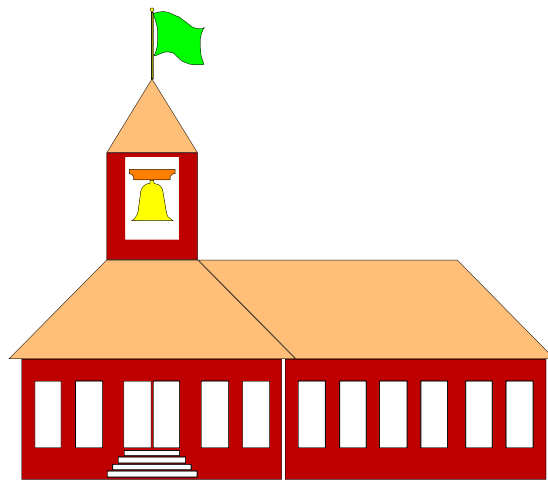


# **Groesbeck ISD**



## **Regular Meeting**

**Monday, November 18, 2019**

**6:00 PM**

# Agenda of Regular Meeting

## The Board of Trustees Groesbeck ISD

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A Regular Meeting of the Board of Trustees of Groesbeck ISD will be held November 18, 2019, beginning at 6:00 PM in the Board Room, 1202 N. Ellis, Groesbeck, Texas 76642.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

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VI. STUDENT RECOGNITION	9
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VIII. PUBLIC HEARING, AND DISCUSSION AND POSSIBLE ACTION ON FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS (FIRST) Presenter: Lisa McKinnon	19
IX. REVIEW THE PLAN OF FINANCE AND SCHEDULE OF EVENTS FOR THE SALE AND ISSUANCE OF BONDS AND TAKE ACTION TO AUTHORIZE THE ADMINISTRATION AND FINANCIAL ADVISOR TO PROCEED WITH THE BOND SALE Presenter: Dr. James Cowley	25
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APPRAISAL DISTRICT BOARD OF DIRECTORS BALLOT

Presenter: Dr. James B. Cowley

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Presenter: Dr. James Cowley

XIV. DISCUSSION AND POSSIBLE ACTION ON FIRST READING OF TASB POLICY UPDATE 114	61
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AF (LEGAL) AG (LEGAL) AIB (LEGAL) AIC (LEGAL) B (LEGAL) BAA (LEGAL) BBA (LEGAL) BBBA (LEGAL) BBBB (LEGAL) BBD (LEGAL) BBFA (LEGAL) BBI (LEGAL) BDAE (LEGAL) BDAF (LEGAL) BE (LEGAL) BED (LEGAL) BJCB (LEGAL) BJCD (LEGAL) BQ (LEGAL) BR (LEGAL) C (LEGAL) CBA (LEGAL) CCA (LEGAL) CCG (LEGAL) CCGA (LEGAL) CCH (LEGAL) CDA (LEGAL) CE (LEGAL) CFC (LEGAL) CFEA (LEGAL) CH (LEGAL) CK (LEGAL) CKC (LEGAL) CKD (LEGAL) CKE (LEGAL) CKEA (LEGAL) CKEB (LEGAL) CKEC (LEGAL) CL (LEGAL) CMD (LEGAL) CNA (LEGAL) CNC (LEGAL) CPC (LEGAL) CQ (LEGAL) CQA (LEGAL) CQB (LEGAL) CQC (LEGAL) CRG (LEGAL) CV (LEGAL) D (LEGAL) DAA (LEGAL) DBAA (LEGAL) DC (LEGAL) DEA (LEGAL) DEAA (LEGAL) DEB (LEGAL) DEC (LEGAL) DF (LEGAL) DG (LEGAL) DH (LEGAL) DHB (LEGAL) DHC (LEGAL) DMA (LEGAL) DNA (LEGAL) DNB (LEGAL) DP (LEGAL) EA (LEGAL) EB (LEGAL) EC (LEGAL) EEB (LEGAL) EEM (LEGAL) EF (LEGAL) EHAA (LEGAL) EHAB (LEGAL) EHAC (LEGAL) EHBA (LEGAL) EHBAC (LEGAL) EHBAB (LEGAL) EHBB (LEGAL) EHBC (LEGAL) EHBF (LEGAL) EHBG (LEGAL) EHBK (LEGAL) EHDD (LEGAL) EIC (LEGAL) EIF (LEGAL) EK (LEGAL) EKB (LEGAL) EL (LEGAL) F (LEGAL) FB (LEGAL) FD (LEGAL) FDC (LEGAL) FEB (LEGAL) FED (LEGAL) FFAC (LEGAL) FFAD (LEGAL) FFAF (LEGAL) FFB (LEGAL) FFBA (LEGAL) FFE (LEGAL) FFG (LEGAL) FM (LEGAL) FNCC (LEGAL) FNCE (LEGAL) FNCG (LEGAL) FNG (LEGAL) FO (LEGAL) FOA (LEGAL) FOB (LEGAL) FOC (LEGAL) FOCA (LEGAL) FOD (LEGAL) FODA (LEGAL) GA (LEGAL) GB (LEGAL) GBA (LEGAL) GBAA (LEGAL) GKA (LEGAL) GNB (LEGAL) GRAA (LEGAL) GRAA (EXHIBIT) GRB (LEGAL) GRC (LEGAL)

Presenter: Dr. James Cowley

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Presenter: Dr. James Cowley

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## Call to Order

The meeting will come to order at Time of Meeting on Date of Meeting.

There is a quorum of board members present and it has been posted according to the open meetings act.

The following members present are: Members and those absent, if any, are Member(s).

## Pledge to the Texas Flag

Honor the Texas Flag:  
I pledge allegiance to thee,  
Texas, one state under God,  
one and indivisible.

# **Groesbeck Independent School District**



## **Mission Statement**

**The Mission of Groesbeck ISD is to ensure that every student achieves maximum potential.**

## **District Goals**

### **Groesbeck ISD has:**

- **All students exceeding state and federal performance standards.**
- **Supportive parents and community members proactively involved in the education of our students.**
- **Highly competent faculty and staff maintaining a quality education in a diverse and changing environment.**
- **Modern and well-maintained facilities meeting the current and projected educational needs of all students.**

Groesbeck Independent School District

**PUBLIC COMMENT**

(Agenda/Non-Agenda Items)

GISD Board will take comments on agenda and non-agenda items.

\*\*\*\*\*

**Public Participation Must Be Allowed:** A governmental body, including a school board, must allow each member of the public who desires to address the body regarding an item on an agenda for an open meeting to address the body regarding the item at the meeting before or during the body's consideration of the item.

**Reasonable Rules:** A governmental body may adopt reasonable rules regarding the public's right to address the body, including rules that limit the total amount of time that a member of the public may address the body on a given agenda item.

*Time limits are 3 minutes per speaker and 6 minutes for additional time for live translation. If comments take longer than 30 minutes, the public comments section of the agenda will be moved to or continued at the end of the Board meeting.*

**Additional Time for Live Translation:** If a governmental body does not use simultaneous translation equipment in a manner that allows the body to hear the translated public testimony simultaneously, and adopts reasonable rules concerning the public's right to address the body, then any rule limiting the amount of time for a member of the public to address the governmental body must provide at least twice the amount of time for non-English speakers who need a translator to ensure the same opportunities to speak.

**May Not Prohibit Public Criticism:** A governmental body may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service. This prohibition does not apply to public criticism that is otherwise prohibited by law.

**District Rules:** It is the practice of this District and the Board of Trustees that issues regarding individual personnel or students should not be discussed during the open meeting portion of a Board meeting. This District provides a grievance process for complaints about individual personnel and/or students and the Board desire that the grievance process be followed when discussing personnel or students and to have respect of the individual(s) and privacy concerns.

The Public Comment portion of the meeting is not designed for the Board to discuss matters with the Public or for the Public to debate matters between themselves in front of the Board. The Board must follow the Texas Open Meetings Act and abide by the constraints of the posted Agenda.

At the Board's option, specific factual information or recitation of existing policy may be furnished by the Board in response to public comments, but the Board may not deliberate, discuss, or make any decision on any subject not on the agenda during this time. If anyone desires to have the Board consider any item of concern and take action on that item, especially regarding issues pertaining to individual personnel or students, the grievance process should be followed to allow the matter to be properly brought before the Board for action.

## **Student Recognition**

Enge-Washington Intermediate 6<sup>th</sup> Grade Students entered the Lions Club “Peace Poster Contest”

### **Poster Winners:**

1<sup>st</sup> Place – Lillian Henderson

2<sup>nd</sup> Place – Rylee Milstead

3<sup>rd</sup> Place – Brittyn Bradley

### **Honorable Mention:**

NaKyra Hardaway

Kaleigh Wolf

**ACTION ITEM: PRESENTATION OF THE 2018-2019 AUDIT REPORT BY KIRK & RICHARDSON, P.C.**

**INFORMATION:**

Kirk & Richardson, P.C. will present the Groesbeck ISD audit report for the 2018-2019 school year.

The complete audit report is uploaded in the Extras on BoardBook.

**RECOMMENDED MOTION:**

No action unless needed.

**BOARD ACTION:**

No action unless needed.

# Kirk & Richardson, P.C.

Members of the American Institute of Certified Public Accountants  
Governmental Audit Quality Center

November 15, 2019

To the Board of Trustees  
Groesbeck Independent School District  
1202 N. Ellis  
Groesbeck, Texas 76642

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Groesbeck Independent School District (the "District") for the year ended August 31, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 2, 2019. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Matters

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in the Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the District's financial statements was:

Management's estimate of state foundation revenue earned is based on values and data for each of the factors in the formula known as of the date of the audit report. We evaluated the key factors and assumptions used to develop estimated revenue in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the allowance for doubtful accounts is based on historical local property tax revenues, historical loss levels, and an analysis of the collectability of individual accounts. We

evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statements disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 15, 2019.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves the application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

## *Other Audit Findings or Issues*

### FIRST Rating Public Notices

The District did not post FIRST Rating public notice in a newspaper as required by Chapter 109. Budgeting, Accounting, and Auditing, Subchapter AA. Commissioner's Rules Concerning Financial Accountability Section 109.1001. Financial Accountability Ratings, Sub-section (q) (4).

