quit and its implications must be filed with the Head Coach. In addition, they forfeit the right to participate in that sport or any other sport they want to start new, until that current season is over.

## **RESPECT FOR COACHES**

Coaches should receive "yes Ma'am/yes Sir" and "no Ma'am/no Sir" responses from athletes when addressing them. Whenever coaches are talking athletes are to give them their undivided attention. Each Coach must be called by his or her name and not a nickname.

## **UNSPORTSMANLIKE CONDUCT**

The student-athlete is expected to represent their community and school with integrity and class. An athlete who displays unsportsmanlike conduct will be disciplined by the head coach and the Athletic Director. The athlete may also be dismissed from the athletic program. Unsportsmanlike conduct is considered a UIL violation and may result in the school being placed on probation.

## **STUDENT CODE OF CONDUCT**

The student code of conduct as outlined in the Thrall ISD Student Handbook applies to all athletes at all times when representing Thrall ISD. All students enrolled in athletics must follow the student handbook policies for their campus.

Any student who is expelled from school and/or placed in discipline alternative education (DAEP) for violations of drugs, alcohol, weapons, firearms, felony arrest or public lewdness may at the discretion of the Athletic Director be dismissed from athletics and all sports at Thrall ISD. If charges are dropped, or if the student is proven innocent, the student will not be dismissed from athletics and may resume full participation as soon as they return from expulsion or discipline alternative education.

Students assigned to ISS may not practice after school and may not participate in games unless they have fulfilled their ISS Assignment. Students placed in DAEP for any offense other than those listed above will not be allowed to participate in extracurricular activities during that period, nor will they be permitted to practice after school. Students become eligible upon release of their last assigned day. The head coach with the approval of the Athletic Director will determine further discipline in the sport they are participating.

Any student athlete who is under penalty of discipline, or whose character is such to reflect negatively upon the school is subject to dismissal from the athletic program. The student may be dismissed for the remainder of their academic enrollment at Thrall ISD. The Coach, Athletic Director, and Campus Principal will be consulted before dismissal of the student athlete. Only the Athletic Director may dismiss an athlete from the total athletic program

### **CLASSROOM EXPECTATIONS**

Student athletes will be expected to:

- Maintain a grade of 70 or above in all classes to be eligible to play or participate in all extracurricular activities according to the UIL. Athletes who fail a grading period are ineligible for competition but are eligible and expected to practice during this time;
- Exemplify the same discipline and work ethic in the classroom as they do on the playing field;
- Operate successfully under the authority of the teacher, demonstrating a respectful and cooperative attitude at all times.

Student athletes will be monitored weekly in both academics and attitude.

### **GROOMING**

**HAIR** – Distracting haircuts and/or colors that are not a natural human color are not permitted

**FACIAL HAIR** – Male student athletes will be clean-shaven, no beards, mustaches, goatees, or long sideburns during competition. We will maintain a uniform, clean and neat appearance.

**EARRINGS AND JEWELRY** – In addition to guidelines specified in the Student Handbook, no jewelry may be worn during practice, weight training, or competition. As well as following UIL guidelines, the intent of this rule is safety.

## **TRAVEL**

All athletes will travel on the designated means for transportation for all out of town games. This includes the ride to and from the contest.

Extenuating circumstances may cause a student to ride with a parent provided it is cleared with the coach beforehand and a signed note from the parent is given to the coach to be filed in the office. While students may be released to ride home from competitions with their parent or guardian, we highly encourage students to ride with their teammates. This encourages social and emotional growth for your student. Team concepts and the responsibilities of teammates are some of the most important lessons that can be taught in the athletic environment.

Extenuating circumstances may also occur when an athlete has two different sporting events occurring on the same day.

## **MEALS**

When possible, Thrall ISD will supply food for our athletes by providing sandwiches or a meal in a restaurant or eating establishment.

## **ATHLETIC FACILITIES**

Students may use all athletic facilities after school hours when a coach is present and the facility is not being used by an in-season team. At the conclusion of the use, the area must be cleaned and all equipment properly put away.

# ACKNOWLEDGEMENT OF RECEIPT OF THRALL ATHLETIC HANDBOOK

Parents,

Please read the following information, sign and return to your child's school.

We have received, read and understand the Thrall Independent School District's Athletic Handbook.

We have received, read and agree to abide by Thrall ISD's Athletic Handbook. I understand my child \_\_\_\_\_ will be held accountable for the behavior and disciplinary consequences outline in the Athletic Handbook. I understand this includes all behavior at school, school-sponsored and school-related activities, school-sponsored travel, some behaviors occurring within 300 feet of school, some behaviors occurring off-campus, and for any school-related misconduct regardless of time or location. I understand that any student who violates the Student Code of Conduct or the Athletic Handbook guidelines is subject to disciplinary action.

I have read and understand all the statements above.

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Athlete \_\_\_\_\_ Date \_\_\_\_\_

**ALL ATHLETES MUST RETURN THIS COMPLETED FORM TO THE  
ATHLETIC DEPARTMENT.**

# ***THRALL ISD ATHLETIC POLICY COACHES MANUAL***

## **ATHLETIC DIRECTOR**

### **RESPONSIBILITIES**

The Athletic Director shall be responsible for the entire athletic program for the Thrall ISD.

He shall work under the direction of the Superintendent, and communicate with Principals and Coaches in the District in order to run a business like program.

He shall be the immediate supervisor of all Coaches who will be directly responsible to him in all matters concerning athletics.

He shall approve all scheduling, trips, and meetings prior to submitting for administrative approval.

He shall be responsible for resolving all athletic conflicts between programs and individuals not involving the Athletic Directors program.

He shall assist the administration in determining all UIL questions/decisions.

He shall evaluate and make recommendations to the superintendent in the following areas.

- Changes in the athletic program
- Employment of Coaches
- Re-employment of Coaches

All athletic related plans and projects must receive advance approval of the Athletic Director.

### **PURCHASING**

All athletic equipment will be bid. Bid prices and vendors will be checked for each item. If items are not on the bid sheet, three price quotes must be obtained. Service and parts should also be considered.

### **MAINTAINING COMPLIANCE OF ALL COACHES IN ALL AREAS LISTED IN UNDER THE HEADING OF "COACHES"**

# **COACHES**

## **RESPONSIBILITIES**

All Coaches must be certified bus drivers in order to drive for their activities and for one another.

The appropriate High School Head Coach of the sport in season will assign and coordinate the work of all other participating Coaches under the direction of the Athletic Director.

Coaches are subject to assignment to sport and other athletic related duties by the Head Coach in season with approval of the Athletic Director.

Coaches are expected to maintain professional conduct at all times. Conduct unbecoming a Coach will be considered cause for dismissal.

Coaches are to set examples for their students morally, socially and physically.

Coaches must respect one another's integrity and ability; one critical remark in these areas may have serious repercussions.

Coaches have an important responsibility in the classroom and should be aware their primary responsibility is teaching.

Be proud of the entire faculty. Do not give the impression (nor should you believe) that athletics is the reason we have a school.

Work closely with your Campus Principals and fellow Coaches. Do not expect the Athletic Director to handle your public relation and communication responsibilities.

Look for ways to be an accepted part of the faculty and community. This will promote your program.

Coaches will be expected to assist one another after school during season. Do not ask another to stay and help unless there is something for him or her to do.

While Thrall ISD recognizes holidays are a traditional time for Coaches to enjoy being with their families, the Head Coach in season may require other Coaches to be available for Thanksgiving, Christmas, Spring, and/or summer breaks, if needed and recommended by the Athletic Director and approved by the Administration.

When teams travel to other schools, Coaches are to be sure to personally check the dressing area assigned to us to see that no damage has been done, etc. and that it is being left in good order.

## **COACHING SCHOOLS AND STATE MEETS**

Head Coaches may attend a state tournament with prior approval of the administration. The tournament must be in the sport of which they are a Head Coach.

No more than two High School Coaches will be excused at one time for coaching schools, clinics, or state meets during the time classes are in progress unless by special consent of building principal and Athletic Director.

### **ATHLETIC PROGRAM PARTICIPATION REQUIREMENTS**

The Thrall athletic program will abide by UIL rules and guidelines in all levels of athletic competition.

All student athletes must be given a copy of the student athletic policy manual and abide by all rules therein.

Any athlete who is under penalty of discipline, or whose character is such to reflect discredit upon the school, is subject for dismissal from the athletic program. The student may be dismissed for the remainder of their academic enrollment at Thrall ISD. The Coach, Athletic Director, and campus Principal will consult before dismissal of a student athlete. The outcome of such consultation will be made at the discretion of the Athletic Director.

Recognizing as a small school district we are often limited by our size, all Coaches should encourage full participation in all athletic teams in order to achieve a well-rounded athletic program. However, each sport stands on its own merit and Coaches should not pressure any student into participating.

Any student who is assigned to athletics shall remain in athletics the entire school year unless the Coach can work out a schedule change with the campus Principal and Athletic Director.

Athletes shall receive physical education credit for each semester they participate in the athletic program.

Athletes representing Thrall ISD are expected to act in an appropriate manner to reflect a positive image of Thrall ISD.

### **INSURANCE/PHYSICAL EXAM/MEDICAL CARE**

All athletes in the Thrall ISD are required to have a physical examination on file. The physical exams must be given at the beginning of the student's 7<sup>th</sup> and 9<sup>th</sup> grade school years.

All extracurricular participants at Thrall ISD are covered by a supplemental insurance plan provided by Thrall ISD.

High School Head Coaches are required to have all UIL paperwork current and on file in the Athletic Director's Office for every student athlete participating.

The Athletic Director is to receive a written report on all injuries that require a doctor's attention or absence from school.

All Coaches must fill out insurance claim and injury reports on students whose injuries require medical attention at the time of treatment. The student must file a claim with the care provider within 30 days of the injury.

### **AWARDS**

A prescribed award, not exceeding \$3.00 in cost, may be given to those Junior High athletes completing the year in good standing upon recommendation by their Coach.

A varsity athlete who completes the year in good standing, is deserving, and is recommended by their Coach, shall receive a prescribed award according to UIL rules. The student athlete must meet the criteria established in the Thrall ISD Athletic Handbook.

### **CONDITIONING**

Superior physical condition is necessary and expected in Athletics. While ability, illness, injury, etc. are beyond the control of Coaches, each Coach is responsible for making sure student athletes are in top physical condition.

Off- season programs are considered conditioning programs. There will be no “killing time” or “goofing off” type philosophies in off-season periods.

### **EQUIPMENT**

All equipment will be the responsibility of the High School Head Coaches. This includes equipment requests, care, storage, etc. He/She may delegate to Assistant and Junior High Coaches as necessary with the approval of the Athletic Director.

It is important for distinctions to be made among Junior High, Sub-Varsity and Varsity programs regarding equipment, privileges, program, etc, in order to maintain a progressive and motivating stair-step approach to continuity.

### **SCHEDULES**

Each High School Head Coach will be responsible for all scheduling for their respective sport with the approval of the Athletic Director. Such schedules must conform to UIL rules and Local Policy. Some delegation may occur with Athletic Director approval.

All Junior High School scheduling must be discussed in advance and approved by the Athletic Director.

## **TRIPS**

Coaches and players are always to travel together.

Coaches are to inform their players of departure and arrival times one day in advance of games or trips.

All athletes are to travel on the designated means for transportation for all out of town games and events. This includes the ride to and from the contest.

Extenuating circumstances may cause a student to ride with a parent provided it is cleared with the Coach beforehand and a signed note from the parent is given to the Coach to be filed in the office. Extenuating circumstances may also occur when an athlete has two different sporting events occurring on the same day. Riding with teammates encourages social and emotional growth and develops team morale. Do not seek ways to send your athletes home by other means. Team concepts and the responsibilities of teammates are some of the most important lessons that can be taught in the athletic environment.

Head Coaches will ride with their teams unless prior approval of the Athletic Director has been granted.

## **OFF-SEASON PROGRAM**

All High School Athletes in football and basketball will be enrolled in the Athletics Period for the entire school year.

The Head Coach of the sport not in season will be in charge of his/her off-season conditioning program.

At the completion of District competition for spring sports a group off-season program will begin that consists of plyometrics, weight training, agility drills and sport specific drills.

Upon District Certification, all athletes who have not qualified to continue in the state play-offs will begin their next sport or off-season. The Head Coaches will work out the off-season program schedule with the Athletic Director's approval.

## **COACHING ASSIGNMENTS**

The Athletic Director will make coaching assignments for each sport.

The Head Football Coach shall organize the total football program. All Assistant Coaches will be under the direction of the Head Football Coach during football season. He shall develop and implement the Thrall ISD football program for grades 7-12. He shall have authority to call coaches meetings during football season as needed. The Head Football Coach is expected to be in attendance at all home athletic events.

Assistant Coaches for grades 7-12 will be under the supervision of the Head Coach in season and the Athletic Director at all times. The Assistant Coaches will be expected to be at all home athletic events unless their team is playing on the road or at another gym or field. All Coaches will support all athletic programs.



# THRALL INDEPENDENT SCHOOL DISTRICT

Central Administration

[www.thrallisd.com](http://www.thrallisd.com)

(512) 898-0062 ~ Fax (512) 898-5349 ~ 201 S. Bounds ~ Thrall, Texas 76578



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Elementary (512) 898-5293 – Elementary Fax (512) 898-2879 – High School/Middle (512) 898-5193 – HS/MS Fax (512) 898-2132

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## Action Sheet District 457 Plan

1. We will need a motion a second and vote to approve the district 457 plan as presented.

# **Thrall I.S.D. 457 Employer Sponsored Retirement Plan**

Employer Sponsored Retirement Plan

No cost to the district

No additional time spent by the district managing the plan

Saves the district Social Security Money on Substitute's pay

No early retirement penalties for employees at any age

Lower cost for investments

More investment options for employees

**ELIGIBLE 457 PROTOTYPE PLAN  
SALARY REDUCTION CONTRIBUTIONS  
ADOPTION AGREEMENT**

**ELIGIBLE 457 PROTOTYPE PLAN  
SALARY REDUCTION CONTRIBUTIONS  
ADOPTION AGREEMENT**

The undersigned, Thrall Independent School District  
("Employer"), by executing this Adoption Agreement, elects to become a participating Employer  
in the Great American Plan Administrators  
(*Sponsor's Name*) Eligible 457 Prototype Plan ("Plan"). The Plan consists of this Adoption  
Agreement and the accompanying basic plan document. The Employer makes the following  
elections granted under the provisions of the Plan.

**ARTICLE I  
DEFINITIONS**

**PLAN (1.21).** The name of the Plan as adopted by the Employer is Thrall  
Independent School District 457 Plan.

**TYPE OF 457 PLAN (1.36).** The Type of 457 Plan is a (*Choose one of (a) or (b).*):

- (a) **Governmental Eligible 457 Plan.** Plan Section 1.36(A)]
- (b) **Tax-Exempt Organization Eligible 457 Plan.** [Plan Section 1.36(B)] [*Note: A Tax-Exempt Organization must restrict the Plan to a select group of management or highly compensated employees.*]

**EMPLOYEE (1.09).** The following are Excluded Employees and are not eligible to participate in the Plan (*Choose (a) or choose one or more of (b) through (f) as applicable*):

- (a) **No exclusions.**
- (b) **Part-time Employees.** The Plan defines part-time Employees as Employees who normally work less than \_\_\_\_\_ hours per week.
- (c) **Hourly-paid Employees.**
- (d) **All Employees except top-hat group.** All Employees are Excluded Employees except those Employees who the Employer determines are in a select group of management or highly compensated employees as would constitute a "top-hat" group within the meaning of Title I of ERISA.
- (e) **Leased Employees.** The Plan excludes Leased Employees.
- (f) (*Specify*) \_\_\_\_\_

*[Note: A Tax-Exempt Organization must elect (d) or in (f) must specify top-hat group Participants by name, title or otherwise.]*

**INDEPENDENT CONTRACTOR (1.15).** The Plan (*Choose one of (a), (b) or (c)*):

- (a) **Participate.** Permits Independent Contractors to participate in the Plan.
- (b) **Not participate.** Does not permit Independent Contractors to participate in the Plan.

- (c) **Specified Independent Contractors.** Permits the following specified Independent Contractors to participate: \_\_\_\_\_  
[Note: If the Employer elects to permit any or all Independent Contractors to participate in the Plan, the term Employee as used in the Plan includes such participating Independent Contractors.]

**COMPENSATION (1.05).** Subject to the following elections, Compensation for purposes of allocation of Salary Reduction Contributions means W-2 wages (including Elective Contributions). Compensation for an Independent Contractor means the amounts the Employer pays to the Independent Contractor for services, except as the Employer otherwise specifies below.

**Modifications to Compensation definition.** The Employer elects to modify the Compensation definition as follows. (*Choose (a) or choose one or more of (b) through (f) as applicable*):

- (a) **No modifications.** The Plan makes no modifications to the definition.
- (b) **Fringe benefits.** The Plan excludes all reimbursements or other expense allowances, fringe benefits (cash and noncash), moving expenses, deferred compensation and welfare benefits.
- (c) **Elective Contributions.** [Plan Section 1.05(C)] The Plan excludes a Participant's Elective Contributions.
- (d) **Bonuses.** The Plan excludes bonuses.
- (e) **Overtime.** The Plan excludes overtime.
- (f) (*Specify*) \_\_\_\_\_

**PLAN YEAR (1.24).** Plan Year means the 12-consecutive month period (except for a short Plan Year) ending every (*Choose one of (a) or (b). Choose (c) as applicable*):

- (a) **December 31.**
- (b) **Other:** August 31
- (c) **Short Plan Year:** commencing on: \_\_\_\_\_  
and ending on: \_\_\_\_\_.

**EFFECTIVE DATE (1.08).** (*Choose one of (a) or (b). Choose (c) as applicable*):

- (a) **New Plan.** The Effective Date of the Plan is September 1, 2006.
- (b) **Restated Plan.** The restated Effective Date is \_\_\_\_\_.  
This Plan is a substitution and amendment of an existing 457 plan originally established effective as of \_\_\_\_\_.
- (c) **Special Effective Dates.** The following special Effective Dates apply: \_\_\_\_\_.

NORMAL RETIREMENT AGE (1.19). A Participant attains Normal Retirement Age under the Plan (*Choose one of (a) or (b). Choose (c) as applicable*):

(a) **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age \_\_\_\_\_ 50.

(b) **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age \_\_\_\_\_ and may not be later than age \_\_\_\_\_ (no later than 70½).

(c) **Police/firefighters.** [Plan Section 3.05(B)(3)] (*Choose one of (1) or (2)*):

(1) **Plan designation.** When the Participant attains age \_\_\_\_\_.

(2) **Participant designation.** When the Participant attains the age the Participant designates, which may not be earlier than age \_\_\_\_\_ (no earlier than age 40) and may not be later than age \_\_\_\_\_ (no later than 70½).

## ARTICLE II EMPLOYEE PARTICIPANTS

### 2.01 ELIGIBILITY.

**Eligibility Conditions.** To become a Participant in the Plan, an Employee must satisfy the following eligibility condition(s) (*Choose (a) or choose one or more of (b) through (d) as applicable*):

(a) **No eligibility conditions.** The Employee is eligible to participate in the Plan as of his/her first day of employment with the Employer.

(b) **Age.** Attainment of age \_\_\_\_\_.

(c) **Service.** Service requirement (*Choose one of (1) or (2)*):

(1) **Year of Service.** One year of Continuous Service.

(2) **Month(s) of Service.** \_\_\_\_\_ months of Continuous Service.

(d) (*Specify*) \_\_\_\_\_

**Plan Entry Date.** “Plan Entry Date” means the Effective Date and (*Choose one of (e) through (h)*):

(e) **Monthly.** The first day of the month coinciding with or next following the Employee’s satisfaction of the Plan’s eligibility conditions.

(f) **Annual.** The first day of the Plan Year coinciding with or next following the Employee’s satisfaction of the Plan’s eligibility conditions.

(g) **Date of hire.** The Employee’s employment commencement date with the Employer.

(h) (*Specify*) \_\_\_\_\_

**ARTICLE III  
SALARY REDUCTION CONTRIBUTIONS**

3.01 **AMOUNT.** The amount of Salary Reduction Contributions to the Plan for a Plan Year or other specified period will equal the dollar or percentage amount by which Participants have reduced their Compensation, pursuant to Salary Reduction Agreements.

3.02 **LIMITS ON SALARY REDUCTION CONTRIBUTIONS.** A Participant's Salary Reduction Contributions are subject to the following limitation(s) in addition to those imposed by the Code (*Choose (a) or choose one or more of (b) through (d) as applicable*):

(a) **No limitations.**

(b) **Maximum deferral amount:** \_\_\_\_\_.

(c) **Minimum deferral amount:** \_\_\_\_\_.

(d) (*Specify*) \_\_\_\_\_.

[Note: Any limitation the Employer elects in (b) through (d) will apply on a payroll basis unless the Employer otherwise specifies.]

**Age 50 Catch-up Contributions.** [Plan Section 3.06] The Plan (*Choose one of (e) or (f)*):

(e) **Permits.** Permits Participants to make age 50 catch-up contributions.

(f) **Does not permit.** Does not permit Participants to make age 50 catch-up contributions.

[Note: Only a Governmental Eligible 457 Plan may permit age 50 catch-up contributions.]

**Sick, Vacation and Back Pay.** [Plan Section 3.02(A)] The Plan (*Choose one of (g) or (h)*):

(g) **Permits.** Permits Participants to make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.

(h) **Does not permit.** Does not permit Participants to make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.

**Automatic Enrollment.** [Plan Section 3.02(B)] The Plan (*Choose one of (i) or (j)*):

(i) **Does not apply.** Does not apply the Plan's Automatic Enrollment provisions.

(j) **Applies.** Applies the Plan's Automatic Enrollment provisions. The Employer as a Salary Reduction Contribution will withhold \_\_\_\_\_% from each Participant's Compensation unless the Participant elects a lesser percentage (including zero) under his/her Salary Reduction Agreement. The automatic election will apply to (*Choose one of (1) or (2)*):

(1) **All Participants.** All Participants who as of \_\_\_\_\_ are not making Salary Reduction Contributions at least equal to the automatic amount.

(2) **New Participants.** Each Employee whose Plan Entry Date is on or following: \_\_\_\_\_.

**ARTICLE IV**  
**TIME AND METHOD OF PAYMENT OF BENEFITS**

4.02 TIME/METHOD OF PAYMENT OF ACCOUNT. The Plan will distribute to a Participant who incurs a Severance from Employment his/her Vested Account as follows:

**Timing.** The Plan, in the absence of a permissible Participant election to commence payment later, will pay the Participant's Account (*Choose one of (a) through (e)*):

(a) **Specified Date.** \_\_\_\_\_ days after the Participant's Severance from Employment. [*Note: In a Tax-Exempt Organization 457 Plan, the Employer may wish to designate a specific payment date. This date will be the date upon which a Participant's Deferred Compensation is "made available" and therefore becomes taxable to the Participant, absent a proper Participant election to defer payment.*]

(b) **Immediate.** As soon as administratively practicable following the Participant's Severance from Employment.

(c) **Designated Plan Year.** As soon as administratively practicable in the \_\_\_\_\_ Plan Year beginning after the Participant's Severance from Employment.

(d) **Normal Retirement Age.** As soon as administratively practicable after the close of the Plan Year in which the Participant attains Normal Retirement Age.

(e) (*Specify*): \_\_\_\_\_  
\_\_\_\_\_.

**Method.** The Plan, in the absence of a permissible Participant election of an alternative method, will distribute the Account under one of the following method(s) of distribution (*Choose one or more of (f) through (j) as applicable*):

(f) **Lump sum.** A single payment.

(g) **Installments.** Multiple payments made as follows: \_\_\_\_\_  
\_\_\_\_\_.

(h) **Installments for required minimum distributions only.** Annual payments are necessary under Plan Section 4.03.

(i) **Annuity distribution option(s):** \_\_\_\_\_ to the extent provided in any annuity contract used to fund the participant's account. \_\_\_\_\_.

(j) (*Specify*) \_\_\_\_\_

**Participant Election.** [Plan Sections 4.02(A) and (B)] The Plan (*Choose one of (k), (l) or (m)*):

(k) **Permits.** Permits a Participant, with Plan Administrator approval of the election, to elect to postpone distribution beyond the time the Employer has elected in (a) through (e) and also to elect the method of distribution (including a method not described in (f) through (j) above).

(l) **Does not permit.** Does not permit a Participant to elect the timing and method of Account distribution.

[ ] (m) *(Specify):* \_\_\_\_\_.

4.03 REQUIRED MINIMUM DISTRIBUTIONS. The following elections apply to required minimum distributions under the Plan (*Choose one of (a) or (b) as applicable. Choose (c) and (d) as applicable*):

[ ] (a) **Five-year rule.** If a Participant with a designated Beneficiary dies before the required beginning date, the Plan will distribute the Participant's Account by December 31 of the calendar year containing the fifth anniversary of the Participant's death.

[X] (b) **Participant election.** A Participant or designated Beneficiary, on an individual basis in accordance with applicable Treasury regulations, may elect whether to apply the five-year rule or the life expectancy rule to the distribution of a deceased Participant's Account.

[ ] (c) **Effective date.** The required minimum distribution provisions of Section 4.03 apply commencing in 2003, or if later, on the Plan's Effective Date.

[ ] (d) **Special designated Beneficiary election.** A designated Beneficiary who is receiving payments under the five-year rule on or before December 31, 2002, may elect the life expectancy rule, in accordance with applicable Treasury regulations.

[Note: An Employer need not elect any of (a) through (d) above. These elections override certain "default" Plan provisions.]

4.05 DISTRIBUTIONS PRIOR TO SEVERANCE FROM EMPLOYMENT. A Participant prior to Severance from Employment, may elect to receive a distribution of his/her Vested Account under the following distribution options (*Choose (a) or choose one or more of (b) through (f) as applicable*):

[X] (a) **None.** A Participant may not receive a distribution prior to Severance from Employment.

[ ] (b) **Unforeseeable emergency.** A Participant may elect a distribution from his/her Account in accordance with Plan Section 4.05(A).

[ ] (c) **De minimis exception.** [Plan Section 4.05(B)] If the Participant: (i) has an Account that does not exceed \$5,000; (ii) has not made or received an allocation of any Deferral Contributions under the Plan during the two-year period ending on the date of distribution; and (iii) has not received a prior Plan distribution under this de minimis exception, then (*Choose one of (1), (2) or (3)*):

[ ] (1) **Participant election.** The Participant may elect to receive all or any portion of his/her Account.

[ ] (2) **Mandatory distribution.** The Plan Administrator will distribute the Participant's entire Account.

[ ] (3) **Hybrid.** The Plan Administrator will distribute a Participant's Account that does not exceed \$\_\_\_\_\_ and the Participant may elect to receive all or any portion of his/her Account that exceeds \$\_\_\_\_\_ but that does not exceed \$5,000.

(d) **Age 70½.** A Participant who attains age 70½ prior to Severance from Employment may elect distribution of any or all of his/her Account.

(e) **Distribution of Rollover Contributions.** A Participant (*Choose one of (1) or (2)*):

(1) **Distribution without restrictions.** May elect distribution of his/her Rollover Contributions Account in accordance with Plan Section 4.05(C) as follows at any time.

(2) **No distribution.** May not elect to receive distribution of his/her Rollover Contributions Account until the Participant has a distributable event under Plan Section 4.01.

(3) (*Specify*) \_\_\_\_\_.

(f) (*Specify*) \_\_\_\_\_.

[Note: An Employer in an Eligible 457 Plan need not permit any in-service distributions. In an Eligible 457 Plan, any election must comply with the distribution restrictions of Code §457(d).]

4.06 QDRO. The QDRO provisions of Plan Section 4.06 (*Choose one of (a), (b) or (c)*):

(a) **Apply.**

(b) **Do not apply.**

(c) (*Specify*) \_\_\_\_\_.

**ARTICLE V  
PLAN ADMINISTRATOR - DUTIES WITH RESPECT TO PARTICIPANTS'  
ACCOUNTS**

5.07 ALLOCATION OF NET INCOME, GAIN OR LOSS. The Plan Administrator will allocate net income, gain or loss using the following method (*Choose one of (a), (b) or (c)*):

(a) **Account Earnings.** The Plan credits to each Account the Account's actual earnings, including Trust earnings if applicable.

(b) **Interest.** The Plan credits to each Account interest at the rate of \_\_\_\_\_  
\_\_\_\_\_ % per annum compounded \_\_\_\_\_.

(c) (*Specify*) \_\_\_\_\_.

5.11 VESTING/SUBSTANTIAL RISK OF FORFEITURE. A Participant's Deferral Contributions are (*Choose one of (a), (b), (c) or (d)*): [Note: If a Participant incurs a Severance from Employment before the specified events or conditions, the Plan will forfeit the Participant's Account.]

(a) **100% Vested.** Immediately Vested without regard to additional Service.

(b) **Forfeiture under Vesting Schedule.** Vested according to the following vesting schedule:

Years of Service	Vested Percentage
_____	_____
_____	_____
_____	_____
_____	_____

For this purpose, a “Year of Service” means: \_\_\_\_\_.

(c) **Substantial Risk of Forfeiture.** Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows (*Choose (1) or (2)*):

(1) The Participant must remain employed by the Employer until \_\_\_\_\_, unless earlier Severance from Employment occurs on account of death or disability, as the Plan Administrator shall establish.

(2) (*Specify*) \_\_\_\_\_.

(d) (*Specify*) \_\_\_\_\_.  
 [If the Employer elects (a), it need not elect one of (e) through (h) below.]

**Forfeiture Allocation.** [Plan Sections 5.11(A) and 5.14] The Plan Administrator will allocate any Plan forfeitures (*Choose one of (e), (f), (g) or (h)*):

(e) **Reversion.** As a reversion to the Employer. [*Note: Do not elect (e) in a Governmental Eligible 457 Plan.*]

(f) **Additional Contributions.** As the following contribution type (*Choose one of (1) or (2)*):

(1) **Nonelective.** As an additional Nonelective Contribution.