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to Management's Discussion and Analysis, Exhibit G-1 – Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund, Exhibit G-6 – Schedule of the District's Proportionate Share of the Net Pension Liability – Teachers Retirement System of Texas, Exhibit G-7 – Schedule of District Contributions – Teachers Retirement System of Texas, Exhibit G-8 – Schedule of the District's Proportionate Share of the Net OPEB Liability – Teachers Retirement System of Texas, and Exhibit G-9 – Schedule of District Contributions for Other Postemployment Benefits – Teacher Retirement System of Texas which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Combining Schedules and Required Texas Education Agency Schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the District's Board of Trustees, management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Kirk & Richardson, P.C.*

Kirk & Richardson, P.C.

SCHOOLS FIRST QUESTIONNAIRE

GROESBECK INDEPENDENT SCHOOL DISTRICT

Fiscal Year 2019

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SF2	Were there any disclosures in the Annual Financial Report and/or other sources of information concerning nonpayment of any terms of any debt agreement at fiscal year end?	No
SF4	Was there an unmodified opinion in the Annual Financial Report on the financial statements as a whole?	Yes
SF5	Did the Annual Financial Report disclose any instances of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds?	No
SF6	Was there any disclosure in the Annual Financial Report of material noncompliance for grants, contracts, and laws related to local, state, or federal funds?	No
SF7	Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?	Yes
SF8	Did the school district not receive an adjusted repayment schedule for more than one fiscal year for an over allocation of Foundation School Program (FSP) funds as a result of a financial hardship?	Yes
SF10	Total accumulated accretion on CABs included in government-wide financial statements at fiscal year-end.	
SF11	Net Pension Assets (1920) at fiscal year-end.	
SF12	Net Pension Liabilities (2540) at fiscal year-end.	5,386,475
SF13	Pension Expense (6147) at fiscal year-end.	

# Kirk & Richardson, P.C.

Members of the American Institute of Certified Public Accountants  
Governmental Audit Quality Center

November 15, 2019

Board of Trustees  
Groesbeck Independent School District  
1202 N. Ellis  
Groesbeck, Texas 76642

Dear Board Members:

Attached for your information and review are schedules comparing the 2018/19 school year with prior years. The following summarizes the significant changes in revenues and expenditures as compared to the 2017/18 school year.

## REVENUES

Source	Amount Change From 2017/18	Percent Change From 2017/18
Local	\$(304,541)	(23.2)
State	(1,659,610)	(40.8)

## EXPENDITURES BY OBJECT

Professional & contracted services	\$(1,059,747)	(24.3)
Supplies & materials expense	(179,184)	(19.4)

## EXPENDITURES BY FUNCTION

Instruction	\$(905,090)	(9.8)
Facilities maintenance & operations	(628,539)	(22.9)
Intergovernmental charges	(240,576)	(12.8)

On August 31, 2019, your total fund balance in the General Fund was \$5,447,787 a decrease of \$588,235 from the previous year. Your August 31, 2019 fund balance was the equivalent of 3.8 months of operating expenditures, a decrease of 0.1 months from the prior year.

Sincerely,

*Kirk & Richardson, P.C.*

Kirk & Richardson, P.C.

**GROESBECK INDEPENDENT SCHOOL DISTRICT  
ANALYSIS OF REVENUES, EXPENDITURES, AND FUND BALANCE  
- GENERAL FUND**

**FOR THE YEARS ENDED AUGUST 31**

	2019		2018		CHANGE	
	\$	%	\$	%	\$	%
<b>REVENUES:</b>						
Local	13,515,550	83.0	13,820,091	75.1	(304,541)	(2.2)
State	2,410,420	14.8	4,070,030	22.1	(1,659,610)	(40.8)
Federal	348,459	2.1	513,931	2.8	(165,472)	(32.2)
Total	<u>16,274,429</u>	<u>100.0</u>	<u>18,404,052</u>	<u>100.0</u>	<u>(2,129,623)</u>	<u>(11.6)</u>
<b>EXPENDITURES (BY OBJECT):</b>						
Payroll	12,585,284	73.9	12,732,332	68.5	(147,048)	(1.2)
Professional & Contract Services	3,299,987	19.4	4,359,734	23.5	(1,059,747)	(24.3)
Supplies & Materials Expenses	742,543	4.4	921,727	5.0	(179,184)	(19.4)
Other Operating	326,843	1.9	371,203	2.0	(44,360)	(12.0)
Debt Service	0	0.0	0	0.0	0	-
Capital Outlay - Land, Building, & Equipment	65,516	0.4	204,405	1.1	(138,889)	(67.9)
Total	<u>17,020,173</u>	<u>100.0</u>	<u>18,589,401</u>	<u>100.0</u>	<u>(1,569,228)</u>	<u>(8.4)</u>
<b>EXPENDITURES (BY FUNCTION):</b>						
Instruction	8,323,159	48.9	9,228,249	49.6	(905,090)	(9.8)
Instructional Resources & Media Services	99,484	0.6	183,082	1.0	(83,598)	(45.7)
Curriculum Dev. & Instructional Staff Dev.	110,669	0.7	76,567	0.4	34,102	44.5
Total Instruction & Instructional-Related Ser	<u>8,533,312</u>	<u>50.1</u>	<u>9,487,898</u>	<u>51.0</u>	<u>(954,586)</u>	<u>(10.1)</u>
Instructional Leadership	174,511	1.0	157,914	0.8	16,597	-
School Leadership	867,740	5.1	791,942	4.3	75,798	9.6
Total Instructional & School Leadership	<u>1,042,251</u>	<u>6.1</u>	<u>949,856</u>	<u>5.1</u>	<u>92,395</u>	<u>9.7</u>
Guidance, Counseling & Evaluation Services	673,474	4.0	586,774	3.2	86,700	14.8
Social Work Services	43,296	0.3	36,852	0.2	6,444	0.0
Health Services	195,353	1.1	182,045	1.0	13,308	7.3
Student (Pupil) Transportation	898,846	5.3	776,633	4.2	122,213	15.7
Food Service	0	0.0	0	0.0	0	-
Extracurricular Activities	864,065	5.1	925,415	5.0	(61,350)	(6.6)
Total Support Services-Student(Pupil)	<u>2,675,034</u>	<u>15.7</u>	<u>2,507,719</u>	<u>13.5</u>	<u>167,315</u>	<u>6.7</u>
General Administration	616,600	3.6	702,120	3.8	(85,520)	(12.2)
Facilities Maintenance & Operations	2,111,589	12.4	2,740,128	14.7	(628,539)	(22.9)
Security & Monitoring Services	35,443	0.2	32,226	0.2	3,217	-
Data Processing Services	103,848	0.6	204,258	1.1	(100,410)	(49.2)
	<u>2,250,880</u>	<u>13.2</u>	<u>2,976,612</u>	<u>16.0</u>	<u>(725,732)</u>	<u>(24.4)</u>
Community Services	262,575	1.5	85,099	0.5	177,476	208.6
Debt Services	0	0.0	0	0.0	0	-
Facilities Acquisition & Construction	0	0.0	0	0.0	0	0.0
Intergovernmental Charges	1,639,521	9.6	1,880,097	10.1	(240,576)	(12.8)
Total	<u>17,020,173</u>	<u>100.0</u>	<u>18,589,401</u>	<u>100.0</u>	<u>(1,569,228)</u>	<u>(8.4)</u>
<b>ENDING FUND BALANCE:</b>						
	<u>5,447,787</u>		<u>6,036,022</u>		<u>(588,235)</u>	<u>(9.7)</u>
<b>FUND BALANCE RATIO:</b>						
OPERATING EXPENDITURES	<u>3.8</u>		<u>3.9</u>		<u>(0.1)</u>	<u>(2.6)</u>
<b>REFINED ADA:</b>						
	<u>1,559</u>		<u>1,671</u>		<u>(112)</u>	<u>(6.7)</u>

**CERTIFICATE OF THE BOARD**

Groesbeck Independent School District  
Name of School District

Limestone  
County

147-902  
Co.-Dist. Number

We, the undersigned, certify that the attached annual financial reports of the above named school district were reviewed and (check one) \_\_\_\_\_ approved \_\_\_\_\_ disapproved for the year ended August 31, 2019, at a meeting of the board of trustees of such school district on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Signature of Board Secretary

\_\_\_\_\_  
Signature of Board President

If the board of trustees disapproved of the auditor's report, the reason(s) for disapproving it is (are): (attach list as necessary)

**ACTION ITEM:       DISCUSSION AND POSSIBLE ACTION ON FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS (FIRST) AND PUBLIC HEARING**

**INFORMATION:**

The state’s school financial accountability rating system, known as the School Financial Integrity Rating System of Texas (FIRST), ensures that Texas public schools are held accountable for the quality of their financial management practices and that they improve those practices. The system is designed to encourage Texas public schools to better manage their financial resources to provide the maximum allocation possible for direct instructional purposes.

**RECOMMENDED MOTION:**

Approve the Financial Integrity Rating System of Texas as presented.

**BOARD ACTION:**

Move to approve the Financial Integrity Rating System of Texas as presented.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Approved / Disapproved



**Financial Integrity Rating System of Texas**

**2018-2019 RATINGS BASED ON SCHOOL YEAR 2017-2018 DATA - DISTRICT STATUS DETAIL**

<b>Name:</b> GROESBECK ISD(147902)	<b>Publication Level 1:</b> 8/7/2019 3:33:27 PM
<b>Status:</b> Passed	<b>Publication Level 2:</b> 8/8/2019 2:06:12 PM
<b>Rating:</b> A = Superior	<b>Last Updated:</b> 8/8/2019 2:06:12 PM
<b>District Score:</b> 94	<b>Passing Score:</b> 60

#	Indicator Description	Updated	Score
1	<u>Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?</u>	8/5/2019 11:56:33 PM	Yes
2	Review the AFR for an unmodified opinion and material weaknesses. The school district must pass 2.A to pass this indicator. The school district fails indicator number 2 if it responds "No" to indicator 2.A. or to both indicators 2.A and 2.B.		
2.A	<u>Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)</u>	8/5/2019 11:56:33 PM	Yes
2.B	<u>Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.)</u>	8/5/2019 11:56:33 PM	Yes
3	<u>Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between</u>	8/5/2019 11:56:34 PM	Yes

	<u>a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)</u>		
4	<u>Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?</u>	8/5/2019 11:56:34 PM	Yes
5	This indicator is not being scored.		
			1 Multiplier Sum
6	<u>Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? (See ranges below.)</u>	8/5/2019 11:56:34 PM	10
7	<u>Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt? (See ranges below.)</u>	8/5/2019 11:56:35 PM	8
8	<u>Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? (If the school district's change of students in membership over 5 years was 7 percent or more, then the school district passes this indicator.) (See ranges below.)</u>	8/5/2019 11:56:35 PM	10
9	<u>Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days?</u>	8/5/2019 11:56:36 PM	10
10	<u>Was the debt service coverage ratio sufficient to meet the required debt service? (See ranges below.)</u>	8/5/2019 11:56:36 PM	6
11	<u>Was the school district's administrative cost ratio equal to or less than the threshold ratio? (See ranges below.)</u>	8/5/2019 11:56:37 PM	10
12	<u>Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? (If the student enrollment did not decrease, the school district will automatically pass this indicator.)</u>	8/5/2019 11:56:38 PM	10
13	<u>Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function?</u>	8/5/2019 11:56:38 PM	10

14	<u>Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)</u>	8/5/2019 11:56:39 PM	10
15	<u>Did the school district not receive an adjusted repayment schedule for more than one fiscal year for an over allocation of Foundation School Program (FSP) funds as a result of a financial hardship?</u>	8/5/2019 11:56:39 PM	10
			94 Weighted Sum
			1 Multiplier Sum
			94 Score

## DETERMINATION OF RATING

<b>A.</b>	Did the district answer 'No' to Indicators 1, 3, 4, or 2.A? If so, the school district's rating is <b>F for Substandard Achievement</b> regardless of points earned.	
<b>B.</b>	Determine the rating by the applicable number of points. (Indicators 6-15)	
	<b>A = Superior</b>	90-100
	<b>B = Above Standard</b>	80-89
	<b>C = Meets Standard</b>	60-79
	<b>F = Substandard Achievement</b>	<60
<p><b>No Rating = A school district receiving territory that annexes with a school district ordered by the commissioner under TEC 13.054, or consolidation under Subchapter H, Chapter 41. No rating will be issued for the school district receiving territory until the third year after the annexation/consolidation.</b></p>		

## School FIRST Annual Financial Management Report GROESBECK INDEPENDENT SCHOOL DISTRICT

Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System, Section 109.1001(q). Effective 8/1/2018. The template has been established to help the districts in gathering their data and presenting it at their School FIRST hearing. The template may not be all inclusive.

### Superintendent's Current Employment Contract

A copy of the superintendent's current employment contract at the time of the School FIRST hearing is to be provided. In lieu of publication in the annual School FIRST financial management report, the school district may chose to publish the superintendent's employment contract on the school district's Internet site.

If published on the Internet, the contract is to remain accessible for twelve months.

### Reimbursements Received by the Superintendent and Board Members

For the Twelve-Month Period Ended June 30 or August 31, 2018	Superintendent Ramm	Superintendent Cowley	Dist. 1A Bridgett Tatum	Dist. 2A Mika Morgan	Dist. 3A&3B Tom Sutton	Dist. 4A&4B Randy Hunter	Resign	Appoint	At-Large Ronnie Ferguson	At-Large Bill David Sadler
							Dec-17 Dist. 5A Bob Waller	Jan-18 Dist. 5A Aslone Foy		
Meals	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Lodging										
Transportation		248.52								
Motor Fuel										
Other	2800.00	7750.1		50.00						
<b>Total</b>	<b>\$2,800.00</b>	<b>\$7,998.62</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

All "reimbursements" expenses, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order are to be reported. Items to be reported per category include:

Meals – Meals consumed out of town, and in-district meals at area restaurants (outside of board meetings, excludes catered board meeting meals).

Lodging - Hotel charges.

Transportation - Airfare, car rental (can include fuel on rental, taxis, mileage reimbursements, leased cars, parking and tolls).

Motor fuel – Gasoline.

Other: - Registration fees, telephone/cell phone, internet service, fax machine, and other reimbursements (or on-behalf of) to the superintendent and board member not defined above.

**Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services**

For the Twelve-Month Period  
 Ended June 30 or August 31, 20XX  
Name(s) of Entity(ies)

Amount Received  
 \$

Total \$0.00

Compensation does not include business revenues generated from a family business (farming, ranching, etc.) that has no relation to school district business.

**Gifts Received by Executive Officers and Board Members (and First Degree Relatives, if any)  
 (gifts that had an economic value of \$250 or more in the aggregate in the fiscal year)**

For the Twelve-Month Period  
 Ended June 30 or August 31, 20XX

	Superintendent	Board Member 1	Board Member 2	Board Member 3	Board Member 4	Board Member 5	Board Member 6	Board Member 7
Total	\$	\$	\$	\$	\$	\$	\$	\$

**Note –** An executive officer is defined as the superintendent, unless the board of trustees or the district administration names additional staff under this classification for local officials.

**Business Transactions Between School District and Board Members**

For the Twelve-Month Period  
 Ended June 30 or August 31, 20XX

	Board Member 1	Board Member 2	Board Member 3	Board Member 4	Board Member 5	Board Member 6	Board Member 7
Amounts	\$	\$	\$	\$	\$	\$	\$

**Note -** The summary amounts reported under this disclosure are not to duplicate the items disclosed in the summary schedule of reimbursements received by board members.

**ACTION ITEM: REVIEW THE PLAN OF FINANCE AND SCHEDULE OF EVENTS FOR THE SALE AND ISSUANCE OF BONDS AND TAKE ACTION TO AUTHORIZE THE ADMINISTRATION AND FINANCIAL ADVISOR TO PROCEED WITH THE BOND SALE**

**BACKGROUND INFORMATION**

Sale of remaining \$2.7 million of voter authorized bonds.

**ADMINISTRATIVE RECOMMENDATION**

Approve Administration and Financial Advisor to proceed with the sale and issuance of the remaining bonds.

**BOARD ACTION REQUIRED**

Move that we authorize the Administration and Financial Advisor to proceed with the sale and issuance of the remaining \$2.7mm of voter authorized bonds.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approve / Disapprove

# GROESBECK INDEPENDENT SCHOOL DISTRICT

## Summary of the Plan of Finance

November 18, 2019

- **Review of Bond Election Parameters**

\$5,000,000 – Projected I&S Tax Rate Increase Not-to-Exceed 4.00¢ (from 19.75¢ to 23.75¢)

- **Most Recent Bond Rating**

AAA based on the Permanent School Fund Guarantee  
Underlying Credit Rating of the District is currently “A” by S&P Global Ratings

- **Plan of Finance – Issuance of the \$5,000,000 in Two Installments**

The plan of finance called for the issuance of approximately \$2,300,000 of the \$5,000,000 through an open market transaction which was approved by the Board at the regular meeting on May 7, 2018. Closing on the first installment of bonds occurred on June 5, 2018. The remaining \$2,700,000 of bond authorization is now ready to be issued in 2019/20.

**Series 2018 School Building Bonds** - **\$2,300,000**  
- 11-Year Amortization  
- 5-Year Optional Redemption Provision  
- Structured Around Existing Bonds with Declining Total Debt Service  
- Competitive Bond Sale in May 2018 (2.84% Avg Rate)  
- Permanent School Fund Guarantee

**Series 2020 School Bonds (Buses)** - **\$2,700,000**  
- 5.5-Year Amortization  
- 2-Year Optional Redemption Provision  
- Structured for Accelerated Principal in 2020/21 then Level Debt Service  
- Competitive Bond Sale in December 2019 (Rate T.B.D.)  
- Permanent School Fund Guarantee

- **Overview of the Timing**

November 7, 2017 – Bond Election  
May 7, 2018 – 2018 Bond Sale (locked in interest rate on first installment)  
June 5, 2018 – 2018 Bond Closing and Transfer of Funds  
**October 14, 2019 – Board Meeting: Discuss the Plan of Finance and Schedule of Events**  
October 30, 2019 – Submit Application for the Permanent School Fund Guarantee  
**November 18, 2019 – Board Meeting: Review the Plan of Finance and Schedule of Events**  
November 21, 2019 – Receive Permanent School Fund Guarantee  
November 21, 2019 – Staff Conference Call: Rating Agency Interview  
December 09, 2019 – Ratings and Documents in Place for the Bond Sale  
December 16, 2019 – 2019 Bond Sale (lock in new interest rate)  
**December 16, 2019 – Board Meeting: Adopt the Order Authorizing the Issuance of the Bonds**  
**January 14, 2020 – 2020 Bond Closing and Transfer of Funds**

**SAMCO CAPITAL MARKETS**

# GROESBECK INDEPENDENT SCHOOL DISTRICT

## Preliminary Bond Program Analysis

**Scenario: \$2,700,000 - December 2019 Issuance of the Remaining Authorization from the November 2017 Bond Election**

**November 18, 2019**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Fiscal Year Ending (Aug 31)	Series 2009 QSCB Unenhanced Call Date: (Non-Callable)	Series 2013 Building PSF Guaranteed Call Date: (Any Date) (a)	Series 2018 Building PSF Guaranteed Call Date: (2/15/2023)	Series 2018 Refunding PSF Guaranteed Call Date: (8/15/2026)	Total Outstanding Debt Service	Plus: Preliminary \$2,700,000 Series 2020 @ CM + 0.50%	Total Combined Debt Service	Estimated Taxable Value (b)	I&S Tax Rate @ 98%	Increase (Decrease) to I&S Fund Balance (c)
2020	\$ 397,837	\$ 1,474,591	\$ 111,775	\$ 742,800	\$ 2,727,003	\$ 169,217	\$ 2,896,220	\$ 1,245,000,000	\$ 0.2375	\$ 1,518
2021	398,303		163,650	747,550	1,309,503	1,225,825	2,535,328	1,090,000,000	0.2375	1,647
2022	397,736		237,150	741,050	1,375,936	398,825	1,774,761			
2023	398,137		233,525	748,175	1,379,837	398,000	1,777,837			
2024	398,501		236,375	743,800	1,378,676	398,300	1,776,976			
2025	396,837		235,750	743,050	1,375,637	402,900	1,778,537			
2026			377,800	745,675	1,123,475		1,123,475			
2027			377,450	748,625	1,126,075		1,126,075			
2028			381,725	742,550	1,124,275		1,124,275			
2029			380,625	740,950	1,121,575		1,121,575			
	<u>\$ 2,387,351</u>	<u>\$ 1,474,591</u>	<u>\$ 2,735,825</u>	<u>\$ 7,444,225</u>	<u>\$ 14,041,992</u>	<u>\$ 2,993,067</u>	<u>\$ 17,035,059</u>			

(a) Reflects the early redemption of \$300,000 from the 2021 maturity on August 15, 2019 and the remaining \$280,000 on February 15, 2020.