(2) **Matching.** As an additional Matching Contribution.

(g) **Reduce Fixed Contributions.** To reduce the following fixed contribution (*Choose one of (1) or (2)*):

(1) **Nonelective.** To reduce the Employer’s fixed Nonelective Contribution.

(2) **Matching.** To reduce the Employer’s fixed Matching Contribution.

(h) (*Specify*): \_\_\_\_\_.

**ARTICLE VIII**

**TRUST PROVISIONS – GOVERNMENTAL ELIGIBLE 457 PLAN**

8.01 **MODIFICATION OR SUBSTITUTION OF TRUST.** The following provisions apply to Article VIII of the Plan (*Choose one of (a) or (b) as applicable*):

(a) **Modifications.** The Employer modifies the Article VIII Trust provisions as follows: N/A.  
The remaining Article VIII provisions apply.

(b) **Substitution.** The Employer replaces the Trust with the Trust Agreement attached to the Plan as "Appendix A."

8.04 DISCRETIONARY/NONDISCRETIONARY TRUSTEE. (Choose one of (a) or (b)):

(a) **Discretionary trustee.** [Plan Section 8.04] The Trustee is a discretionary Trustee.

(b) **Nondiscretionary trustee.** [Plan Section 8.04(A)] The Trustee is a nondiscretionary Trustee.

8.16 CUSTODIAL ACCOUNT/ANNUITY CONTRACT. The Employer will hold all or part of the Deferred Compensation in one or more custodial accounts or annuity contracts which satisfy the requirements of Code §457(g) (Choose one or more of (a), (b) or (c) as applicable).

(a) **Custodial account(s).**

(b) **Annuity contract(s).**

(c) (Specify): \_\_\_\_\_.

[Note: The Employer under (c) may wish to identify the custodial accounts or annuity contracts or to designate a portion of the Deferred Compensation to be held in such vehicles versus held in the Trust.]

#### PLAN EXECUTION

The Employer hereby agrees to the provisions of the Prototype Plan, as modified by the elections the Employer has made in this Adoption Agreement, and in witness of its agreement, the Employer, by its duly authorized officer or official, has executed this Adoption Agreement, on this 9<sup>th</sup> day of August, 2006.

Name of Employer: Thrall Independent School District  
Employer's EIN: 7460002402

Signed: \_\_\_\_\_  
Brian Drummond  
Board President

Signed: \_\_\_\_\_  
Keith Brown  
Superintendent

Signed: \_\_\_\_\_  
Lorine Fox  
Business Manager

The Trustee, by executing this Adoption Agreement, accepts its position as Trustee and agrees to all of the obligations, responsibilities and duties imposed upon the Trustee under the Prototype Plan and Trust Agreement. The Trustee has signified its acceptance, on this \_\_\_\_\_ day of \_\_\_\_\_.

Name of Trustee: \_\_\_\_\_

Signed: \_\_\_\_\_  
[Name/Title]

## 457 Plan Loan Policy

The Thrall Independent School District 457 Plan ("Plan") has adopted the following loan policy pursuant to the terms of the Plan dated September 1, 2006. As a participant under the Plan, you may receive a loan only as permitted by this loan policy.

**1. LOAN APPLICATION.** A participant must apply for each loan in writing with an application which specifies the amount of the loan desired and the requested duration for the loan. Any Plan participant may apply for a loan from the Plan. For purposes of this loan policy, the term "participant" means any active employee of the employer.

**2. LIMITATION ON LOAN AMOUNT.** Except as indicated below, the Plan Administrator will not approve any loan to a participant in an amount which exceeds 50% of his or her vested account, as reflected by the books and records of the Plan. The maximum aggregate dollar amount of loans outstanding to any participant at the time the loan is made (including loans from any other plan maintained by the Employer), may not exceed \$50,000, reduced by the excess of the participant's highest outstanding participant loan balance during the 12-month period ending on the date of the loan over the participant's current outstanding participant loan balance on the date of the loan. The following loan amount limitations apply:

(a) A participant may not request a loan for less than \$1,000.

(b) A participant may not request a loan for less than \$\_\_\_\_\_.

**3. LIMITATION ON NUMBER OF LOANS.** The maximum number of Plan loans a participant may have outstanding at one time, including any refinancing of an existing loan is:

(a) One.

(b) Two.

(c) (*Specify*) No Limit

(d) In addition, a participant who has an outstanding plan loan (whether from the Plan or any other plan maintained by the Employer or a related employer) that is in default may not receive another loan.

(e) In addition, a participant who has an outstanding plan loan (whether from the Plan or any other plan maintained by the Employer or a related employer) that had at any time been treated as a taxable deemed distribution may not receive another loan.

**4. PURPOSE OF LOAN.** A Participant may request a Plan loan for:

(a) Any reasonable purpose.

(b) One or any combination of the following purposes: (1) the purchase, construction or improvement of a residence or other real estate; (2) the purchase of a vehicle (including an automobile, van, truck or recreational vehicle); (3) tuition and other educational expenses; (4) medical and dental expenses; or (5) funeral expenses of a family member.

(c)  
(Specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**5. EVIDENCE AND TERMS OF LOAN.** The Plan Administrator may document every Plan loan with a promissory note, pledge of the participant's account balance or other acceptable collateral and such other documentation as the Plan Administrator may require the participant to execute or provide. The promissory note will specify the amount of the loan, together with a commercially reasonable rate of interest. A participant's promissory note, pledge and assignment of account balances and any other Plan loan documentation required by the Plan Administrator will be in the form prescribed by the Plan Administrator.

The loan must provide at least quarterly payments under a level amortization schedule. If the participant is currently employed by the Employer, the Plan Administrator may require the participant receiving a loan from the Plan to enter into a payroll deduction agreement to repay the loan. If the participant is not currently employed by the Employer, the Plan Administrator may require additional collateral for the loan. The Plan Administrator may fix the term for repayment of any loan, however, in no instance may the term of repayment be greater than five years, unless the loan qualifies as a home loan.

The Plan Administrator may fix the term for repayment of a home loan for a period not to exceed:

(a) 15 years

(b) \_\_\_\_\_ years

A "home loan" is a loan used to acquire a dwelling unit which, within a reasonable time, the participant will use as a principal residence. Participants should note the law treats the amount of any loan (other than a "home loan") not repaid five years after the date of the loan as a taxable distribution on the last day of the five year period or, if sooner, at the time the loan is in default. If a participant extends a non-home loan having a five year or less repayment term beyond five years, the balance of the loan at the time of the extension is a taxable distribution to the participant.

**6. ACCELERATION OF THE LOAN.** Notwithstanding any contrary provision in a participant's Plan loan documents, all Plan loans are subject to the following provisions:

- (a) A loan, if not otherwise due and payable, is due and payable on the date the participant incurs a severance from employment with the Employer.
- (b) The plan does not accelerate the loan upon a participant's severance from employment with the Employer.
- (c) Upon termination of the Plan, a loan, if not otherwise due and payable, and if not directly rolled over to another plan which can accept the rollover, is due and payable on the date of Plan termination.

**7. SECURITY FOR LOAN.** A participant must secure each loan with an irrevocable pledge and assignment of 50% of the nonforfeitable amount of the borrowing participant's account balances under the Plan. The Plan also may require additional collateral.

**8. MILITARY SERVICE/SUSPENSION OF PAYMENT.** If a participant separates from service (or takes a leave of absence) from the Employer because of service in the United States military and does not receive a distribution of his/her account balances, the Plan:

- (a) will
- (b) will not

suspend loan repayments until the participant's completion of military service or until the participant's fifth anniversary of commencement of military service, if earlier.<sup>1</sup> The Plan Administrator will provide the participant with a written explanation of the effect of the participant's military service upon his/her Plan loan. While the participant is on active duty in the United States military, the interest rate on the loan shall not exceed six percent (6%), compounded annually.

**9. AMENDMENT AND INTERPRETATION OF POLICY.** The Plan Administrator is charged under the Plan with establishing and administering this loan policy. The Plan Administrator may modify this policy from time to time or may terminate the Plan loan program. The Plan Administrator has discretion to interpret the provisions of this loan policy. The Plan Administrator's decisions regarding the application or interpretation of this loan policy are final and binding on participants.

Dated \_\_\_\_\_ "Plan Administrator Signature"

\* \* \* \* \*

<sup>1</sup> The loan policy may suspend payments for all or any part of a participant's military leave of absence. The 5-year limit in the sample language is not required, but might be imposed as a reasonable administrative limitation. The suspension may also apply to "nonqualified military service" where the participant is not entitled to reemployment rights under USERRA. Code §§414(u)(4) and (5) and Treas. Reg. §1.72(p)-1, A-9.

**FICA ALTERNATIVE RETIREMENT PLAN  
Adoption Agreement**

This specimen plan document is for illustrative purposes only presented by Precision Retirement Group, Inc. and J. D. Benefits, Inc. for the consideration of a plan sponsor's legal counsel. Additional modifications to the plan may be required should subsequent statutes or regulatory guidance be issued. Because specific facts, circumstances, and laws of various states may impact your 457 FICA Alternative Retirement Plan, interested parties should consult legal counsel attorneys regarding adoption of this document and any modifications that may be considered.

**FICA ALTERNATIVE RETIREMENT PLAN**

This Adoption Agreement and the provisions of the Thrall Independent School District FICA Alternative Retirement Plan ("Plan") are adopted by the Employer named below. This Plan is subject to the terms of this Adoption Agreement, the requirements under section 457(b) of the Internal Revenue Code ("Code") and other applicable laws.

**SECTION 1**

**EMPLOYER INFORMATION**

- 1.1 Employer:** Thrall Independent School District
  
- 1.2 Address of Principal Office:** 201 South Bounds Street  
Thrall, TX 56578
  
- 1.3 Telephone Number:** 512.898.0062
  
- 1.4 Employer Identification No:** 7460002402
  
- 1.5 Fiscal Year:**  
Fiscal Year beginning on September 1<sup>st</sup>
  
- 1.6 Exempt Status:** Employer is the following type of governmental unit:  
Public School

**SECTION 2**

**PLAN INFORMATION**

- 2.1 Plan Year** (select one and fill in the blanks, if required):  
Calendar Year  
X Employer's Fiscal Year  
The period beginning on the Effective Date and ending on,  
and the 12-consecutive month period ending on each subsequent . (*Both blanks must contain the same month and day.*)

**2.2 Effective Date of the Plan:** The execution of this Adoption Agreement (select one and fill in the blanks, if required):

Establishes a new plan.  
The effective date of the Plan is September 1, 2006

Amends the original Plan.

This amendment is effective on

If this is an amended Plan, enter the date the original plan was adopted:

**2.3 Plan Administrator:** The Plan Administrator of the Plan will be (select one):

The Employer.

A Plan Administrator other than the Employer consisting of a single individual.  
Please provide the name or position of the individual holding the position:

An Administrative Committee. Please provide the name or positions of  
Committee Members.

Other (specify): J. D. Benefits, Inc.  
1414 Raleigh Road, Suite 405  
Chapel Hill, NC 27517

**2.4 Trust Fund:** The Plan shall hold all assets in trust:

X The Trust described in Article 7 of the Plan document.

The separate trust document attached to and incorporated by reference into the Plan.

Please provide the following information about the Trust:

Effective date of Trust: January 1, 2005  
Name of Trust: J. D. BENEFITS, INC. 3121 TRUST  
Identify Trustee(s): J. David Batchelor

### SECTION 3

#### ELIGIBILITY & PARTICIPATION

**3.1 Employee Eligibility Requirements.** The Employees of the Employer who work fewer than \_\_\_\_\_ hours per year and are:

X Part-time Employees (who normally work 20 hours or less per week).

X Seasonal Employees (who normally work full-time for less than five months during the Plan Year).

X Temporary Employees (who work full or part-time under a contract which is not expected to exceed two years).

**3.2 Participation Date.** An eligible Employee participates in the Plan when the Employee begins working for the Employer.

### SECTION 4

#### CONTRIBUTIONS

**4.1 Participation.** Each eligible Employee is required to contribute 7.5% of his or her Compensation, as defined in section 2.1(g) of the Plan, as a condition of Employment.

## SECTION 5

### VESTING

**5.1 Vesting Schedule.** Employee deferrals are 100% vested at all times.

## SECTION 6

### INVESTMENTS

**6.1 Investments Available.** (select all that apply and fill in the blanks, if required):

Group Annuity  
Investments pursuant to the Plan's written investment policy  
Other (specify):

**6.2 Investment Decisions.** The Trustee makes all investment decisions.

## SECTION 7

### DISTRIBUTION OF BENEFITS

**7.1. Normal Retirement** (select all that apply and fill in the blanks, if required):

Attainment of age 50 for participants who are not qualified police or firefighters.  
Attainment of age for qualified police.  
Attainment of age for qualified firefighters.

(Note: The Normal Retirement Age is on or after the earlier of age 65 or the age designated in the basic defined benefit plan of the governmental entity, but no later than age 70-1/2. The normal Retirement Age may be as early as age 40 for qualified police and firefighters. All plans maintained under Code section 457(b) by the Employer must have the same Normal Retirement Age.)

**7.2 Distribution Dates.** A distribution of the Participant's Account under the Plan will be made as soon as practicable after the following event(s) (select one and fill in the blanks, if required):

Upon the Participant's Termination of Service, death or disability, or attainment of the Participant's Normal Retirement Date.

At the Participant's election, upon the date that the Participant elects to receive payment following a Termination of Service (before age 70-1/2), not to exceed age 70-1/2.

Other (specify)

**7.3 Mandatory Lump-Sum Distributions for Small Accounts Upon Termination of Service or for Small Survivor Accounts** (select all that apply):

In addition to the distribution dates elected above in section 7.2, the Plan will make a mandatory lump-sum distribution upon a Participant's Termination of Service, without the Participant's consent, for amounts not exceeding the dollar limit under Code section 411(a)(11)(A), without regard to rollover amounts.

The Plan will make a mandatory lump-sum distribution, without the consent of the Beneficiary(s), if a Beneficiary's Account does not exceed the dollar limit under Code section 411(a)(11)(A), without regard to rollover amounts.

**7.4 Change in Distribution Form** (select all that apply):

The Plan does not allow a Participant to change the form of distribution after payment of benefits has commenced.

After payment of benefits has commenced, a Participant may change the form of distribution (including suspension of payments) to the extent allowed by the applicable investment product, the payment options under the Plan and section 401(a)(9) of the Code and its regulations, as amended from time to time.

**7.5 Plan-to-Plan Transfers** (select one):

The Plan will not permit plan-to-plan transfers.

The Plan will permit transfer of its assets to another governmental Eligible Deferred Compensation Plan as specified in section 457(e)(10) of the Code.

**7.6 Transfers to Purchase Permissive Service Credit** (select one):

The Plan will not permit transfers to purchase permissive past service credit.

The Plan will permit transfers to a defined benefit plan of the Employer to purchase permissive past service credit as specified in section 457(e)(17) of the Code.

**7.7 Definition of Disability.**

Check here and attach the Plan's definition of disability if it is different from the definition in section 2.1 of the plan.