(b) The 2020/21 Taxable Value is not a prediction but rather a conservative estimate used in the original bond model for structuring the \$5,000,000 Voted Authorization.

(c) I&S Fund Balance on August 31, 2018 was \$275,913 and projected to be approximately \$325,000 on August 31, 2019.

**ACTION ITEM: DISCUSSION AND POSSIBLE ACTION ON FACILITY PLANNING**

**BACKGROUND INFORMATION**

Mr. Rodger Chase with Lochridge-Priest will present a quick (15 min) presentation for the replacement of the high school Boiler/Chilled water pipes.

Jackie Ancelet will give an update on facility projects.

**ADMINISTRATIVE RECOMMENDATION**

Motion, if needed.

**BOARD ACTION REQUIRED**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approve / Disapprove

## **MAINTENANCE**

**November 2019**

### **Custodial**

**Introducing to H. O. Whitehurst and Enge-Washington Campuses (Nov. 2019)** – Symmetry hand hygiene program which helps in awareness and education of HOW and WHY of proper hand hygiene (fun wall charts and posters). Non-Alcohol foaming hand sanitizer with Aloe and Vitamin E. The dispensers (patented no-drip system), charts, posters and installation are at no cost to the district. Philosophy behind this is to create a culture of hand hygiene, reduce absenteeism and increase opportunities for learning. Cost to each campus for the sanitizer (approx. 6 month supply) is \$224.32/\$448.64.

**Introduced to H. O. Whitehurst Primary Large Restrooms (May 2019)** – ETS180 Coating is a unique cleaning & restoration process that shields grout lines from contamination and odor collection, single membrane surface, easy to clean with just water and floors will retain their appearance for 3-5 + years. Completed all restrooms in October of 2019. Total of 2,095 sq. ft. for a cost of approx. \$5,000.00.

**Introduced in June 2019 Clarion 25 Microban Floor Finish throughout the district (approx. savings of \$2,500.00)** – Microban technology in Clarion 25 provides an additional layer of protection on top of the standard cleaning and disinfecting. It reduces the bioburden on floors by preventing bacteria from colonizing and multiplying. So far, it has held up well to daily wear and tear.

### **Maintenance**

**Cost to look forward into the 2020-2021 School Year**

**Old EW Classrooms and HOW Gym (will be done in-house)** - Replace 2 – 3T package units (Old EW Classrooms) and replace 3 – 5T package units along w/coils – approx. \$11,000.00 (combined costs for both projects)

**Old EW Gym (contractor)** – Replace 20T package Unit – approx. \$23,390.00

**MS Gym Locker Rooms (contractor – rooftop units)** – Replace 2 – 5T package units – approx. \$5,747.00/ea

**MS Bandhall (contractor – rooftop unit)** – Replace 20T package unit – approx. \$17,206.00

**MS Kitchen (contractor – rooftop unit)** – Replace 10T package unit – approx. \$8,812.00

**HS Chiller #2 (contractor)** – Replace (1) compressor – approx. \$40,000.00

**Total approx. costs - \$111,902.00**

**ACTION ITEM: DISCUSSION AND POSSIBLE ACTION ON DISTRICT RESOLUTION ADOPTING AND REVIEW OF INVESTMENT POLICY**

**INFORMATION:**

The Public Funds Investment Act requires the board to review its' investment policy on an annual basis.

**RECOMMENDED MOTION:**

There are no changes to the investment policy to be made at this time. Currently, District investments are held in various governmental investment pool accounts. The administration recommends the investment policy to be approved as originally presented.

**BOARD ACTION:**

Move to approve the district investment policy resolution and review as presented.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Approved / Disapproved

**RESOLUTION ADOPTING THE INVESTMENT POLICY  
OF GROESBECK INDEPENDENT SCHOOL DISTRICT**

**WHEREAS**, Groesbeck Independent School District (the "District") has been legally created and operates pursuant to the general laws of the State of Texas applicable to independent school districts; and

**WHEREAS**, the Board of Trustees has convened on this date at a meeting open to the public and wishes to adopt an Investment Policy for the District, in the form attached hereto as Exhibit "A," pursuant to Chapter 2256, Texas Government Code as amended from time to time;

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE GROESBECK INDEPENDENT SCHOOL DISTRICT THAT:**

- Section 1:       The Investment Policy, in the form attached hereto as Exhibit "A," is hereby adopted as the investment policy for the District.
  
- Section 2:       The provisions of this Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board of Trustees.

\_\_\_\_\_  
November 18, 2019  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

(SEAL)

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All investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules, or regulations. *Gov't Code 2256.026*

**Definitions**

- Investment Pool** "Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.
- Pooled Fund Group** "Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.
- Separately Invested Asset** "Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group.  
*Gov't Code 2256.002(6), (9), (12)*
- Repurchase Agreement** "Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described at Obligations of Governmental Entities, below, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. *Gov't Code 2256.011(b)*
- Hedging** "Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.
- Eligible Entity** "Eligible entity" means a political subdivision that has:
1. A principal amount of at least \$250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
  2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

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*Eligible Project*

“Eligible project” has the meaning assigned by Government Code 1371.001 (regarding issuance of obligations for certain public improvements).

*Gov’t Code 2256.0206(a)*

Corporate Bond

“Corporate bond” means a senior secured debt obligation issued by a domestic business entity and rated not lower than “AA-” or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that, on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation, or is an unsecured debt obligation. *Gov’t Code 2256.0204(a)*

**Written Policies**

The board shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the district’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;
4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

*Gov’t Code 2256.005(a), (b)*

Annual Review

The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that

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the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

Annual Audit

A district shall perform a compliance audit of management controls on investments and adherence to the district's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit. *Gov't Code 2256.005(m)*

Investment  
Strategies

As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the district;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

*Gov't Code 2256.005(d)*

Investment Officer

A district shall designate by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer(s) to be responsible for the investment of its funds consistent with the investment policy adopted by the board. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. *Gov't Code 2256.005(f)*

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A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. *Gov't Code 2256.003(c)*

Investment Training  
*Initial*

Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

*Ongoing*

The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. *Gov't Code 2256.008(c)*

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

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1. The investment of all funds, or funds under the district's control, over which the officer had responsibility rather than the prudence of a single investment; and
2. Whether the investment decision was consistent with the district's written investment policy.

*Gov't Code 2256.006*

*Personal Interest*

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573 (regarding nepotism prohibition), to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

*Gov't Code 2256.005(i)*

*Quarterly Reports*

Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented not less than quarterly to the board and the superintendent within a reasonable time after the end of the period. The report must:

1. Describe in detail the investment position of the district on the date of the report;
2. Be prepared jointly and signed by all district investment officers;

3. Contain a summary statement of each pooled fund group that states the:
  - a. Beginning market value for the reporting period;
  - b. Ending market value for the period; and
  - c. Fully accrued interest for the reporting period;
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
5. State the maturity date of each separately invested asset that has a maturity date;
6. State the account or fund or pooled group fund in the district for which each individual investment was acquired; and
7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

If a district invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.

*Gov't Code 2256.023*

**Selection of Broker**

The board or the designated investment committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with a district.  
*Gov't Code 2256.025*

**Authorized Investments**

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. *Gov't Code 2256.003(a)*

In the exercise of these powers, the board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under this authority may not be for a term longer than two years. A

OTHER REVENUES  
INVESTMENTS

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renewal or extension of the contract must be made by the board by order, ordinance, or resolution. *Gov't Code 2256.003(b)*

The board may specify in its investment policy that any authorized investment is not suitable. *Gov't Code 2256.005(j)*

Obligations of  
Governmental  
Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
  - a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
  - b. The broker or depository institution selected as described above arranges for the deposit of the funds in

the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;

- c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
- d. The district appoints as the district's custodian of the banking deposits issued for the district's account the depository institution selected as described above, an entity described by Government Code 2257.041(d) (regarding a custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating under Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

*Gov't Code 2256.009(a)*

*Unauthorized  
Obligations*

The following investments are not authorized:

- 1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- 2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- 3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
- 4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

*Gov't Code 2256.009(b)*

*Certificates of  
Deposit and Share  
Certificates*

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

- 1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;
- 2. Secured by obligations described at Obligations of Governmental Entities, above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities described at Unauthorized Obligations, above; or

3. Secured in accordance with Government Code Chapter 2257 (Public Funds Collateral Act) or in any other manner and amount provided by law for the deposits of the district.

*Gov't Code 2256.010(a)*

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

1. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required at Selection of Broker, above or a depository institution that has its main office or a branch office in this state and that is selected by the district;
2. The broker or depository institution selected by the district arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the district;
3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. The district appoints the depository institution selected by the district, an entity described by Government Code 2257.041(d) (regarding a custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district.

*Gov't Code 2256.010(b)*

The district's investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

Repurchase  
Agreements

A fully collateralized repurchase agreement is an authorized investment if it:

1. Has a defined termination date;
2. Is secured by a combination of cash and obligations described at Obligations of Governmental Entities, above;

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3. Requires the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or a third party selected and approved by the district; and
4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) (regarding validity and incontestability of obligations for certain public improvements) applies to the execution of a repurchase agreement by a district.