**SECTION 8**

**ADOPTION**

This Adoption Agreement is effective as of the 1st day of September, as executed this 9<sup>th</sup> day of August, 2006.

EMPLOYER: TRUSTEE:

THRALL INDEPENDENT SCHOOL DISTRICT J. D. BENEFITS, INC. 3121 TRUST

By: \_\_\_\_\_  
Title: Superintendent  
Keith Brown

By: \_\_\_\_\_  
Title: Trustee/ Business Manager  
Lorine Fox

By: \_\_\_\_\_  
Title: Board President  
Brian Drummond

PLAN ADMINISTRATOR:

J. D. BENEFITS, INC.

\_\_\_\_\_  
J. David Batchelor, President



# THRALL INDEPENDENT SCHOOL DISTRICT

Central Administration

[www.thrallisd.com](http://www.thrallisd.com)

(512) 898-0062 ~ Fax (512) 898-5349 ~ 201 S. Bounds ~ Thrall, Texas 76578



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Elementary (512) 898-5293 – Elementary Fax (512) 898-2879 – High School/Middle (512) 898-5193 – HS/MS Fax (512) 898-2132

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## Action Sheet Bus Driver Pay Scale

1. We will need a Motion, a Second and a Vote to approve the Bus Driver Pay scale.

# **BUS DRIVER PAY SCALE 2006-2007**

**Bus Drivers** will be paid at the rate of \$10/hour with a minimum of 1 hour for driving an approved TEA bus route. Route drivers will not be paid for absences. The Transportation Director will determine the time allotted for the completion of each route. *Exception: Bus drivers who drove an approved route in 2005-2006 will not be paid less than the rate they received per route in 2005-2006 as long as there is no break in service.*

**Extra trips** outside of the normal school day will be paid at a rate of \$7.50/hour. The hours paid will include drive time and standby time.

**Substitute Bus Drivers** will be paid at the rate of \$10/route.



# THRALL INDEPENDENT SCHOOL DISTRICT

Central Administration

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Elementary (512) 898-5293 – Elementary Fax (512) 898-2879 – High School/Middle (512) 898-5193 – HS/MS Fax (512) 898-2132

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## Action Sheet TISD Employee Handbook

1. We will need a Motion, a Second and a Vote to approve the Thrall ISD Employee Handbook as presented.

**THRALL INDEPENDENT SCHOOL DISTRICT**

**Employee Handbook**

**2006-2007**

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# Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Superintendent, Keith Brown.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located in the central administration office and at Thrall ISD website, [www.thrallisd.com](http://www.thrallisd.com) and are available for employee review during normal working hours.

# Employee handbook receipt

Name \_\_\_\_\_

Campus/department \_\_\_\_\_

I hereby acknowledge receipt of my personal copy of the Thrall ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

*If you choose electronic format, you may access this by going to our website:*

[www.thrallisd.com](http://www.thrallisd.com)

*After reading the handbook, please email your receipt to your supervisor.*

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.
- I choose to receive a hard copy of the employee handbook.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the superintendent if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to your supervisor.

# District information

## Mission statement

*Policy AE*

Thrall ISD has the responsibility to educate all students to become contributing, productive, and responsible citizens.

## District goals and objectives

*Policies AB, AF*

The District and Campus Improvement Plans are located in the administrative offices. These plans include the district goals and objectives.

## Board of trustees

*Policies BA, BAA, BBA, BBB, BBE, BE, BEC, BED*

Texas law grants the board of trustees the power to govern and oversee the management of the district’s schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The board of trustees is elected by the citizens of the district to represent the community’s commitment to a strong educational program for the district’s children. Trustees are elected annually and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board of Trustees:

- |                              |                          |
|------------------------------|--------------------------|
| Brian Drummond, President    | Richard Chandler, Member |
| Darrell Hall, Vice-President | Steven Hubnik, Member    |
| Renea Seggern, Secretary     | Richard Jansky, Member   |
|                              | Troy Wade, Member        |

The board usually meets the second Tuesday of each month at 7:30 PM, in the Central Administration Board Room. In the event that large attendance is anticipated, the board may meet at the Thrall ISD Cafetorium. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the administration building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

## Board meeting schedule for 2006-2007

September 12, 2006  
October 10, 2006  
November 7, 2006  
December 12, 2006  
January 9, 2007  
February 13, 2007

March 6, 2007  
April 10, 2007  
May 8, 2007  
June 12, 2007  
July 10, 2007  
August 7, 2007

## Administration

Superintendent  
Middle/High School Principal  
Elementary Principal  
Business Manager  
Athletic Director  
Technology Director  
Middle/High School Counselor  
Elementary Counselor

Keith A. Brown  
Mac Edwards  
Denise Carter  
Lorine Fox  
Mark Sebek  
Susan Burkhart  
Garla Jansky  
Tanna Antonucci

## School calendar

The school district calendar is available from the central administration office or your campus administrator. A district event calendar is posted on your email site. If you need an event posted to the school calendar, please email Susan Burkhart at [sburkhart@thrall.txed.net](mailto:sburkhart@thrall.txed.net) with all information.

## Helpful contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed on the attached School Directory.

## School directory

The school directory is attached for your information as Appendix E.

## Employment

### Equal employment opportunity

*Policy DAA*

The Thrall ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact the Superintendent.

## **Job vacancy announcements**

### *Policy DC*

Announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building, campus offices, and on the district's Web site.

## **Employment after retirement**

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions or on a part-time basis without affecting their benefits, according to TRS rules and state law. Service retirees who retire before May 31 may return to work in a Texas public school without a reduction in benefits one full calendar month after the retirement date provided they meet certain strict conditions. Retirees may work in the following capacities without a loss of retirement benefits:

- As a principal or assistant principal or teacher in an acute shortage area on a full-time basis, if appropriately certified, and following a 12-month break in service. Retirees that retired under early age or disability provisions are excluded.
- As a full-time bus driver (early age and disability retirees excluded).
- As a substitute at no more than the established daily substitute pay rate (Individuals receiving disability retirement benefits may not work for more than 90 days in a school year.)
- On a half-time or less basis during any month. Half-time employment cannot exceed the lesser of 50 percent of the position's full-time load or 92 hours in a month.
- On a full-time basis during a six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month counts as a full month.

Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

**Shortage areas.** Certain retirees may return to work on a full-time basis as a principal or assistant principal or teacher in an acute shortage area without a reduction in their TRS annuity benefits. Acute teaching shortage areas are determined by the board based on Commissioner of Education guidelines. When filling acute shortage area positions, the district must give hiring preference to certified applicants who are not retirees. To be eligible for full TRS benefits a retiree must meet the following criteria:

- Have not been subject to a reduction in benefits for retirement at an early age or retired under disability provisions
- Have a 12-month continuous break in public school service since retirement
- Be appropriately certified for the position in the applicable school year

Employees can contact the business manager for additional information or contact TRS by calling 800-223-8778 or 512-542-6400. TRS information is also available on the Web ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

## **Contract and noncontract employment**

*Policies DC, DCA, DCB, DCC, DCD, DCE*

State law requires the district to employ all full-time professional employees in positions requiring a certificate from State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

**Probationary contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive one-year probationary contracts during their first year of employment, if they have not been previously employed by the district. They may receive probationary contracts for up to three years. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years, with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

**Term and continuing contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Campus principals and central office administrators are employed under term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.

**Noncertified professional and administrative employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a contract that is not subject to the procedures for nonrenewal or termination under the Texas Education Code.

**Paraprofessional and auxiliary employees.** All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

## **Searches and alcohol and drug testing**

*Policy DHE*

Noninvestigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when

an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on district premises or work sites or used in district business.

**Employees required to have a commercial driver's license.** Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

All employees required to have a CDL who are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the superintendent.

## **First aid and CPR certification**

*Policy DBA*

Head marching band directors, head coaches, or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or University Interscholastic League (UIL) must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

## **Reassignments and transfers**

*Policy DK*

All personnel are subject to assignment and reassignment by the superintendent. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus. When reassignments are due to enrollment shifts or program changes, the superintendent has final placement authority. Extracurricular or supplemental duty assignments

may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Teachers requesting a transfer to another campus before the school year begins must submit their request by May 1, 2007. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the central administration office and must be approved by the receiving supervisor.

## **Workload and work schedules**

### *Policy DL*

**Professional employees.** Professional and administrative employees are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day a week when no other personnel are available.

**Paraprofessional and auxiliary employees.** Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

## **School day**

### *Policy EC*

The school day will begin at 8:00 AM for all students and end at 3:32 PM. All personnel are required to be present from 7:45 AM to 3:45 PM, unless otherwise directed by your supervisor.

## **Sign in and out**

All employees are required to sign in and out every day. This process is used to make sure that all personnel have arrived or departed and that all classes are properly staffed. Sign in and out sheets are located with each campus administrator or director.

## **Notification of parents regarding qualifications**

*Policy DK, EHBD*

In schools receiving Title I funds, the district is also required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers includes individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call the superintendent.

## **Outside employment and tutoring**

*Policy DBF*

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the superintendent and based on whether outside employment interferes with the duties of the regular assignment. Teachers are not allowed to privately tutor their students for pay, except during the summer months.

## **Performance evaluation**

*Policy DN, DNA, DNB*

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

## **Employee involvement**

*Policy BQA, BQB*

At both the campus and district levels, Thrall ISD offers opportunities for input in matters that affect employees. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information

about the shared decision-making process are available in each campus office or from the superintendent.

## **Staff development**

### *Policy DMA*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

## **Compensation and benefits**

### **Salaries, wages, and stipends**

#### *Policy DEA*

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime*, page 15.)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the business manager for more information about the district's pay schedules or their own pay.

### **Paychecks**

All employees are paid monthly. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed unless the employee submits a written request to personally pick up the paychecks.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

The schedule of pay dates for the 2006–2007 school year follows:

September 25, 2006	March 23, 2007
October 25, 2006	April 25, 2007
November 21, 2006	May 25, 2007
December 22, 2006	June 25, 2007
January 25, 2007	July 25, 2007
February 23, 2007	August 24, 2007

### **Automatic payroll deposit**

All full time employees will have their paychecks electronically deposited into a designated account. A notification period of two weeks before the pay period is necessary to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Contact the business manager for more information about the automatic payroll deposit service.

### **Payroll deductions**

*Policy CFEA*

Automatic payroll deductions for the Teacher Retirement System of Texas (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

### **Overtime compensation**

*Policy DEA*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are

paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Saturday and ends at midnight Friday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of compensatory time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

## **Travel expense reimbursement**

*Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, if a school vehicle is unavailable the prevailing rate of reimbursement for the state of Texas shall be paid for mileage, determined through the districts mileage guide for distances between cities. However, if a school vehicle is available and the

employee chooses their own means of transportation the employee will not be reimbursed. Employees must submit receipts to be reimbursed for expenses other than mileage.

## **Health, dental, and life insurance**

*Policy CRD*

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees and employees who are not contributing TRS members that are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the business manager for more information.

## **Supplemental insurance benefits**

*Policy CRG*

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the business manager for more information.

### **Cafeteria plan benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

### **Workers' compensation insurance**

*Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from SchoolComp, effective September 1, 2003. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to your supervisor and the central administration office. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

### **Unemployment compensation insurance**

*Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Texas Work Force Commission.

### **Teacher retirement**

All personnel employed on a regular basis for at least one-half of the normal work schedule are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of

their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the superintendent as soon as possible. Information on the application procedures for TRS benefits are available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web ([www.trs.state.tx.us](http://www.trs.state.tx.us)). See page 9 for information on restrictions of employment of retirees in Texas public schools.

## **Cafeteria program**

The employees of Thrall ISD are encouraged to use the school cafeteria. Breakfast and lunch are available for purchase to our employees and can be purchased in advance. Cafeteria charges should be paid at the end of each month. Any unpaid charges at the end of the school year will be automatically deducted from the June paycheck unless other arrangements are made.

## **Other benefit programs**

### *Policy DEB*

Children of nonresident District employees may attend District schools tuition-free.

District employees shall be admitted free to school-sponsored events.

## **Leaves and absences**

### *Policy DEC*

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call the business manager for counseling about leave options, continuation of benefits, and communicating with the district.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are not on active payroll status.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than three days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness—the employee's fitness to return to work.

Personal and local sick leave is earned on an annual basis. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

The high school secretary, the elementary secretary, the cafeteria manager, and the administrative secretary will be responsible for providing all absence from duty forms to the employees when they are off campus. The employee will need to sign the form, mark the reason for the absence and return the form to the secretary for processing.

## **Personal leave**

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half workday for each 18 days worked. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

**Nondiscretionary.** Leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

**Discretionary.** Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request five days in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

## **Sick leave**

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in one-half day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck. If an employee, under contract is off campus for more than two hours, the employee will be charged with one-half day absence and if they are off campus more than four hours they will be charged with a full day absence. District secretaries are in charge of reporting all absences to the payroll department. The district secretaries will prepare an Absence from Duty form and place in your box for you to complete and return to them for processing.

Sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family

- Active military service

## **Local leave**

All employees shall earn an additional two workdays of local leave per school year at the same rate as state personal leave. Local leave shall be noncumulative and shall be taken with no loss of pay. Local leave shall be used according to the terms and conditions of state personal leave. Local leave will be deducted from each employee's leave before state leave days.

## **Temporary disability**

**Certified employees.** Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the superintendent should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

## **Family and medical leave**

Employees who have been employed by the district for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between September and May for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact the superintendent as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work

Employees requiring family and medical leave should contact the business manager for details on eligibility, requirements, and limitations.

## **Workers' compensation benefits**

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers'

compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

## **Assault leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

## **Jury duty**

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service.

## **Other court appearances**

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

## **Military leave**

**Paid leave for military service.** Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. In addition, an employee is entitled to use available state and local personal or sick leave during active military service.

**Reemployment after military leave.** Employees who leave the district to enter into the United States uniformed services or state military duty (Texas National Guard or Texas State Gurard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of

their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the superintendent.

**Continuation of health insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the business manager for details on eligibility, requirements, and limitations.

## **Employee relations and communications**

### **Employee recognition and appreciation**

*Policy DJ*

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the campus newsletters, and through special events and activities.

### **District communications**

Throughout the school year, the central administration office publishes newsletters, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. The school district has a radio station at 95.7 FM. The administration encourages staff to listen to the radio station for important announcements.

## **Complaints and grievances**

*Policy DGBA*

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing complaints and grievances is reprinted as follows:

*See Appendix A – Policy DGBA(LOCAL)*

## **Employee conduct and welfare**

### **Standards of conduct**

*Policy DH*

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification*, page 34 for additional information.

The *Code of Ethics and Standard Practices for Texas Educators*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

## **Code of Ethics and Standard Practices for Texas Educators**

### **Statement of Purpose**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

### **Professional Standards**

#### **1. Professional Ethical Conduct, Practices, and Performance**

**Standard 1.1** The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

**Standard 1.2** The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

**Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

**Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

**Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.

**Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

**Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

## **2. Ethical Conduct toward Professional Colleagues**

**Standard 2.1** The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

**Standard 2.2** The educator shall not harm others by knowingly making false statements about a colleague or the school system.

**Standard 2.3** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

**Standard 2.4** The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

**Standard 2.5** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

**Standard 2.6** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

**Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

## **3. Ethical Conduct toward Students**

**Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

**Standard 3.2** The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

**Standard 3.3** The educator shall not deliberately or knowingly misrepresent facts regarding a student.

**Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

**Standard 3.5** The educator shall not engage in physical mistreatment of a student.

**Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

## **Harassment**

*Policies DH, DIA*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal or supervisor is the subject of a complaint, the employee should report the complaint directly to the superintendent.

The district's policy that includes definitions and procedures for reporting and investigating harassment is reprinted below:

*See Appendix B– Policy DIA(LOCAL)*

## **Harassment of students**

*Policies DH, FFG, FFH*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse*, page 27 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

*See Appendix C – Policy FFH(LOCAL)*

## **Drug-abuse prevention**

*Policies DH, DI*

Thrall ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

*See Appendix D – Policy DH(LOCAL) and DI(EXHIBIT)*

## **Reporting suspected child abuse**

*Policy DG, DH, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

## **Fraud and financial impropriety**

*Policy DG, CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

## **Conflict of interest**

*Policy BFAA, DBD*

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the district prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the superintendent. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

## **Gifts and favors**

*Policy DBD*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks may result in prosecution of a class B misdemeanor offense. This does not include staff development,

teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

## **Associations and political activities**

### *Policy DGA*

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

## **Safety**

### *Policy CK*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact their building principal or superintendent.

## **Tobacco use**

### *Policies DH, GKA, FNCD*

Smoking or using tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

## **Employee arrests and convictions**

### *Policy DH*

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also

report that event to the principal or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse under the Texas Family Code

## **Possession of firearms and weapons**

*Policies FNCG, GKA*

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the City of Thrall Police Department immediately.

## **Visitors in the workplace**

*Policy GKC*

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

## **Copyrighted materials**

*Policy EFE*

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

## **Computer use and data management**

*Policy CQ*

The district's electronic communications systems, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district

- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Director of Technology.

## **Asbestos management plan**

*Policy CKA*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the central administration office and is available for inspection during normal business hours.

## **Pest control treatment**

*Policy DI, CLB*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the entrance of every building or in the faculty lounge. Pest control information sheets are available from campus principals upon request.

## **General procedures**

### **Bad weather closing**

*Policy CKC*

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, all local Austin radio and television stations and Rockdale radio stations will be notified by school officials.

### **Emergencies**

*Policy CKC*

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

## **Purchasing procedures**

### *Policy CH*

All requests for purchases must be submitted to the employee's direct supervisor on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the business manager for additional information on purchasing procedures.

## **Name and address changes**

It is important that employment records be kept up to date. Employees must notify the central administration office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the central administration office.

## **Personnel records**

### *Policy GBA*

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

The choice to not allow public access to this information may be done at anytime by submitting a written request to the business manager. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

## **Building use**

### *Policy GKD*

The high school office is responsible for scheduling the use of facilities after school hours. Contact the high school principal or high school administrative assistant to request to use school facilities and to obtain information on the fees charged.

# Termination of employment

## Resignations

*Policy DFE*

**Contract employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. Contract employees may resign at any other time only with the approval of the board of trustees. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification*, on page 34.

**Noncontract employees.** Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the superintendent at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

## Dismissal or nonrenewal of contract employees

*Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF*

Employees on probationary, term, and continuing contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Information on the time lines and procedures can be found in the DF policies that are provided to employees or in the policy manuals located in the central administration office and on Thrall ISD's website [www.thrallisd.com](http://www.thrallisd.com).

## Dismissal of noncontract employees

*Policy DCD*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and grievances*, page 23.)

## **Exit interviews and procedures**

### *Policy DC*

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience.

All district keys, books, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

## **Reports to the State Board for Educator Certification**

### *Policy DF*

The dismissal or resignation of a certified employee will be reported to the SBEC if there is reasonable evidence that the employee's conduct involves the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Reports concerning court-ordered withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

## **Student issues**

### **Equal educational opportunities**

#### *Policy FB*

The Thrall ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of

the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on any of the bases listed above should be directed to the building principal.

## **Student records**

### *Policy FL*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older or attending an institution of postsecondary education)
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

## **Parent and student complaints**

### *Policy FNG*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## **Administering medication to students**

### *Policy FFAC*

Only designated employees can administer medication to students. A student who must take prescription medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary supplements**

### *Policy DH, FFAC*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

## **Psychotropic drugs**

*Policy FFAC*

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

## **Student discipline**

*Policies in the FN series and FO series*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

## **Student attendance**

*Policy FDD*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Hazing**

*Policy FNCC, FO*

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus discipline person.

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# Appendix A

Thrall ISD  
246912

PERSONNEL-MANAGEMENT RELATIONS:  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

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## DEFINITIONS

This policy provides employees an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Board intends that, whenever feasible, grievances be resolved at the lowest possible administrative level. This policy shall not be construed to create new or additional rights beyond those granted by Board policy or law.

For purposes of this policy, "days" shall mean calendar days.

The terms "complaint" and "grievance" shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

1. Grievances concerning an employee's wages, hours, or conditions of work.
2. Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability.
3. Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.
4. Whistleblower complaints.

## OTHER REVIEW PROCESSES

Procedures and information regarding sexual harassment by other employees are found at DHC and information regarding federal nondiscrimination is found at DAA.

An employee's dismissal or nonrenewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter.

The following are governed by other review processes and are not subject to this policy:

1. Grievances regarding suspension without pay of a contractual employee: DF series
2. Grievances regarding termination of an employment contract

governed by Chapter 21 of the Education Code: DF series

3. Grievances against a District peace officer: CKE

4. Grievances regarding instructional materials: EFA

NOTICE TO  
EMPLOYEES  
FREEDOM FROM  
RETALIATION  
WHISTLEBLOWER  
COMPLAINTS

The principal of each campus and other supervisory personnel shall ensure that employees under their supervision are informed of this policy. Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a grievance under this policy. [See DG] Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within the time specified by law. [See DG(LEGAL)]

The complaint shall first be filed in accordance with LEVEL TWO, below. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint.

GENERAL  
PROVISIONS

A grievance must specify the individual harm alleged. An employee is prohibited from bringing separate or serial grievances regarding the same event or action. All time limits shall be strictly complied with unless modified by mutual consent. Costs of any grievance shall be paid by the party incurring them.

CONSOLIDATION

When the Superintendent determines that two or more individual grievances are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the grievances.

DECISIONS

Announcing a decision in the employee's presence constitutes communication of the decision.

INITIATING  
GRIEVANCE  
LEVEL ONE

Unless otherwise specified in policy, an employee shall initiate a grievance as provided at LEVEL ONE, below.

An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing on a form provided by the District. The form must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining.

The principal or supervisor shall hold the conference within seven days after receipt of the written request. The principal or supervisor shall have seven days following the conference within which to respond.

LEVEL TWO

If the outcome of the conference at Level One is not to the employee's satisfaction or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to discuss the grievance. The request shall be in writing on a form provided by the District and must be filed within seven days following receipt of a response or, if no response is received, within seven days of the response deadline.

The Superintendent or designee shall hold the conference within seven

days after receiving the written request. The Superintendent or designee shall have seven days following the conference within which to respond.

### LEVEL THREE

If the outcome of the conference at Level Two is not to the employee's satisfaction or if the time for a response has expired, the employee may submit to the Superintendent or designee a request to place the matter on the agenda of a future Board meeting. The request shall be in writing on a form provided by the District and must be filed within seven days following receipt of a response or, if no response is received, within seven days of the response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the meeting.

The Superintendent or designee shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

The presiding officer may set reasonable time limits. The Board shall hear the grievance and may request a response from the administration. The District shall make an audiotape record of the Level Three proceeding before the Board.

The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

### CLOSED MEETING

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it may be heard by the Board in closed meeting unless the employee bringing the grievance requests that it be heard in public.

### EXCEPTION

However, if the grievance involves a complaint or charge against another District employee or a Board member, it shall be heard in closed meeting unless an open meeting is requested in writing by the employee or Board member against whom the complaint or charge is brought.

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DATE ISSUED: 07/01/2002  
UPDATE 68  
DGBA(L)-B

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**This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]**

# APPENDIX B

Thrall ISD  
246912

EMPLOYEE WELFARE:  
FREEDOM FROM HARASSMENT

DIA  
(LOCAL)

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Note: This policy addresses harassment of District employees. For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, or age.

Employees shall not tolerate harassment of others and shall make reports as required at reporting procedures, below.

**SEXUAL HARASSMENT** Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

## EXAMPLES

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

**OTHER PROHIBITED HARASSMENT** Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

Has the purpose or effect of unreasonably interfering with the employee's work performance;

Creates an intimidating, threatening, hostile, or offensive work environment; or

Otherwise adversely affects the employee's employment opportunities.

## EXAMPLES

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

**REPORTING PROCEDURES** An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

## TIMELY REPORTING

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

## DISTRICT OFFICIALS

For sexual harassment, the Title IX coordinator. [See DAA(LOCAL)]

For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

**NOTIFICATION OF REPORT** Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

**CONFIDENTIALITY** To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**INVESTIGATION OF THE REPORT** The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation. Every allegation of harassment or abuse shall be reported to the Board by written correspondence within three working days.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

**CONCLUDING THE INVESTIGATION** Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

**DISTRICT ACTION** If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

**APPEAL** A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

**RETALIATION PROHIBITED** Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

**RECORDS RETENTION** Retention of records shall be in accordance with DAA(LOCAL).

**ACCESS TO POLICY** This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

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DATE ISSUED: 04/01/2005

UPDATE 75

DIA(LOCAL)-X

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This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]

# Appendix C

Thrall ISD  
246912

STUDENT WELFARE:  
FREEDOM FROM HARASSMENT

FFH  
(LOCAL)

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Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG.

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The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

## SEXUAL HARASSMENT BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

The conduct is so severe, persistent, or pervasive that it:

Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or

Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

## BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;  
Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or  
Otherwise adversely affects the student's educational opportunities.

#### EXAMPLES

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

**OTHER PROHIBITED HARASSMENT** Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

Otherwise adversely affects the student's educational opportunities.

#### EXAMPLES

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**REPORTING PROCEDURES** Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. [See FFG]

#### TIMELY REPORTING

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

#### DISTRICT OFFICIALS

For sexual harassment, the Title IX coordinator. [See FB(LOCAL)]

For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

**NOTIFICATION OF REPORT** Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official listed above.

**NOTICE TO PARENTS** The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

**CONFIDENTIALITY** To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**INVESTIGATION OF THE REPORT** The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation. Every allegation of harassment or abuse shall be reported to the Board by written correspondence within three working days.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

**CONCLUDING THE INVESTIGATION** Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

**DISTRICT ACTION** If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

**APPEAL** A student, including a complainant, may appeal through FNG(LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**RETALIATION PROHIBITED** Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

**RECORDS RETENTION** Retention of records shall be in accordance with FB(LOCAL).

**ACCESS TO POLICY** Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

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DATE ISSUED: 04/01/2005

UPDATE 75

FFH(LOCAL)-X

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This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]

# APPENDIX D

Thrall ISD  
246912

## EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards for professional educators. [See DH(EXHIBIT)]

All District personnel shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

### SAFETY REQUIREMENTS TOBACCO USE

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities. [See also GKA]

### ALCOHOL AND DRUGS

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee at the beginning of each year or upon employment.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

### EXCEPTION

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to

NOTICE	<p>have violated this policy.</p> <p>Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]</p>
ARRESTS AND CONVICTIONS	<p>An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event.</p>
MORAL TURPITUDE	<p>Moral turpitude includes but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Dishonesty; fraud; deceit; theft; misrepresentation;</li> <li>2. Deliberate violence;</li> <li>3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;</li> <li>4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct if two or more acts are committed within any 12-month period; or</li> <li>5. Acts constituting abuse under the Texas Family Code.</li> </ol>
DRESS AND GROOMING	<p>The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.</p>
VIOLATIONS	<p>Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]</p>

DATE ISSUED: 12/02/2002  
UPDATE 69  
DH(L)-A

**This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]**

DRUG  
ABATEMENT

The District shall maintain a drug-free environment and shall establish, as needed, a program complying with federal and state requirements. The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions. [See DI(EXHIBIT)]

EMPLOYEE  
RESPONSIBILITY

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

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DATE ISSUED: 06/22/2000  
UPDATE 63  
DI(L)-B

Thrall ISD  
246912

EMPLOYEE WELFARE

DI  
(EXHIBIT)

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DRUG-FREE SCHOOLS REQUIREMENTS

The District prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies at DH and DHE] 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

[This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201)]

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DATE ISSUED: 06/22/2000  
UPDATE 63  
DI(E)-B

# APPENDIX E

## THRALL INDEPENDENT SCHOOL DISTRICT EMPLOYEE DIRECTORY 2005-2006

<b>Administration</b>		
Keith Brown	204 E. Eckhart Thrall, TX 76578	512-898-5400
Superintendent		
Mac Edwards	7450 CR 424 Thrall, TX 76578	512-898-2832
H.S. / M.S. Principal		
Denise Carter	1581 CR 448 Taylor, TX 76574	512-365-7872
Elementary Principal		
Lorine Fox	206 E. Eckhart Thrall, TX 76578	512-898-0417
Business Manager		
Mark Sebek	9235 FM 437 Rogers, TX 76569	254-642-3868
Athletic Director		
Susan Burkhart	5801 CR 112 Taylor, TX 76574	512-365-3222
Technology Director		
<b>Administrative Assistants</b>		
Ann Sisemore	20604 Oak Ridge Lago Vista, TX 78645	512-267-7453
Superintendent Secretary		
Marilyn Laffere	201 E. Eckhart Thrall, TX 76578	512-898-2901
PEIMS Coordinator		
Joan Sladek	2000 CR 424 Taylor, TX 76574	512-862-3232
HS/MS Principal Secretary		
Cissy Atwood	2151 CR 474 Elgin, TX 78621	512-856-2819
Elementary Principal Secretary		
<b>Counselors</b>		
Garla Jansky (HS/MS)	551 Tucek Road Taylor, TX 76574	512-365-9671
Tanna Antonucci (Elementary)	4601 CR 473 Elgin, TX 78621	512-856-9054
<b>School Nurse</b>		
Lynn Crabb	1408 Cecelia Street Taylor, TX 76574	512-365-7432

<b>High School</b>		
Beth Almquist	5101 FM 112 Taylor, TX 76574	512-352-3336
Gary Almquist	5101 FM 112 Taylor, TX 76574	512-352-3336
Lrene Bernhardt	1503 McLain St. Taylor, TX 76574	512-352-2794
Gary Brock	810 West Lake Drive Taylor, TX 76574	512-365-8848
Alice Chumbley	500 CR 498 Coupland, TX 78615	512-856-2743
Gordon Dickerson	3317 S. FM 486 Thorndale, TX 76577	512-898-2663
Brandon Ely	200 River Oaks Cove #1534 Georgetown, TX 78626	512-864-2464
Tim Holland	21313 Byerly Turk Pflugerville, TX 78660	512-989-3930
Elizabeth Morrison	2900 Juneau, Cedar Park, TX 78613	512-260-6304
Ethel Pierce	PO Box 592 Taylor, TX 76574	512-862-4438
Rick Porter	4813 Calle Roble Temple, TX	254-742-1196
Christina Strnad	2440 CR 452 Taylor, TX 76574	512-352-7726
Denice Thweatt	705 Dashwood Creek Ct. Pflugerville, TX 78660	512-252-1796
Tara Ubelhor	600 CR 412 Taylor, TX 76574	512-365-1175
Leonard Van Gendt	502 S. Walnut St. Georgetown, TX 78626	512-869-3320
Kelly Williams	19409 Stage Line Trail Pflugerville, TX 78660	512-
<b>Middle School</b>		
Michael Chambers	3008 Meadow Lane, Taylor, TX 76574	512-352-3656
Courtney Edwards	7450 CR 424 Thrall, TX 76578	512-898-2832
Brenda Graham	4302 Spotted Fawn Circle Hutto, TX 78634	512-759-1314
Gayle Holmstrom	18054 FM 619 Elgin, TX 78621	512-856-2720
Greg Horn	303 Lydia Lane Thrall, TX 76578	512-947-8953
Garrett Patterson	405 Sloan #504 Taylor, TX 76574	
Kim Patterson	405 Sloan #504 Taylor, TX 76574	
Tammi Richter	3340 CR 419 Taylor, TX 76574	
<b>Middle/High School Aide</b>		
Linda Widmer	1601 CR 419 Taylor, TX 76574	512-352-6885
<b>DAEP/ISS</b>		
Gary Schultz		





# APPENDIX F

## Universal Precautions Against Blood-Borne Diseases

Employees working in a school system are potentially exposed to human blood or other body fluids containing human blood that may be contaminated with potentially infectious materials. Without the appropriate precautions taken these potentially infectious materials may be transferred from one employee and/or student to another.