*Gov't Code 2256.011*

Securities Lending  
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;
2. A loan allows for termination at any time;
3. A loan is secured by:
  - a. Pledged securities described at Obligations of Governmental Entities, above;
  - b. Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state, and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or
  - c. Cash invested in accordance with Government Code 2256.009 (obligations of governmental entities), 2256.013 (commercial paper), 2256.014 (mutual funds), or 2256.016 (investment pools);
4. The terms of a loan require that the securities being held as collateral be pledged to the district, held in the district's name,

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and deposited at the time the investment is made with the district or with a third party selected by or approved by the district; and

5. A loan is placed through a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

An agreement to lend securities under a securities lending program must have a term of one year or less.

*Gov't Code 2256.0115*

Banker's  
Acceptances

A banker's acceptance is an authorized investment if it:

1. Has a stated maturity of 270 days or fewer from the date of issuance;
2. Will be, in accordance with its terms, liquidated in full at maturity;
3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating agency.

*Gov't Code 2256.012*

Commercial Paper

Commercial paper is an authorized investment if it has a stated maturity of 270 days or fewer from the date of issuance; and is rated not less than A-1 or P-1 or an equivalent rating by at least:

1. Two nationally recognized credit rating agencies; or
2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States law or any state.

*Gov't Code 2256.013*

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;

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2. Provides the district with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.); and
3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

*Gov't Code 2256.014(a)*

In addition to the no-load money market mutual fund authorized above, a no-load mutual fund is an authorized investment if it:

1. Is registered with the Securities and Exchange Commission;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of:
  - a. One year or more and is invested exclusively in obligations approved by the Public Funds Investment Act, or
  - b. Less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

*Gov't Code 2256.014(b)*

*Limitations*

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds ten percent of the total assets of the mutual fund.

*Gov't Code 2256.014(c)*

Guaranteed  
Investment  
Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;

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2. Is secured by obligations described at Obligations of Governmental Entities, above, excluding those obligations described at Unauthorized Obligations, in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. Is pledged to the district and deposited with the district or with a third party selected and approved by the district.

Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Government Code 1371.059(c) (regarding validity and incontestability of obligations for certain public improvements) applies to the execution of a guaranteed investment contract by a district.

*Gov't Code 2256.015*

Investment Pools

A district may invest its funds or funds under its control through an eligible investment pool if the board by rule, order, ordinance, or resolution, as appropriate, authorizes the investment in the particular pool. *Gov't Code 2256.016, .019*

To be eligible to receive funds from and invest funds on behalf of a district, an investment pool must furnish to the investment officer or other authorized representative of the district an offering circular or other similar disclosure instrument that contains the information specified in Government Code 2256.016(b). To maintain eligibility,

an investment pool must furnish to the investment officer or other authorized representative investment transaction confirmations and a monthly report that contains the information specified in Government Code 2256.016(c). A district by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. *Gov't Code 2256.016(b)-(d)*

Corporate Bonds

A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF], may purchase, sell, and invest its funds and funds under its control in corporate bonds (as defined above) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or
2. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

A district subject to these provisions may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

1. Amends its investment policy to authorize corporate bonds as an eligible investment;
2. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds and liquidating the investment in corporate bonds; and
3. Identifies the funds eligible to be invested in corporate bonds.

The district investment officer, acting on behalf of the district, shall sell corporate bonds in which the district has invested its funds not later than the seventh day after the date a nationally recognized investment rating firm:

1. Issues a release that places the corporate bonds or the domestic business entity that issued the corporate bonds on negative credit watch or the equivalent, if the corporate bonds are rated "AA-" or the equivalent at the time the release is issued; or

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2. Changes the rating on the corporate bonds to a rating lower than "AA-" or the equivalent.

Corporate bonds are not an eligible investment for a public funds investment pool.

*Gov't Code 2256.0204*

Hedging  
Transactions

The board of an eligible entity (as defined above) shall establish the entity's policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts, and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity's general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

Government Code 1371.059(c) (regarding validity and incontestability of obligations for certain public improvements) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.
2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

An eligible entity's cost of or payment under a hedging contract or agreement may be considered an operation and maintenance expense, an acquisition expense, or construction expense of the eligible entity; or a project cost of an eligible project.

*Gov't Code 2256.0206*

Prohibited  
Investments

Except as provided by Government Code 2270 (regarding prohibited investments), a district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

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**Note:** As an “investing entity” under Government Code 2270.0001(7)(A), a district must comply with Chapter 2270, including reporting requirements, regarding prohibited investments in scrutinized companies listed by the comptroller in accordance with Government Code 2270.0201.

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Loss of Required  
Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. A district shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov’t Code 2256.021*

**Sellers of  
Investments**

A written copy of the investment policy shall be presented to any business organization (as defined below) offering to engage in an investment transaction with a district. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district’s investment policy, except to the extent that this authorization:
  - a. Is dependent on an analysis of the makeup of the district’s entire portfolio;
  - b. Requires an interpretation of subjective investment standards; or
  - c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of a district may not acquire or otherwise obtain any authorized investment described in the district’s investment policy from a business organization that has not delivered to the district the instrument required above.

*Gov’t Code 2256.005(k)–(l)*

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Nothing in this section relieves the district of the responsibility for monitoring investments made by the district to determine that they are in compliance with the investment policy.

Business  
Organization

For purposes of the provisions at Sellers of Investments above, "business organization" means an investment pool or investment management firm under contract with a district to invest or manage the district's investment portfolio that has accepted authority granted by the district under the contract to exercise investment discretion in regard to the district's funds.

*Gov't Code 2256.005(k)*

**Donations**

A gift, devise, or bequest made to a district to provide college scholarships for district graduates may be invested by the board as provided in Property Code 117.004 (Uniform Prudent Investor Act), unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act. *Gov't Code 2256.004(b)*

**Electronic Funds  
Transfer**

A district may use electronic means to transfer or invest all funds collected or controlled by the district. *Gov't Code 2256.051*

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**Investment Authority**

The Superintendent and business clerk shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions involving securities and repurchase agreements shall be settled on a delivery versus payment basis.

**Approved  
Investment  
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates, and other forms of financial institution deposits, as permitted by Government Code 2256.009(a) and 2256.010 that are properly insured or collateralized.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. No-load money market mutual funds whose investment objectives include a stable \$1.0000 net asset value as permitted by Government Code 2256.014.
5. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
6. Public funds investment pools as permitted by Government Code 2256.016.

**Safety**

The primary goal of the investment program is to ensure safety of principal, maintain liquidity, and optimize financial returns within current market conditions in accordance with this policy. Investments shall be made with the exercise of due care, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their own capital as well as the probable income to be derived.

The investment officers shall seek to act responsibly as custodians of the public trust. The investment officers shall avoid transactions that might impair public confidence in the District's ability to govern effectively.

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Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment  
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

Each investment officer shall attend investment training sessions from the following authorized independent sources:

- Texas Association of School Boards (“TASB”)
- Texas Association of School Administrators (“TASA”)
- Texas Association of School Business Officials (“TASBO”)
- Regional Education Service Center
- American Institute of Certified Public Accountants (“AICPA”)
- Texas Society of Certified Public Accountants (“TSCPA”)
- University of North Texas Center for Public Management
- Government Treasurer’s Organization of Texas (“GTOT”)
- Public Treasury Institute of North America

**Liquidity and  
Maturity**

The maximum dollar weighted maturity and stated final maturity of District investments is outlined in Funds/Strategies.

The District’s investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

**Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer, where appropriate.

**Monitoring Market  
Prices**

The investment officers shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District’s investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representa-

tives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and shall take all prudent measures that are consistent with this policy to liquidate investments that do not maintain satisfactory ratings.

**Portfolio Reporting**

The investment officers shall prepare an investment report at least quarterly in compliance with the PFIA. This report shall be prepared in a manner that will allow the District to ascertain whether investment activities during the reporting period have conformed to this policy. The report shall be provided to the Board. Weighted average yield to maturity shall be the portfolio performance standard presented in the report.

In addition to the quarterly report, a comprehensive report on the investment program and activity shall be presented annually to the Board. The annual report may be a component of the fourth quarter report.

**Funds / Strategies**

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

**Operating Funds**

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. Any approved investment instrument is suitable and provides acceptable marketability. The maximum dollar weighted maturity shall be 270 days and the maximum stated final maturity shall be two years. The appropriate yield target shall be the District's main public funds investment pool yield.

**Agency Funds**

Investment strategies for agency funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. Any approved investment instrument is suitable and provides acceptable marketability. The maximum stated final maturity shall be

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two years. The appropriate yield target shall be the District's main public funds investment pool yield.

**Debt Service Funds**

Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Any approved investment instrument is suitable and provides acceptable marketability. The maximum stated final maturity shall be the next debt service payment date not already funded by pending approved investment instruments. The appropriate yield target shall be the District's main public funds investment pool yield.

**Capital Project Funds**

Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Any approved investment instrument is suitable and provides acceptable marketability. The maximum stated final maturity shall be the lesser of the anticipated cash flow schedule and the applicable "temporary period" allowed by the IRS. Achieving a positive spread to the cost of borrowing is the desired objective, within the limits of this policy's risk constraints. The default yield target shall be the District's main public funds investment pool yield.

**Safekeeping and Custody**

The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.

**Collateral**

The District shall comply with state law in the monitoring and management of pledged collateral. All instruments authorized in the Public Funds Collateral Act are eligible for pledge. Additionally, the District shall require a perfected security interest in compliance with federal and state regulations, including:

1. The agreement must be in writing;
2. The agreement must be executed by the depository and the District contemporaneously with the acquisition of the asset;
3. The agreement must be approved by the Board or designated committee of the depository and a copy of the meeting minutes must be delivered to the District; and
4. The agreement must be part of the depository's "official record" continuously since its execution.

**Sellers of Investments**

Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization

must submit required written documents in accordance with law.  
[See Sellers of Investments, CDA(LEGAL)]

Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA). Broker/dealer firms shall be approved by the Board initially, and annually thereafter, and shall meet selection criteria as determined by the investment officers.

Authorized broker/dealers include:

- FTN Financial
- Raymond James
- Wells Fargo Securities

**Competitive Environment**

In order to get the best return on its investments, the District may solicit quotes from multiple providers for each investment transaction, including certificates of deposit.

**Interest Rate Risk**

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.

The District shall monitor interest rate risk using weighted average maturity and specific identification.

**Internal Controls**

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

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These controls shall be reviewed by the District's independent auditing firm.

**Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

**Annual Audit**

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

**ACTION ITEM:       DISCUSSION AND ACTION ON 2020-2021 FALLS COUNTY  
                          APPRAISAL DISTRICT BOARD OF DIRECTORS BALLOT**

Groesbeck ISD has one vote to cast on this ballot.

**RECOMMENDED MOTION:**

Cast the district's one vote to the candidate of the board's choosing.

**BOARD ACTION:**

Move to cast the district's one vote to \_\_\_\_\_.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approve / Disapprove

FALLS COUNTY  
403 CRAIK ST  
MARLIN, TX 76661



APPRAISAL DISTRICT  
PHONE: 254-883-2543  
FAX: 254-883-6500

FALLS COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS  
2020-2021  
BALLOT

Whereas on \_\_\_\_\_ the governing body of the  
\_\_\_\_\_ (date)  
GROESBECK ISD in a public meeting, voted by Resolution to

cast its vote(s) for:  
**NOMINEE**

**NUMBER OF VOTES FOR CANDIDATES**

Groesbeck ISD has a total of 1 vote to cast.

- |   |       |
|---|-------|
| <input type="checkbox"/> Ian Geisler      | _____ |
| <input type="checkbox"/> David Hennig     | _____ |
| <input type="checkbox"/> David Lawson     | _____ |
| <input type="checkbox"/> Jessie Martinez  | _____ |
| <input type="checkbox"/> Linda Mitchell   | _____ |
| <input type="checkbox"/> Paula Washington | _____ |
| <input type="checkbox"/> Larry Wornat     | _____ |

\_\_\_\_\_  
Presiding officer

\_\_\_\_\_  
Attest Title/Position

PLEASE RETURN THIS COMPLETED FORMAL BALLOT TO:  
FALLS COUNTY APPRAISAL DISTRICT  
403 CRAIK STREET  
MARLIN, TEXAS 76661

BEFORE DECEMBER 15, 2019

**ACTION ITEM:       DISCUSSION AND ACTION ON 2020-2021 LIMESTONE COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS BALLOT**

Groesbeck ISD has 1930 votes to cast on this ballot. Five positions are to be filled.

**RECOMMENDED MOTION:**

Cast the district's 1930 votes to the candidate or candidates of the board's choosing.

**BOARD ACTION:**

Move to cast the district's votes \_\_\_\_\_.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approve / Disapprove

**LIMESTONE APPRAISAL DISTRICT**  
P O Drawer 831  
Groesbeck, Texas 76642  
Phone 254-729-3009 Fax 254-729-5534

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October 15, 2019

**NOTICE OF VOTES AND BALLOT  
(GROESBECK ISD – 1930 VOTES)**

The Chief Appraiser has received the following nominations to serve as Board of Directors Members for the Limestone Appraisal District. Five positions will be filled.

**By a written resolution**, each voting unit shall cast their votes and submit this ballot to the Chief Appraiser **no later than December 15, 2019**. The governing body of the voting unit may cast all of its votes for one candidate or distribute them among any number of candidates. The five nominees receiving the most votes will be declared the winners.

**BALLOT**

<u>Nominees</u>	<u>Number of Votes Cast</u>
BEENE, JACK	_____
FRANKS, RON	_____
JONES, MACK	_____
MCCARVER, JOHN	_____
MILLER, TROY	_____

Submitted by Groesbeck ISD on this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Authorized Officer

\_\_\_\_\_  
Authorized Officer

CALCULATIONS TO DETERMINE VOTES FOR 2020-2021 LIMESTONE APPRAISAL DISTRICT BOARD OF DIRECTORS

<u>Taxing Entity</u>	<u>2018 Levy</u>	<u>%of Total Levy</u>		<u># of Directors</u>	<u># of Votes</u>
Axtell ISD	112,379	.0028 x 1000 = 2.8	x	5	14
City of Coolidge	131,982	.0033 x 1000 = 3.3	x	5	16
Coolidge ISD	558,818	.0139 x 1000 = 13.9	x	5	69
City of Groesbeck	881,422	.0219 x 1000 = 21.9	x	5	109
Groesbeck ISD	15,544,589	.3860 x 1000 = 386	x	5	1930
Hubbard ISD	27,496	.0007 x 1000 = .7	x	5	3
City of Kosse	106,909	.0027 x 1000 = 2.7	x	5	14
Limestone County	14,601,600	.3626 x 1000 = 362.6	x	5	1,813
Mart ISD	612,599	.0152 x 1000 = 15.2	x	5	76
City of Mexia	2,383,954	.0592 x 1000 = 59.2	x	5	296
Mexia ISD	5,188,561	.1288 x 1000 = 128.8	x	5	644
Mt. Calm ISD	53,810	.0013 x 1000 = 1.3	x	5	7
City of Tehuacana	32,892	.0008 x 1000 = .8	x	5	4
City of Thornton	18,784	.0005 x 1000 = .5	x	5	3
Wortham ISD	13,716	.0003 x 1000 = .3	x	5	2
<b>Total Levy</b>	<b>40,269,511</b>	<b>1</b>			<b>5000</b>

# GROESBECK INDEPENDENT SCHOOL DISTRICT

## **ACTION ITEM: DISCUSSION AND POSSIBLE ACTION ON FIRST READING OF TASB POLICY UPDATE 114**

**INFORMATION:** This update will include policy recommendations to address most of the legislative changes from the 86th Legislative Session. This will be a large update with approximately 140 legal policies in addition to the local policies listed below. Complete TASB Policy Update 114 can be located under the Extras tab in BoardBook.

### **Update 114 will include the following LOCAL policies:**

BE—board meetings; BED—public participation at board meetings; CDA—investments; CH—purchasing; CKE—security personnel; CQ—technology resources; CQB—cybersecurity (New Code); DFFA—financial exigency; DH—employee standards of conduct; EHBB—gifted and talented students; ELA—partnership charters; FFAA—physical examinations; FFB—crisis intervention; FFBA—trauma-informed care (New Code); FL—student records; GBAA—request for information; GKA—conduct on school premises

### **Following is a list of Legal Policies and Exhibits updated/deleted:**

AF (LEGAL) AG (LEGAL) AIB (LEGAL) AIC (LEGAL) B (LEGAL) BAA (LEGAL) BA (LEGAL) BBBA (LEGAL) BBBB (LEGAL) BBD (LEGAL) BBFA (LEGAL) BBI (LEGAL) BDAE (LEGAL) BDAF (LEGAL) BE (LEGAL) BED (LEGAL) BJC B (LEGAL) BJCD (LEGAL) BQ (LEGAL) BR (LEGAL) C (LEGAL) CBA (LEGAL) CCA (LEGAL) CCG (LEGAL) CCGA (LEGAL) CCH (LEGAL) CDA (LEGAL) CE (LEGAL) CFC (LEGAL) CFEA (LEGAL) CH (LEGAL) CK (LEGAL) CKC (LEGAL) CKD (LEGAL) CKE (LEGAL) CKEA (LEGAL) CKEB (LEGAL) CKEC (LEGAL) CL (LEGAL) CMD (LEGAL) CNA (LEGAL) CNC (LEGAL) CPC (LEGAL) CQ (LEGAL) CQA (LEGAL) CQB (LEGAL) CQC (LEGAL) CRG (LEGAL) CV (LEGAL) D (LEGAL) DAA (LEGAL) DBAA (LEGAL) DC (LEGAL) DEA (LEGAL) DEAA (LEGAL) DEB (LEGAL) DEC (LEGAL) DF (LEGAL) DG (LEGAL) DH (LEGAL) DHB (LEGAL) DHC (LEGAL) DMA (LEGAL) DNA (LEGAL) DNB (LEGAL) DP (LEGAL) EA (LEGAL) EB (LEGAL) EC (LEGAL) EEB (LEGAL) EEM (LEGAL) EF (LEGAL) EHAA (LEGAL) EHAB (LEGAL) EHAC (LEGAL) EHBA (LEGAL) EHBAC (LEGAL) EHB AE (LEGAL) EHBB (LEGAL) EHBC (LEGAL) EHB F (LEGAL) EHB G (LEGAL) EHB K (LEGAL) EHDD (LEGAL) EIC (LEGAL) EIF (LEGAL) EK (LEGAL) EKB (LEGAL) EL (LEGAL) F (LEGAL) FB (LEGAL) FD (LEGAL) FDC (LEGAL) FEB (LEGAL) FED (LEGAL) FFAC (LEGAL) FFAD (LEGAL) FFAF (LEGAL) FFB (LEGAL) FFBA (LEGAL) FFE (LEGAL) FFG (LEGAL) FM (LEGAL) FNCC (LEGAL) FNCE (LEGAL) FNCG (LEGAL) FNG (LEGAL) FO (LEGAL) FOA (LEGAL) FOB (LEGAL) FOC (LEGAL) FOCA (LEGAL) FOD (LEGAL) FODA (LEGAL) GA (LEGAL) GB (LEGAL) GBA (LEGAL) GBAA (LEGAL) GKA (LEGAL) GNB (LEGAL) GRAA (LEGAL) GRAA (EXHIBIT) GRB (LEGAL) GRC (LEGAL)

**ADMINISTRATIVE RECOMMENDATION:** Approve the first reading of TASB Policy Update 114.

### **BOARD ACTION REQUIRED**

Move to approve the first reading of TASB Policy Update 114.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approve/Disapprove

# Vantage Points

## A Board Member's Guide to Update 114

**Please note:** *Vantage Points* is an executive summary, prepared specifically for board members, of the TASB Localized Update. The topic-by-topic outline and brief descriptions focus on key issues to help local officials understand changes found in the policies.

**The description of policy changes in *Vantage Points* is highly summarized. Please pay careful attention to the more detailed, district-specific Explanatory Notes and the policies in your localized update packet.**

For questions, contact Policy Service at [policy.service@tasb.org](mailto:policy.service@tasb.org), call us at 800-580-7529, or visit our website at [policy.tasb.org](http://policy.tasb.org).

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

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Numerous bills were enacted in the 86th Legislative Session. In this *Vantage Points*, we will focus primarily on the local policies impacted by these new laws. There are a few policies that are recommended for updating in response to revised guidance from the Texas Education Agency. Different from previous versions of the *Vantage Points*, we have organized this document to align with the sections of the policy manual.

**We strongly encourage you to review the Explanatory Notes contained in your district’s update packet for information specific to your policies and additional background on all the changes to the legal policies. Please remember that (LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.**

**Section B—Local Governance**

**Tax Officials**

***BDAF(LOCAL) POLICY CONSIDERATION***

A few districts had provisions regarding tax officials at this code. Since the statutory language on tax officials is being moved to CCG(LEGAL), districts with this policy will find that the content regarding the employment of an assessor or collector of district taxes has been moved to CCG(LOCAL). The BDAF policy code has been deleted from the table of contents and is no longer an active code.

**Board Meetings**

SB 494 reduced the time required to post notice of an emergency meeting from two hours to one hour. This new one-hour requirement would also apply to an amendment to the meeting agenda after the 72-hour deadline, which is known as a supplemental notice. The same bill revised what constitutes an emergency or urgent public necessity that would permit the board to hold an emergency meeting or to amend its agenda after the 72-hour deadline.

SB 1640 revised the definition of “deliberation” and added new provisions that prohibit a series of communications between board members. Board members should review the sections in BE(LEGAL) titled Deliberation and Prohibited Series of Communications for more information.

***BE(LOCAL) POLICY CONSIDERATION***

SB 494 reduces the time required to post notice of an emergency meeting or to provide a supplemental notice from two hours to one hour. A recommended revision to BE(LOCAL) reflects this change. All other legislative changes regarding board meetings are reflected in BE(LEGAL).

**Public Comment**

HB 2840 impacts the manner in which public comment is conducted in your district. Prior to this legislation, the board had ample discretion to manage the portion of the meeting when citizens could address the board. The law now requires that public comment be permitted on agenda items at all meetings, including regular meetings, special meetings, and board workshops. The opportunity for the public to address the board on an agenda item must be before or during the board’s deliberation on the item. The bill also states that the board cannot prohibit public criticism of the board unless the criticism is otherwise prohibited by law. HB 2840 does permit the board to establish reasonable rules that govern the amount of time an individual is permitted to speak, with additional time permitted for speakers that require certain translation services.

***BED(LOCAL) POLICY CONSIDERATION***

The vast majority of school districts were permitting public comment prior to this new law. In response to HB 2840, the following revisions to BED(LOCAL) are recommended:

- Deletion of the overall time for public comment.
- Deletion of the requirement that delegations of a certain number appoint one spokesperson.
- At regular meetings, public comment continues to be permitted on any topic, whether it is an item on the posted agenda or not.
- At special meetings, including board workshops or work sessions, public comment is limited to items on the posted agenda.
- A new provision is included requiring all public comment to occur at the beginning of the meeting.

To assist with efficient management of board meetings when large numbers of individuals wish to address the board, the revised policy permits the presiding officer to make adjustments to procedures, such as adjusting the time allotted to each speaker, reordering agenda items, deferring public comments on nonagenda items, and continuing agenda items to a later meeting.

For those few districts that did not permit public comment at board meetings prior to this legislation, the revisions made to BED(LOCAL) will now permit public comment at all board meetings but only for agenda items. The policy for these districts also states when public comment will be received and includes a provision that permits the presiding officer to make adjustments to procedures for meeting efficiency as well as time limits for individuals to address the board.

If the board wishes to limit public comment to agenda items at regular meetings, adjust the individual time limit, or make other adjustments to this policy, please contact the district's TASB policy consultant.

To assist the board in developing public comment procedures, Policy Services provides samples in the *TASB Regulations Resource Manual*. Please contact your superintendent or your TASB policy consultant if you wish to review these sample board procedures.

**Section C—  
Business and  
Support Services**

**Texas Economic  
Development Act**

***CCGB(LOCAL) POLICY CONSIDERATION***

For those districts that currently have a local policy at CCGB(LOCAL), we recommend a more streamlined version of that policy. The revised policy removes legal provisions that can be found in CCGB(LEGAL) and addresses provisions that require board action, such as establishing the threshold for the large project application, setting the standard application fee, providing procedures for filing and processing the application, outlining the board and superintendent responsibilities regarding the application and implementation of the agreement, and providing a statement regarding conflicts of interest.

**Investments**

HB 2706 permits the district to invest bond proceeds or pledged revenue to the extent allowed by the Public Funds Investment Act, other laws, and the district's local policy.

***CDA(LOCAL) POLICY CONSIDERATION***

The recommended changes to CDA(LOCAL) permit the district to invest bond proceeds or pledged revenue in accordance with law. Additional recommended revisions clarify that, should the district exercise the option to invest in bond proceeds, those investments could not be made in no-load mutual funds.

Governmental Accounting Standards Board (GASB) Statement 84 revised terminology to change "agency" funds to "custodial" funds. In response, a corresponding change is recommended in the local policy.

Finally, a few districts' local policies included a statement requiring an annual portfolio report to the board in addition to the monthly or quarterly reports the board receives. Because there is no requirement to reflect this practice in policy, the provision is recommended for removal. A district may continue to provide this annual report without the policy provision.

**Purchasing  
Procedures**

***CH(LOCAL) POLICY CONSIDERATION***

The Texas Education Agency, through its *Financial Accountability System Resource Guide*, requires the district to have purchasing procedures to comply with a variety of state and federal laws. Recommended policy text has been added that requires the superintendent to develop those procedures.

**Emergency  
Operations  
Plans**

***CKC(LOCAL) POLICY CONSIDERATION***

Recommended revisions to this policy require the district's emergency operations plan to include active shooter response procedures (HB 2195) and to ensure that a substitute teacher has access to campus buildings and materials to carry out duties of a regular district employee during an emergency or emergency drill (SB 11).

**Security  
Personnel**

***CKE(LOCAL) POLICY CONSIDERATION***

This policy has been revised to comply with SB 1707. The bill prohibits district peace officers or school resource officers (SRO) from being assigned routine discipline or school administrative tasks. A statement to this effect has been added to the policy.

SB 1707 also requires that the board determine the duties of the district's peace officers and SROs and include those duties in specific documents, such as the district improvement plan, the student code of conduct, and other appropriate publications. For districts with a police force, if your policy describes the powers and duties of your police officers, your policy will meet this requirement. If your district has entered into an agreement with local law enforcement to hire SROs and has this currently reflected in your policy manual, new policy language is recommended to satisfy the SB 1707 requirement to determine SRO duties.

**Cybersecurity**

***CQB(LOCAL) POLICY CONSIDERATION***

This new recommended policy code has been created to house the new cybersecurity policy required by SB 820 and to address the cybersecurity training of employees and board members required by HB 3834. This new code is also where provisions on security breaches are now found; these provisions were formerly coded at policy CQ. The security breach text has

been revised to address reporting requirements to the Texas Education Agency in accordance with SB 820.

**Section D—  
Personnel**

**Furloughs**

***DFFA(LOCAL) POLICY CONSIDERATION***

A minor revision is recommended to this policy as a result of HB 3 moving statutory provisions on furloughs from Education Code Chapter 42 to Chapter 48. The detail has been removed in favor of the cross-reference to policy DEA.

**Firearms**

***DH(LOCAL) POLICY CONSIDERATION***

HB 1143 prohibits a district from regulating the manner in which a handgun, firearm, or ammunition is stored in a locked vehicle in a district parking area, provided the item is not in plain view. Recommended changes to this policy and GKA(LOCAL) reflect this new law by deleting language requiring firearms in locked vehicles to be unloaded.

**Section E—  
Instruction**

**Gifted and  
Talented  
Program**

***EHBB(LOCAL) POLICY CONSIDERATION***

Based on HB 3 and the newly adopted Texas State Plan for the Education of Gifted/Talented Students, EHBB(LEGAL) and (LOCAL), the policies on gifted and talented (GT) services, have been updated. EHBB(LOCAL) has undergone a complete review to ensure that all required provisions are included in the policy as reflected in law and the state plan. In addition to the revisions to existing text, new recommended provisions address use of GT funds and the annual compliance certification the district must make to the commissioner. This recommended policy also addresses parent consultations for exiting students, appeals, and broader language regarding the selection committee. The remaining revisions are recommended to provide more flexibility to the district regarding reassessments and placement of transfer students in the GT program.

**Partnership  
Charters**

***ELA(LOCAL) POLICY CONSIDERATION***

This policy only appears in a few districts' policy manuals. A minor revision has been made to the legal citation in this policy as a result of HB 3, which

moved funding provisions regarding partnership charters from Education Code Chapter 42 to Chapter 48.

**Section F—  
Students**

**School Safety  
Transfers**

***FDE(LOCAL) POLICY CONSIDERATION***

TEA's recent revisions to the Unsafe School Choice Option Guidance Handbook prompted recommended changes at FDE(LOCAL) to update the list of violent criminal offenses for which a victim is eligible for a transfer to another school within the district.

**UIL Physicals**

***FFAA(LOCAL) POLICY CONSIDERATION***

A new UIL rule requires students who are participating in marching band to have a pre-participation physical in accordance with the schedule established by the UIL. Recommended revisions to this policy broaden the language to accommodate future changes to UIL rules and allow the superintendent to designate other extracurricular programs for which the district will require physicals.

**Threat  
Assessments**

FFB(LEGAL) includes new provisions regarding the establishment and composition of threat assessment and safe and supportive school teams as required by SB 11 and the process these teams will use in evaluating individuals and students who make threats of violence or exhibit harmful, threatening, or violent behavior.

***FFB(LOCAL) POLICY CONSIDERATION***

This new recommended local policy has been created in response to SB 11 and addresses the requirement for boards to adopt policies and procedures regarding the threat assessment and safe and supportive teams. The district's policies and procedures must be consistent with the model policies and procedures developed by the Texas School Safety Center (TxSSC). TASB collaborated with the TxSSC to develop this policy.

The TxSSC advises that district procedures need to be individualized to fit each district's unique circumstances. The TxSSC website has numerous resources to assist in developing such procedures.

**Trauma-Informed Care**

***FFBA(LOCAL) POLICY CONSIDERATION***

This new recommended local policy on trauma-informed care has also been developed to comply with SB 11. The details of the district's trauma-informed care program must be included in the district improvement plan. The policy specifies the elements required to be addressed in the district's trauma-informed care program, including increasing staff and parent awareness of trauma-informed care, required training, and available counseling options for students affected by trauma or grief. The policy also affirms that the district must report training compliance to TEA.