Universal Precautions refers to a system of infectious disease control that assumes that every direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids were infected with blood-borne diseases.

The following are specific steps that must be taken to protect against contamination from infected blood or body fluids of another person, or from injury by a contaminated sharp object:

- Wash hands frequently to reduce the risk of exposure to blood borne diseases.
- Wear gloves if there is even a possibility you might have contact with another person's body fluids.
- After the removal of gloves or after exposure to blood or other potentially infectious materials, wash hands with antibacterial soap.
- Wear gloves once and discard; do not attempt to wash and reuse.
- Clothing or supplies contaminated with body fluids should be placed in doubled plastic bags and tied.
- Used needles or Sharps instruments must be discarded in a Biohazard Infectious Waste Sharps Container. There is one in the Nurse's office. (Example: A diabetic student would use a Sharp instrument to prick their finger for a blood sugar test.)

Assume all blood or body fluids are contaminated and potentially harmful to your health.

The following are the potential sources for occupational exposure in the school setting:

- Blood
- Vomit
- Urine
- Feces (bowel movement),
- Saliva (spit secretions from the mouth or lungs),
- Needles, syringes or other Sharp instruments.

**Note:** Soiled feminine hygiene/sanitary napkins, soiled facial tissues, bandages, etc. are not considered a biohazard or medical waste; however, in handling these materials employees should wear gloves and wash hands with antibacterial soap after contact.

**Casual Contact:** Casual contact is not a risk. Casual contact includes activities such as:

- A hug or handshake,
- Using a telephone or drinking from water fountain,
- Using a toilet,
- Sitting next to someone, or
- Wiping someone's tears or having someone's sweat touch you.

## Hand Washing Procedures

Frequent hand washing reduces the risk of spread of diseases. The following are recommended procedures for hand washing:

When:

- Before assisting a student or employee with a medical procedure,
- After physical contact with blood or body fluids,
- After contact with soiled equipment, and
- After removing gloves.

How:

- Wet hands with running water,
- Dispense cleanser on hands,
- Wash vigorously for 15 seconds,
- Rinse under running water, and
- Dry thoroughly.

When water is not available:

Use wet wipes or waterless cleanser. Wash hands with soap and water as soon as possible.

**Barriers To Prevent Infection.** Barriers are your defense between your body and the body fluids from someone else. Barriers will help prevent the following infectious diseases:

- HIV (responsible for AIDS virus),
- Hepatitis A & B,
- Staphylococcus (Staph), and
- Streptococcus (Strep).

**Barriers available for your use:**

- Gloves should be available in every school/work location; including school buses. If gloves are not available, use a plastic bag, gauze, newspaper, or paper towel.
- Use gloves to change clothes soiled with body fluids, clean mats, or clean equipment soiled with body fluids.
- Micro Shield disposable masks should be used in Cardiopulmonary Resuscitation (CPR). If a mask is not available, a piece of gauze can be used to cover the mouth.

# Hepatitis-B Virus (HBV) Vaccinations

Health Professionals and those required to provide first aid or emergency response duties or medical care on a routine basis are recommended for Hepatitis-B Virus (HBV) immunizations. Hepatitis B immunizations are available to all coaches, cleaning staff, bus drivers, special education teachers, and those assigned to the health office. If you work in one of the areas listed please see the school nurse.

## Post Exposure Treatment and Notification Procedures

Should an employee experience an "occupational exposure", the affected employee must report the exposure to the immediate principal and the Superintendent. Management will be in accordance with normal procedures for reporting on the job injuries.

An "occupational exposure" is defined as blood or body fluid contact from an injured or ill employee/student to the affected employee, or injury by a contaminated sharp object. This may include contact via broken skin, human bites, needle sticks, etc.

### Universal Precautions Procedures for Protection against Blood Borne Diseases:

- Clean Up and Disposal of Waste
- Spills of blood and body fluids must be handled using Universal Precautions Procedures. The spill must be cleaned up immediately.

The Center for Disease Control (CDC) method is:

- Wear protective gloves.
- Mop up spill with paper towels or other absorbent material.
- Clean contaminated area using a school system approved disinfectant or 1:10 Bleach and Water.
- Dispose of all gloves, towels, dressings, table paper and other waste in sealed double plastic bags.
- Sharp objects such as needles and syringes must be placed in a Biohazard Infectious Waste Sharps Container. Once the container is full, it must be sealed.

### Special Care of Laundry:

#### In a Special Education Classroom:

- If clothing, sheets, or towels become contaminated with blood or body fluids, handle as little as possible.
- Place the items in double plastic bags and tie tops of the bags. Contact the Nurse's Office for assistance.

#### In a Regular Education Classroom

- For all clothing that has been soiled with vomit, blood, or feces: Place in double plastic bags and tie top of bag. Send bag home with student. Contact the Nurse's Office for assistance.

**Employee Statement of Acknowledgement Concerning  
Universal Precautions Procedures for Protection Against  
Blood Borne Diseases**

Universal Precautions refers to a system of infectious disease control that assumes that every direct contact with body fluids is infectious, and requires every employee exposed to be protected as though such body fluids were infected with blood-borne diseases.

The following are specific steps that must be taken for protection against contamination from infected blood or body fluids of another person, or from injury by a contaminated sharp object:

- Wash hands frequently to reduce the risk of exposure to blood borne diseases.
- Wear gloves if there is even a possibility you might have contact with another person's body fluids.
- After the removal of gloves or after exposure to blood or other potentially infectious materials, wash hands with antibacterial soap.
- Wear gloves once and discard; Do not attempt to wash and reuse.
- Clothing or supplies contaminated with body fluids should be placed in double plastic bags and tied.
- Used needles or Sharps instruments must be discarded in a Biohazard Infectious Waste Sharps Container. There is one in the Nurse's office.

Assume all blood or body fluids are contaminated and potentially harmful to your health.

I have read and agree to abide by the Universal Precautions Procedures as outlined above. I understand that if I have any questions or concerns I may contact my immediate principal, or the School Nurse.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

The employee should keep explanation pages for reference and return this signed document to the Nurse's office.





# THRALL INDEPENDENT SCHOOL DISTRICT

Central Administration

[www.thrallisd.com](http://www.thrallisd.com)

(512) 898-0062 ~ Fax (512) 898-5349 ~ 201 S. Bounds ~ Thrall, Texas 76578



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Elementary (512) 898-5293 – Elementary Fax (512) 898-2879 – High School/Middle (512) 898-5193 – HS/MS Fax (512) 898-2132

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## Action Sheet

### ESC 13 Commitment Form RSCCC

1. We will need a motion a second and a vote to approve the Region 13 ESC Commitment for purchase of the RSCCC services.



# THRALL INDEPENDENT SCHOOL DISTRICT

Central Administration

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Elementary (512) 898-5293 – Elementary Fax (512) 898-2879 – High School/Middle (512) 898-5193 – HS/MS Fax (512) 898-2132

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## Action Sheet

### Approve Financial Statements

1. Ms. Fox will provide an overview of the Financial reports.
  2. We will need a Motion, a Second and a Vote to approve the Financial Reports.
- 
1. Ms Fox will outline Necessary Budget Amendments.
  2. We will need a Motion, a Second and a Vote to approve the Budget Amendments.

**THRALL ISD**  
**MONTHLY ACCOUNT BALANCES**  
**July 1, 2006 - July 31, 2006**

Book Balance 7/1/2006	(+) Cash Receipts	(-) Cash Disb.	(+) Transfers In	(-) Transfers Out	(+) Interest	Book Balance 7/31/2006	(-) O/S Deposits	(+) O/S Checks	Adj	Bank Balance 7/31/2006
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**Citizens National Bank**

General Operating	\$50,413.61	\$17,557.84	\$34,853.92	\$300,425.00	\$213,809.27	\$309.14	<b>\$120,042.40</b>		\$1,588.60		<b>\$121,631.00</b>
Payroll	\$14,075.45		\$158,177.77	\$213,809.27	\$55,286.50	\$69.95	<b>\$14,490.40</b>		\$1,024.76		<b>\$15,515.16</b>
Interest & Sinking	\$234,950.20				\$120,503.75	\$1,016.03	<b>\$115,462.48</b>				<b>\$115,462.48</b>
Construction	\$18,225.52					\$78.82	<b>\$18,304.34</b>				<b>\$18,304.34</b>
Worker's Comp	\$6,704.49		\$32.77			\$29.16	<b>\$6,700.88</b>				<b>\$6,700.88</b>
Thrall Comm Sch Fund	\$129,820.86		\$600.00			\$563.18	<b>\$129,784.04</b>		\$200.00		<b>\$129,984.04</b>
Laffere Scholarship	\$3,005.33	\$81.00				\$13.08	<b>\$3,099.41</b>				<b>\$3,099.41</b>
Teacher Scholarship	\$3,377.49	\$53.00				\$14.66	<b>\$3,445.15</b>				<b>\$3,445.15</b>
Flower Fund	\$986.88		\$131.50			\$3.92	<b>\$859.30</b>				<b>\$859.30</b>
Elementary Activity	\$9,711.24		\$292.50			\$42.46	<b>\$9,461.20</b>		\$399.02		<b>\$9,860.22</b>
High School Activity	\$38,034.07	\$3,258.82	\$907.80	\$456.30		\$174.19	<b>\$41,015.58</b>		\$954.65		<b>\$41,970.23</b>
<b>SUBTOTAL CNB</b>											<b>\$466,832.21</b>

**Lone Star Pool**

General Operating	\$1,320,806.27	\$279,201.90			\$300,000.00	\$5,764.97	<b>\$1,305,773.14</b>				<b>\$1,305,773.14</b>
Debt Service	\$58,554.15	\$1,906.04				\$260.86	<b>\$60,721.05</b>				<b>\$60,721.05</b>
Construction	\$835.39					\$3.66	<b>\$839.05</b>				<b>\$839.05</b>
Thrall Comm Sch Fund	\$312.09					\$1.37	<b>\$313.46</b>				<b>\$313.46</b>
Activity	\$0.00					\$0.00	<b>\$0.00</b>				<b>\$0.00</b>
<b>SUBTOTAL LSIP</b>											<b>\$1,367,646.70</b>

**TOTAL BALANCE**

**\$1,834,478.91**

**Average Monthly Interest Rate**

Citizens National Bank	5.09%
Lone Star Liquidity Plus	5.16%

**Revenue and Expenditure Report**  
**JULY, 2006**

07/31/06

	2005-2006 ORIGINAL BUDGET Est. Revenues/ Appropriations	2005-2006 AMEND. BUDGET Est. Revenues/ Appropriations	2005-2006 Real. Revenues/ Act. Expenditures	2005-2006 Percent Realized/ Expended
<b>FUND 199 LOCAL MAINTENANCE</b>				
<b>REVENUES</b>				
Local	\$1,726,730	\$1,789,730	1,995,457.99	111.49%
State	\$2,029,539	\$2,048,539	1,898,612.58	92.68%
Federal	\$0	\$0	120.00	0.00%
<b>OTHER RESOURCES</b>	\$0	\$292,497	294,930.13	100.83%
<b>TOTAL REVENUES (199)</b>	<b>\$3,756,269</b>	<b>\$4,130,766</b>	<b>4,189,120.70</b>	<b>94.58%</b>
<b>EXPENDITURES</b>				
<b>10 Instruction &amp; Related Services</b>				
11 Instruction	\$2,093,000	\$2,096,955	1,977,763.41	94.32%
12 Inst. Resources & Media Serv	\$134,875	\$67,740	66,164.27	97.67%
13 Curriculum & Staff Development	\$5,000	\$56,595	49,378.83	87.25%
Total 10 Instruction & Related Services	<b>\$2,232,875</b>	<b>\$2,221,290</b>	<b>2,093,306.51</b>	
<b>20 Instruction &amp; School Leadership</b>				
23 School Leadership	\$159,573	\$159,573	139,741.84	87.57%
Total 20 Instruction & School Leadership	<b>\$159,573</b>	<b>\$159,573</b>	<b>139,741.84</b>	
<b>30 Support Services, Student</b>				
31 Guidance, Counseling, Eval Svc	\$65,089	\$76,724	64,422.44	83.97%
33 Health Services	\$42,859	\$42,859	41,150.21	96.01%
34 Student Transportation	\$188,144	\$343,229	308,903.24	90.00%
36 Co/Extracurricular Activities	\$212,346	\$243,546	231,620.12	95.10%
Total 30 Support Services, Student	<b>\$508,438</b>	<b>\$706,358</b>	<b>646,096.01</b>	
<b>40 Administration</b>				
41 Administration	\$251,971	\$253,521	223,728.73	88.25%
Total 40 Administration	<b>\$251,971</b>	<b>\$253,521</b>	<b>223,728.73</b>	
<b>50 Support Services, Non-Student</b>				
51 Plant Maintenance/Operations	\$406,261	\$532,108	531,520.20	99.89%
52 Security & Monitoring Services	\$6,000	\$8,500	5,827.50	68.56%
53 Data Processing Services	\$47,784	\$47,784	40,915.56	85.63%
Total 50 Support Services, Non-Student	<b>\$460,045</b>	<b>\$588,392</b>	<b>578,263.26</b>	
<b>70 Debt Service</b>				
71 Debt Service	\$0	\$49,265	48,549.49	98.55%
Total 70 Debt Service	<b>\$0</b>	<b>\$49,265</b>	<b>48,549.49</b>	
<b>80 Facilities Acquisition &amp; Construction</b>				
81 Facilities Construction	\$0	\$59,159	30,015.50	50.74%
Total 80 Facilities Acquisition & Const.	<b>\$0</b>	<b>\$59,159</b>	<b>30,015.50</b>	
<b>90 Intergovernmental Charges</b>				
93 Payments-Shared Services	\$90,000	\$80,000	62,306.56	77.88%
95 Payments to JJAEP	\$23,000	\$23,000	0.00	0.00%
Total 90 Intergovernmental Charges	<b>\$113,000</b>	<b>\$103,000</b>	<b>62,306.56</b>	
<b>OTHER USES</b>	<b>\$30,367</b>	<b>\$30,367</b>	<b>4,777.86</b>	15.73%
<b>TOTAL EXPENDITURES (199)</b>	<b>\$3,725,902</b>	<b>\$4,170,925</b>	<b>3,826,785.76</b>	<b>91.75%</b>
	<b>\$0</b>	<b>-\$40,159</b>	<b>362,334.94</b>	
<b>FUND 240 CAFETERIA</b>				
<b>REVENUES</b>				
Local	\$90,000	\$90,000	120,522.38	133.91%
State	\$2,000	\$2,000	1,921.00	96.05%
Federal	\$64,000	\$64,000	76,555.99	119.62%
<b>OTHER RESOURCES</b>	<b>\$30,367</b>	<b>\$30,367</b>	<b>0.00</b>	0.00%
<b>TOTAL REVENUES</b>	<b>\$186,367</b>	<b>\$186,367</b>	<b>198,999.37</b>	<b>106.78%</b>
<b>EXPENDITURES</b>				
35 Food Service	\$186,367	\$186,367	174,800.18	93.79%
<b>TOTAL EXPENDITURES</b>	<b>\$186,367</b>	<b>\$186,367</b>	<b>174,800.18</b>	<b>93.79%</b>
	<b>\$30,367</b>		<b>24,199.19</b>	

# Revenue and Expenditure Report

## JULY, 2006

07/31/06

### FUND 599 DEBT SERVICE

#### REVENUES

Local	\$133,403	\$133,403	159,113.48	119.27%
State	\$78,143	\$78,143	100,140.00	128.15%
<b>TOTAL REVENUES</b>	<b>\$211,546</b>	<b>\$211,546</b>	<b>259,253.48</b>	<b>122.55%</b>

#### EXPENDITURES

71 Debt Service	\$273,872	\$273,872	212,904.07	77.74%
<b>TOTAL EXPENDITURES</b>	<b>\$273,872</b>	<b>\$273,872</b>	<b>212,904.07</b>	<b>77.74%</b>
	<b>-\$62,326</b>	<b>-\$62,326</b>	<b>46,349.41</b>	

### FUND 616 CAPITAL PROJECTS

#### REVENUES

Local	\$2,000	\$4,000	4,465.53	111.64%
<b>OTHER RESOURCES</b>			500.00	0.00%
<b>TOTAL REVENUES</b>	<b>\$2,000</b>	<b>\$4,000</b>	<b>4,965.53</b>	<b>124.14%</b>

#### EXPENDITURES

81 Facilities Acquisition & Construction	\$311,219	\$313,219	297,141.96	94.87%
<b>TOTAL EXPENDITURES</b>	<b>\$311,219</b>	<b>\$313,219</b>	<b>297,141.96</b>	<b>94.87%</b>
	<b>-\$309,219</b>	<b>-\$309,219</b>	<b>-292,176.43</b>	

For the Month of July

Check Nbr	Check Date	Payee	Organization	Fnd-Fnc-Obj.So-Org-Prg	Reason	Amount
001040	07-13-2006	SCHOOL COMP	DISTRICT	755-51-6216.00-999-699000	JUNE 06 CLAIMS COST/LEDOU	32.77
001104	07-18-2006	NICOLE COLLINS	THRALL H S	711-11-6227.00-001-611000	COM SCHLRSHP/1ST YR STDY,	400.00
001105	07-26-2006	ZACHARY HALL	THRALL H S	711-11-6227.00-001-611000	1ST INSTALL/ACC FIRE ACADEI	200.00
012045	07-25-2006	ADMINISTRATIVE SYSTEMS, INC.	GRT AM RES DISA	863-00-2159.00-021-600000	JUL DED INCOME REPLACEMEI	563.19
012046	07-25-2006	AETNA LONG TERM CARE	AETNA L-T CARE	863-00-2153.00-017-600000	JUL DED HEALTH INSURANCE	131.22
012047	07-25-2006	AMERICAN FUNDS	ANNUITY #46	863-00-2159.00-046-600000	JUL DED TAX SHEL. ANNUITY	175.00
012048	07-25-2006	ASSURANT/FORTIS ASSURANT/FORTIS	UNITED DENTAL CENT. SEC. LIFE	863-00-2153.00-012-600000 863-00-2153.00-014-600000	JUL DED LIFE INSURANCE JUL DED LIFE INSURANCE	163.41 200.46
<b>Totals for Check 012048</b>						<b>363.87</b>
012049	07-25-2006	A+ FEDERAL CREDIT UNION	AATFCU	863-00-2154.00-004-600000	JUL DED CREDIT UNION	180.00
012050	07-25-2006	AVIVA LIFE INSURANCE COMPAN	AVIVA LIFE	863-00-2159.00-035-600000	JUL DED TAX SHEL. ANNUITY	25.00
012051	07-25-2006	BAY BRIDGE ADMINISTRATORS, I	LIFE INS #19	863-00-2159.00-019-600000	JUL DED MISCELLANEOUS DEC	234.31
012052	07-25-2006	CENTRAL SECURITY LIFE	AMER.HER. LIFE	863-00-2153.00-023-600000	JUL DED LIFE INSURANCE	15.28
012053	07-25-2006	DENTAL SELECT	ANNUITY #55	863-00-2153.00-055-600000	JUL DED HEALTH INSURANCE	427.50
012054	07-25-2006	FIDELITY AND GUARANTY LIFE IN F & G	LIFE SERV	863-00-2159.00-040-600000	JUL DED MISCELLANEOUS DEC	60.00
012055	07-25-2006	GREAT AMERICAN PLAN ADMINIS	ANNUITY #65	863-00-2159.00-065-600000	JUL DED TAX SHEL. ANNUITY	50.00
012056	07-25-2006	STEPHEN LAFFERE SCHOLARSHI	LAFFERE SCH FNI	863-00-2159.00-085-600000	JUL DED MISCELLANEOUS DEC	81.00
012057	07-25-2006	LSW	ANNUITY-LSW	863-00-2159.00-100-600000	JUL DED TAX SHEL. ANNUITY	4,825.00
012058	07-25-2006	PRE-PAID LEGAL SERVICES INC	PREPAID LEGAL	863-00-2159.00-025-600000	JUL DED MISCELLANEOUS DEC	125.60
012059	07-25-2006	RELIANCE STANDARD	LIFE INS #18	863-00-2159.00-018-600000	JUL DED MISCELLANEOUS DEC	74.00
012060	07-25-2006	SPECTERA, INC	HEALTH INS #26	863-00-2159.00-026-600000	JUL DED MISCELLANEOUS DEC	146.15
012061	07-25-2006	T C T A	TCTA	863-00-2159.00-003-600000	JUL DED MISCELLANEOUS DEC	9.58
012062	07-25-2006	TEACHER SCHOLARSHIP FUND	TEACHER SCH FN	863-00-2159.00-080-600000	JUL DED MISCELLANEOUS DEC	53.00
012063	07-25-2006	TEXAS STATE TEACHERS ASSOC	TSTA	863-00-2159.00-005-600000	JUL DED MISCELLANEOUS DEC	30.75
012064	07-25-2006	TFT PROFESSIONAL EDUCATORS	TFT PEG	863-00-2159.00-079-600000	JUL DED MISCELLANEOUS DEC	7.92
012065	07-25-2006	THRALL ISD GENERAL OPERATIN	THRALL CAFETER	863-00-2159.00-087-600000	JUL DED MISCELLANEOUS DEC	68.50
012066	07-25-2006	TASC	ANNUITY #56	863-00-2159.00-056-600000	JUL DED MISCELLANEOUS DEC	330.00
012067	07-25-2006	SHIRLEY WRINKLE IRA ACCOUNT	GRANGER NATL B	863-00-2159.00-045-600000	JUL DED TAX SHEL. ANNUITY	700.00
014996	07-12-2006	GARY ALMQUIST	THRALL H S	199-11-6411.71-001-622000	REIMBURSE FUEL FOR P/U GO.	101.80
014997	07-12-2006	DISCOUNT ELECTRONICS DISCOUNT ELECTRONICS	THRALL M S INDIRECT COSTS	199-11-6249.60-042-611000 199-41-6249.60-750-699000	LAPTOP REPAIRS LAPTOP REPAIRS	100.00 209.00
<b>Totals for Check 014997</b>						<b>309.00</b>
014998	07-12-2006	HENSLEE,FOWLER,HEPWORTH & SCHOOL BOARD		199-41-6211.00-702-699000	06-07 PREVENTIVE LAW PROGI	595.00
014999	07-12-2006	GAYLE HOLMSTROM	THRALL H S	199-36-6399.03-001-691000	REIMBURSEMT FOR PURCHASI	167.65

For the Month of July

Check Nbr	Check Date	Payee	Organization	Fnd-Fnc-Obj.So-Org-Prg	Reason	Amount
015000	07-12-2006	HULL SERVICE, LLC.	DISTRICT	199-51-6249.02-999-699000	METAL DOOR AND INSTALLATI	850.00
015001	07-12-2006	LOUIS SYSTEMS	DISTRICT	199-36-6399.00-999-691000	BATTERIES FOR RADIOS/HDPH	550.00
015002	07-12-2006	JOHN MCHENRY	DISTRICT	199-36-6249.02-999-699000	REPAINT PERCUSSION	580.00
015003	07-12-2006	CITY OF THRALL	DISTRICT	199-51-6259.00-999-699000	JUNE WATER USE	4,467.70
015004	07-13-2006	ASG SECURITY	DISTRICT	199-51-6299.00-999-699000	SECURITY MONITORING SERVI	171.80
015005	07-13-2006	ATMOS ENERGY	DISTRICT	199-51-6259.03-999-699000	JUNE 06 CONSUMPTION	237.64
015006	07-13-2006	BUG AWAY PEST CONTROL LTD	DISTRICT	199-51-6249.01-999-699000	PEST CONTROL/JUL.Y 06	204.50
015007	07-13-2006	CINTAS CORPORATION #86	DISTRICT	199-51-6319.00-999-699000	MATS & MOPHEADS JUNE 06	326.40
		CINTAS CORPORATION #86	DISTRICT	199-51-6319.01-999-699000	UNIFORMS/JUNE	183.80
<b>Totals for Check 015007</b>						<b>510.20</b>
015008	07-13-2006	CONSTRUCTION RENT A FENCE I	DISTRICT	199-51-6249.01-999-699000	EMERGENCY CALL & FENCE G/	1,245.00
015009	07-13-2006	EASTBAY	DISTRICT	199-36-6399.01-999-691000	VOLLEYBALL	402.36
015010	07-13-2006	FLOYD'S GLASS CO.	DISTRICT	199-51-6319.01-999-699000	MIRROR CLIPS	2.90
015011	07-13-2006	FLOYDS GLASS CO	DISTRICT	199-51-6249.02-999-699000	CAFETERIA DOOR GLASS & RE	592.05
015012	07-13-2006	HENSLEE,FOWLER,HEPWORTH & SCHOOL BOARD		199-41-6211.00-702-699000	THROUGH JUNE 20TH	1,170.00
015013	07-13-2006	HOME DEPOT SUPPLY	DISTRICT	199-51-6319.01-999-699000	FLOURESCENT BULBS/SUPPLII	636.47
015014	07-13-2006	HOME DEPOT	DISTRICT	199-51-6249.02-999-699000	BLDG TRADES CLASSRM REPA	130.64
015015	07-13-2006	JOSTENS	THRALL H S	199-11-6499.00-001-611000	REORDER T. LOPEZ DIPLOMA	8.89
015016	07-13-2006	WILLIAM A GOULDIE	DISTRICT	199-51-6319.01-999-699000	PART FOR GOLF CART	7.00
015017	07-13-2006	LINDELL, INC.	DISTRICT	199-34-6311.00-999-699000	DIESEL	592.61
015018	07-13-2006	LONGHORN INTL EQUIPMENT INC	DISTRICT	199-34-6249.00-999-699000	TRAVEL BUS	560.30
015019	07-13-2006	M & A TECHNOLOGY INC	INDIRECT COSTS	199-41-6399.60-750-699000	LOGO'D PEN DRIVES	380.00
015020	07-13-2006	M & M EXCAVATING	DISTRICT	199-51-6319.02-999-699000	GRAVEL FOR AG BLDG	125.00
015021	07-13-2006	MOSS TRUE VALUE	DISTRICT	199-51-6319.01-999-699000	PLIER & TOOL HOLDER	5.49
		MOSS TRUE VALUE	DISTRICT	199-51-6319.01-999-699000	DEEP WOODS & TOOL HOLDEF	11.48
<b>Totals for Check 015021</b>						<b>16.97</b>
015022	07-13-2006	OFFICE DEPOT	THRALL H S	199-11-6399.60-001-611000	FAX CARTRIDGES	66.22
015023	07-13-2006	PROGRESSIVE OFFICE SYSTEMS	THRALL H S	199-11-6269.00-001-611000	COPIER USE	64.37
		PROGRESSIVE OFFICE SYSTEMS	THRALL M S	199-11-6269.00-042-611000	COPIER USE	64.37
		PROGRESSIVE OFFICE SYSTEMS	INDIRECT COSTS	199-41-6249.00-750-699000	COPIER USE	29.44
<b>Totals for Check 015023</b>						<b>158.18</b>
015024	07-13-2006	REGION XIII ESC	DISTRICT	199-34-6239.00-999-699000	G. DICKERSON REFRESHER CC	35.00
		REGION XIII ESC	DISTRICT	240-35-6411.00-999-699000	SUMMER WORKSHOP	105.00
		REGION XIII ESC	DISTRICT	240-35-6499.00-999-699000	JUNE 1 CAFE WKSHOP (4)	60.00
<b>Totals for Check 015024</b>						<b>200.00</b>
015025	07-13-2006	SHERWIN WILLIAMS	DISTRICT	199-51-6249.02-999-699000	PAINT FOR GYM	870.60
015026	07-13-2006	STAPLES BUSINESS ADVANTAGE	THRALL M S	199-11-6399.00-042-623000	SUPPLIES	29.86
		STAPLES BUSINESS ADVANTAGE	THRALL H S	199-23-6399.00-001-699000	CALCULATOR & VIEW BINDER	13.79
		STAPLES BUSINESS ADVANTAGE	THRALL M S	199-23-6399.00-042-699000	CALCULATOR & VIEW BINDER	13.79

For the Month of July

Check Nbr	Check Date	Payee	Organization	Fnd-Fnc-Obj.	So-Obj	Reason	Amount
015026	07-13-2006	STAPLES BUSINESS ADVANTAGE	INDIRECT COSTS	199-41-6399.00-750-699000		SUPPLIES	85.28
						<b>Totals for Check 015026</b>	<b>142.72</b>
015027	07-13-2006	STRATEGIC ENERGY	DISTRICT	199-51-6259.02-999-699000		DISTRICT ELECTRIC JUNE 06	6,343.73
015028	07-13-2006	TAYLOR TIRE CENTER	DISTRICT	199-51-6249.03-999-699000		NEW TIRE & REPAIR FLAT	111.93
015029	07-13-2006	LONNIE R. JONES	DISTRICT	199-51-6319.01-999-699000		PROJECT SUPPLIES & MATERI	327.79
015030	07-13-2006	TRACTOR SUPPLY	DISTRICT	199-34-6319.00-999-699000		MAT FOR SUBURBAN STALL	37.95
015031	07-13-2006	VICS HEAT & AIR	DISTRICT	240-35-6249.00-999-699000		CAFETERIA OUTSIDE FREEZES	234.50
015032	07-13-2006	WALMART	DISTRICT	199-34-6631.01-999-699000		HITCH/LOCK NEW SUBURBAN	57.60
		WALMART	DISTRICT	199-51-6249.02-999-699000		HITCH/LOCK NEW SUBURBAN	11.62
						<b>Totals for Check 015032</b>	<b>69.22</b>
015033	07-13-2006	WILLIAMSON COUNTY SHERIFF'S	DISTRICT	199-51-6299.00-999-699000		FALSE ALARM FEE 07/01	75.00
015034	07-17-2006	A-LINE AUTO PARTS	DISTRICT	199-34-6319.00-999-699000		SUMMER MAINTENANCE	1,262.36
015035	07-17-2006	B & B ATHLETIC SUPPLY	DISTRICT	199-36-6399.06-999-691000		GAMEBALLS/SHOES-JRH&HS	2,172.10
015036	07-17-2006	KEITH BROWN	INDIRECT COSTS	199-41-6411.00-750-699000		TASB BOARD BOOK TRAINING	45.00
015037	07-17-2006	CARRIAGE HOUSE	THRALL EL	199-11-6499.01-101-611000		AWARDS DAY BALLOONS & AR	129.40
015038	07-17-2006	J & M AUTO & MACHINE SHOP	DISTRICT	199-34-6249.00-999-699000		SMALL BUS PARTS & LABOR	248.67
015039	07-17-2006	LUNCHBYTE SYSTEMS, INC.	DISTRICT	240-35-6399.60-999-699000		06-07 NUTRIKIDS POS SFTWAR	735.00
015040	07-17-2006	PITNEY BOWES	THRALL H S	199-11-6399.00-001-623000		SPECIAL ED POSTAGE	11.82
		PITNEY BOWES	THRALL M S	199-11-6399.00-042-623000		SPECIAL ED POSTAGE	11.82
		PITNEY BOWES	THRALL EL	199-11-6399.00-101-623000		SPECIAL ED POSTAGE	11.82
		PITNEY BOWES	INDIRECT COSTS	199-41-6399.01-750-699000		06/19 POSTAGE REFILL-SP ED I	169.54
		PITNEY BOWES	INDIRECT COSTS	199-41-6399.01-750-699000		ACCOUNT ACCESS/ANNUAL FE	35.00
						<b>Totals for Check 015040</b>	<b>240.00</b>
015041	07-17-2006	PITNEY BOWES	THRALL H S	199-11-6269.01-001-611000		POSTAGE METER LEASE PYMT	212.00
015042	07-17-2006	TAYLOR LUBE CENTER	DISTRICT	199-34-6249.00-999-699000		INSPECTIONS/#50,36,34,39,38	62.50
015043	07-17-2006	VERIZON SOUTHWEST	DISTRICT	199-51-6259.01-999-699000		DISTRICT SERVICE JUNE 06	1,305.99
015044	07-18-2006	ELIZABETH MORRISON	THRALL H S	199-36-6411.02-001-699000		MEALS, MILES/PARKING, LODG	329.59
015045	07-18-2006	TAYLOR EQUIPMENT	DISTRICT	199-51-6249.03-999-699000		SERVICE NEW MOWER	49.76
015046	07-18-2006	TAYLOR EQUIPMENT	DISTRICT	199-51-6631.00-999-699000		NEW KUBOTA & CANOPY	3,975.00
015047	07-19-2006	KEITH BROWN	DISTRICT	199-34-6311.00-999-699000		P/U DONATED FURNITURE	110.16
015048	07-19-2006	GREEN OAKS	THRALL H S	199-11-6411.72-001-622000		FCS CONFERENCE LODGING	277.95
015049	07-19-2006	BETH SPEER	THRALL H S	199-11-6411.72-001-622000		MEALS FOR CONFERENCE	73.00
015050	07-27-2006	KEITH BROWN	SUPT OFFICE	199-41-6411.00-701-699000		MILEAGE TO GEORGTWN & AU	59.55
015051	07-27-2006	MAC EDWARDS	THRALL H S	199-23-6411.00-001-699000		REIMBURSEMNT FOR G'TWN	12.67
		MAC EDWARDS	THRALL M S	199-23-6411.00-042-699000		REIMBURSEMNT FOR G'TWN	12.68
						<b>Totals for Check 015051</b>	<b>25.35</b>
015052	07-27-2006	FAST ADVERTISING INC	THRALL H S	199-11-6499.00-001-611000		TEXAS SCHOLAR GRAD AWARI	193.52



Date Run: 08-01-2006 3:47 PM  
Cnty Dist: 246-912  
From To

Check Payments Fund Summary  
Thrall ISD

Program: FIN1300  
Page: 1 of 1  
File ID: C

For the Month of July

Check Nbr	Check Date	Payee	Organization	Fnd-Fnc-Obj.So-Org-Prg	Reason	Amount
					Totals for Fund 199 / 6	33,719.42
					Totals for Fund 240 / 6	1,134.50
					Totals for Fund 711 / 6	600.00
					Totals for Fund 755 / 6	32.77
					Totals for Fund 863 / 6	8,676.87
					Totals For Checks	44,163.56

Estimated Number Of Unpaid Checks To Print: 0

End of Report



# THRALL INDEPENDENT SCHOOL DISTRICT

Central Administration

[www.thrallisd.com](http://www.thrallisd.com)

(512) 898-0062 ~ Fax (512) 898-5349 ~ 201 S. Bounds ~ Thrall, Texas 76578



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Elementary (512) 898-5293 – Elementary Fax (512) 898-2879 – High School/Middle (512) 898-5193 – HS/MS Fax (512) 898-2132

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## Action Sheet Budget Update

1. Ms. Fox and Mr. Brown will review the proposed Budget for the 2006-2007 school year with the Board if needed.

**BUDGET COMPARISON**  
**2005-2006 Original and Amended Budget**  
**2006-2007 Proposed Budget**

08/09/06

	2005-2006 ORIGINAL BUDGET	2005-2006 AMENDED BUDGET	2006-2007 PROPOSED BUDGET
<b>FUND 199 LOCAL MAINTENANCE</b>			
<b>REVENUES</b>			
Local	\$1,726,730	\$1,787,230	1,694,740
State	\$2,029,539	\$2,048,539	2,537,396
Federal	\$0	\$0	0
<b>OTHER RESOURCES</b>	\$0	\$292,497	0
<b>TOTAL REVENUES (199)</b>	<b>\$3,756,269</b>	<b>\$4,128,266</b>	<b>4,232,136</b>
<b>EXPENDITURES</b>			
<b>10 Instruction &amp; Related Services</b>			
11 Instruction	\$2,093,000	\$2,100,155	2,322,313
12 Inst. Resources & Media Serv	\$134,875	\$64,540	72,297
13 Curriculum & Staff Development	\$5,000	\$56,595	62,744
Total 10 Instruction & Related Services	<b>\$2,232,875</b>	<b>\$2,221,290</b>	<b>2,457,354</b>
<b>20 Instruction &amp; School Leadership</b>			
23 School Leadership	\$159,573	\$159,573	161,612
Total 20 Instruction & School Leadership	<b>\$159,573</b>	<b>\$159,573</b>	<b>161,612</b>
<b>30 Support Services, Student</b>			
31 Guidance, Counseling, Eval Svc	\$65,089	\$76,724	82,525
33 Health Services	\$42,859	\$42,859	48,838
34 Student Transportation	\$188,144	\$343,229	230,477
36 Co/Extracurricular Activities	\$212,346	\$243,546	246,608
Total 30 Support Services, Student	<b>\$508,438</b>	<b>\$706,358</b>	<b>608,448</b>
<b>40 Administration</b>			
41 Administration	\$251,971	\$253,521	276,251
Total 40 Administration	<b>\$251,971</b>	<b>\$253,521</b>	<b>276,251</b>
<b>50 Support Services, Non-Student</b>			
51 Plant Maintenance/Operations	\$406,261	\$532,108	526,692
52 Security & Monitoring Services	\$6,000	\$6,000	6,000
53 Data Processing Services	\$47,784	\$47,784	46,689
Total 50 Support Services, Non-Student	<b>\$460,045</b>	<b>\$585,892</b>	<b>579,381</b>
<b>70 Debt Service</b>			
71 Debt Service	\$0	\$49,265	48,090
Total 70 Debt Service	<b>\$0</b>	<b>\$49,265</b>	<b>48,090</b>
<b>80 Facilities Acquisition &amp; Construction</b>			
81 Facilities Construction	\$0	\$59,159	0
Total 80 Facilities Acquisition & Const.	<b>\$0</b>	<b>\$59,159</b>	<b>0</b>
<b>90 Intergovernmental Charges</b>			
93 Payments-Shared Services	\$90,000	\$80,000	75,000
95 Payments to JJAEP	\$23,000	\$23,000	26,000
Total 90 Intergovernmental Charges	<b>\$113,000</b>	<b>\$103,000</b>	<b>101,000</b>
<b>OTHER USES</b>	<b>\$30,367</b>	<b>\$30,367</b>	<b>0</b>
<b>TOTAL EXPENDITURES (199)</b>	<b>\$3,725,902</b>	<b>\$4,168,425</b>	<b>4,232,136</b>
	<b>\$0</b>	<b>-\$40,159</b>	<b>0</b>

**BUDGET COMPARISON**  
**2005-2006 Original and Amended Budget**  
**2006-2007 Proposed Budget**

08/09/06

	2005-2006 ORIGINAL BUDGET	2005-2006 AMENDED BUDGET	2006-2007 PROPOSED BUDGET
<b>FUND 240 CAFETERIA</b>			
<b>REVENUES</b>			
Local	\$90,000	\$90,000	115,000
State	\$2,000	\$2,000	1,800
Federal	\$64,000	\$64,000	75,000
<b>OTHER RESOURCES</b>	<b>\$30,367</b>	<b>\$30,367</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b>\$186,367</b>	<b>\$186,367</b>	<b>191,800</b>
<b>EXPENDITURES</b>			
35 Food Service	\$186,367	\$186,367	191,800
<b>TOTAL EXPENDITURES</b>	<b>\$186,367</b>	<b>\$186,367</b>	<b>191,800</b>
			<b>0</b>
<b>FUND 599 DEBT SERVICE</b>			
<b>REVENUES</b>			
Local	\$133,403	\$133,403	147,240
State	\$78,143	\$78,143	66,508
<b>TOTAL REVENUES</b>	<b>\$211,546</b>	<b>\$211,546</b>	<b>213,748</b>
<b>EXPENDITURES</b>			
71 Debt Service	\$273,872	\$273,872	280,000
<b>TOTAL EXPENDITURES</b>	<b>\$273,872</b>	<b>\$273,872</b>	<b>280,000</b>
	<b>-\$62,326</b>	<b>-\$62,326</b>	<b>-66,252</b>
<b>FUND 616 CAPITAL PROJECTS</b>			
<b>REVENUES</b>			
Local	\$2,000	\$4,000	0
<b>OTHER RESOURCES</b>			<b>0</b>
<b>TOTAL REVENUES</b>	<b>\$2,000</b>	<b>\$4,000</b>	<b>0</b>
<b>EXPENDITURES</b>			
81 Facilities Acquisition & Construction	\$311,219	\$313,219	0
<b>TOTAL EXPENDITURES</b>	<b>\$311,219</b>	<b>\$313,219</b>	<b>0</b>
	<b>-\$309,219</b>	<b>-\$309,219</b>	<b>0</b>

# BUDGET COMPARISON

08/09/06

## 2005-2006 Original and Amended Budget 2006-2007 Proposed Budget

### 7/17/2006

Proposed Budget built using 517 ADA and 6th Six Week #s for Spec Prgms (ESL, Spec Ed, Career Tech, Comp Ed, GT) and based on an M&O tax rate of \$1.37 and an I&S tax rate of \$0.12.

Includes : All salary increases as approved by the Board in addition to approved salary increase per HB1 and new TEA scale for teachers, nurse, counselors, and librarian.

Reasons for Increase in Expenditures by Function:

#### FUND 199

- 11 - Teacher Salary Increase (pay step + legislative increase), Teacher Aide pay increase (pay step + Board approved 3%) - \$144,277; Addn of Spec Ed Aide - \$12,000; Class Size Reduction Salary - \$75,061; JR3 salary increase \$3,470; Elem Testing Matls - \$2,500; Saxon Math (Elem)-\$5,000; HS Furniture (Comp. Lab chairs)-\$5000
- 12 - Librarian salary increase (legislative increase)-\$4,000; Elem Library Books-\$1,000; Region 13 Media Services -\$2,000 (underestimated in 05-06)
- 13 - Substitutes for Staff professional development - \$3,000; Tech Coordinator salary increase (legislative increase) - \$3,000
- 23 -
- 31 - MS/HS Counselor-full time counselor salary not split as teacher/counselor, Counselor salary increase (pay step + legislative increase) - \$17,750.
- 33 - Nurse salary increase (pay step + legis. increase) - \$4,800; Wellness Pgm-\$1,000
- 34 - New Bus - \$40,000; Fuel - \$20,000; Repairs/Supplies - \$6,000
- 36 - UIL Stipends -\$2,000; UIL Supplies-\$1,400; Cheerleader Uniforms/Supplies-\$2,000
- 41 - Admin salary increase as approved by Board - \$10,300; Board Tech Equip-\$4,500; Election Expense - \$1,800; Records Management - \$5,000
- 51 - Maint/Custodial pay increase (pay step + board approved 3% + increase custodial days from 226 to 240) - \$9,000; Grounds Upkeep/Supplies - \$6,000; Building Repairs \$15,000; Custodial Supplies - \$6,000; Maint Supplies-\$10,000; Bldg Improvements-\$40,000; Water/Sewer - \$25,500; Electricity - \$8,450; Gas -\$5,000
- 52 -
- 53 -
- 71 -
- 81 -
- 93 -
- 95 - JJAEP Tuition - \$3,000

### 8/9/2006

**State Revenues** - decrease by \$41,250 for High School Allotment (Fund 429).

- 11- Decrease Teacher Salary for Part Time Teacher, Class Size Redn Teacher; Add Saxon Phonics \$2,000
- 31 - Decrease Elem Counselor Salary for Part Time Elem Counselor (132 days)