**Student Records**

***FL(LOCAL) POLICY CONSIDERATION***

This policy has been revised to assist with the implementation of the district's safe and supportive school program (see policy FFB) as required by SB 11. The new recommended provision at Access by School Officials clarifies that a person appointed to a team that supports the safe and supportive school program may access student records if the person has a legitimate educational interest in the records.

**Section G—  
Community and  
Governmental  
Relations**

**Public  
Information  
Requests**

***GBAA(LOCAL) POLICY CONSIDERATION***

SB 494 permits the board of a district impacted by a catastrophe to temporarily suspend the Public Information Act. This policy includes new recommended provisions to delegate to the superintendent the authority to approve the initial suspension period of up to seven consecutive days and provide the required notices. For an extension beyond the initial seven-day period, the law requires the board to determine whether it is still impacted by the catastrophe. Thus, the recommended local policy text requires the board to approve an extension.

**Firearms**

***GKA(LOCAL) POLICY CONSIDERATION***

HB 1143 prohibits a district from regulating the manner in which a handgun, firearm, or ammunition is stored in a locked vehicle in a district parking area, provided the item is not in plain view. Recommended changes to this policy and DH(LOCAL) reflect this new law by deleting language requiring firearms in locked vehicles to be unloaded.

## Update 114 Local Policy Overview, Presented by TASB Policy Service

This is a transcript of the audiovisual overview

Slide	Description
Slides 1 and 2 Introduction	<p>Hello, and welcome to a brief overview of the local policy recommendations included in Update 114, presented by TASB Policy Service.</p> <p>Our primary goal for this overview is to review the local policies in this update affected by the 86th Legislative Session and revised guidance offered by the Texas Education Agency and the State Board of Education. You should also review your own district’s customized Update 114 materials for your specific policy recommendations. <b>Please remember that (LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.</b></p>
Slide 3 BDAF	<p>This policy change only applies to the few districts that had a BDAF(LOCAL) in their manual addressing employment of tax officials. In this update, we have moved the statutory language related to that local policy from BDAF(LEGAL) to CCG(LEGAL). For most districts with (LOCAL) policy at this code, the policy is recommended for deletion, since board-adopted local policy is not necessary.</p>
Slide 4 BE	<p>Senate Bill 494 changed the time required to post notice of an emergency meeting from two hours to one hour prior to the meeting. The district’s BE(LOCAL) has been revised to reflect this change. The same bill also clarified what constitutes an emergency or urgent public necessity that would permit the board to call an emergency meeting.</p> <p>Another bill, Senate Bill 1640, only impacted BE(LEGAL). The bill added provisions on prohibited series of communications among board members to address what is commonly referred to as a “walking quorum.” The bill also updated the definition of deliberation to include written communication. Board members should review the sections in BE(LEGAL) titled Deliberation and Prohibited Series of Communications for more information.</p>
Slide 5 BED	<p>You are likely familiar with House Bill 2840. The bill requires a school board to permit public comment on posted agenda items at all school board meetings. This includes regular meetings, special meetings, or board workshops. To comply with the new law, revisions have been made to BED(LOCAL). The recommended policy requires that public comment on an agenda item occur before board consideration of the item. The other recommended revisions clarify that public comment is permitted at regular meetings on any topic, whether it is posted on the agenda or not. While at special meetings, public comment is only permitted on topics listed on the agenda.</p> <p>Recommended for removal from the policy is the overall time limit for public comment and the provision requiring delegations of five or more to appoint a spokesperson.</p>

## Update 114 Local Policy Overview, Presented by TASB Policy Service

This is a transcript of the audiovisual overview

<b>Slide</b>	<b>Description</b>
	<p>A new section has been added to the policy that permits the presiding officer to make adjustments to the procedures when a large number of individuals wish to address the board. This is intended to allow for efficient management of the board meeting.</p> <p>The district should contact its policy consultant if the board wishes to limit public comment to only agenda items at all meetings, to revise the individual time limit to address the board, or to make any other adjustments to this policy.</p>
Slide 6 CCGB	<p>For those districts with a CCGB(LOCAL) regarding the Texas Economic Development Act, you will find a more streamlined policy in this update. The revised policy includes those key provisions that should be reflected in the district's local policy.</p>
Slide 7 CDA	<p>House Bill 2706 now permits districts to invest bond proceeds or pledged revenue. However, the law prohibits the district from investing bond proceeds in no-load mutual funds. CDA(LOCAL) has been revised to include bond proceeds and pledged revenue as permissible investment instruments to the extent permitted by law.</p> <p>The other revision in this policy renames agency funds to custodial funds in response to changes in guidance from the Governmental Accounting Standards Board, also known as GASB.</p>
Slide 8 CH	<p>A small but significant change is recommended to CH(LOCAL). A new provision has been added to assign to the superintendent the responsibility to develop purchasing procedures to implement requirements of state and federal laws.</p>
Slide 9 CKC	<p>CKC(LOCAL) has been revised in response to bills related to the district's emergency operations plan. House Bill 2195 now requires the plan to include procedures for responding to an active shooter emergency. To comply with Senate Bill 11, the policy now requires the plan to include procedures that ensure a substitute teacher has access to campus buildings and materials necessary to carry out duties during an emergency or an emergency drill.</p>

## Update 114 Local Policy Overview, Presented by TASB Policy Service

This is a transcript of the audiovisual overview

<b>Slide</b>	<b>Description</b>
Slide 10 CKE	CKE(LOCAL) has been revised to incorporate two requirements from Senate Bill 1707. First, the bill prohibits district police officers or school resource officers, also known as SROs, from being assigned routine discipline or school administrative tasks. The policy has been updated to reflect this prohibition. The bill also requires the board to determine the law enforcement duties of the district’s police officers and any SROs and to include these duties in the district improvement plan, the student code of conduct, and other relevant district publications. If the district hires SROs, their duties would also be included in the memorandum of understanding that the district has with the law enforcement agency providing the SROs.
Slide 11 CQB	CQB(LOCAL) is a new policy code that includes recommended language for a cybersecurity policy as required by Senate Bill 820. The new policy addresses the cybersecurity plan as well as the cybersecurity training of employees and board members required by House Bill 3834. This new code is also where provisions on security breaches can now be found. The security breach provisions have been moved here from policy CQ and have been revised to address when the district must report security breaches to the Texas Education Agency in accordance with Senate Bill 820.
Slide 12 DFFA	House Bill 3 moved provisions on reduction of funding from Education Code Chapter 42 to Chapter 48. Since the cross-reference regarding furloughs provides sufficient guidance to the relevant legal authority, the citation to the Education Code has been removed from the policy.
Slide 13 DH/GKA	House Bill 1143 prohibits a district from regulating the manner in which a handgun, a firearm, or ammunition is stored in a locked vehicle in a district parking area, provided the item is not in plain view. DH(LOCAL), the policy related to employees, and GKA(LOCAL), the policy that applies to visitors, reflect this new law by removing language requiring firearms in locked vehicles to be unloaded.
Slide 14 EHBB	The changes in EHBB(LOCAL) result from House Bill 3 and the newly adopted Texas State Plan for the Education of Gifted/Talented Students. The policy now includes required provisions regarding the use of GT funds and annual compliance certification to the commissioner that the district’s GT program is consistent with the GT state plan. The text regarding the gifted and talented selection committee has been broadened since there is no longer a requirement to specify if the committee is established at the campus- or district-level. The language regarding reassessments and transfer students is now more flexible. Lastly, references to nominating students for the program are deleted throughout this policy.

## Update 114 Local Policy Overview, Presented by TASB Policy Service

This is a transcript of the audiovisual overview

<b>Slide</b>	<b>Description</b>
Slide 15 ELA	House Bill 3 moved provisions on funding regarding partnership charters from Education Code Chapter 42 to Chapter 48. The recommended change revises the citations to reflect the legislative change.
Slide 16 FDE	TEA’s recent revisions to the Unsafe School Choice Option Guidance Handbook prompted changes to FDE(LOCAL). The list of violent criminal offenses for which a victim is eligible for a transfer to another school within the district has been updated to reflect these changes.
Slide 17 FFAA	The UIL has added a rule that requires students who participate in marching band to receive a pre-participation physical in accordance with the UIL’s established schedule. FFAA(LOCAL) has been revised to broaden the policy language to accommodate future changes to UIL rules on physicals and to allow the superintendent to designate other extracurricular programs for which the district will require physicals.
Slide 18 FFB	<p>Senate Bill 11 requires that districts establish threat assessment and safe and supportive school teams to serve campuses. FFB(LOCAL) has been developed to address the policy requirements imposed by this bill. The district’s policies and procedures must be consistent with the model policies and procedures developed by the Texas School Safety Center. TASB collaborated with the Texas School Safety Center to develop this recommended policy.</p> <p>The Texas School Safety Center advises that district procedures need to be individualized to fit each district’s unique circumstances. The Texas School Safety Center’s website has numerous resources to assist the district in implementing this new law, including a Behavioral Threat Assessment and Management toolkit.</p>
Slide 19 FFBA	FFBA(LOCAL) is another new policy, which addresses trauma-informed care. The policy addresses the requirements included in Senate Bill 11. The details of the district’s trauma-informed care program must be included in the district improvement plan. The policy makes reference to the elements required in the district’s program, including increasing staff and parent awareness of trauma-informed care, required training, and available counseling options for students affected by trauma or grief. The policy also affirms that the district shall report training compliance to TEA.
Slide 20 FL	FL(LOCAL) has been revised to assist with the implementation of the district’s safe and supportive school program as required by Senate Bill 11. The provision at Access by School Officials clarifies that a person appointed to a team that supports the safe and supportive school program may access student records if the person has a legitimate educational interest in the records.

## Update 114 Local Policy Overview, Presented by TASB Policy Service

This is a transcript of the audiovisual overview

<b>Slide</b>	<b>Description</b>
Slide 21 GBAA	Finally, Senate Bill 494 permits the board in a district impacted by a catastrophe to temporarily suspend the Public Information Act, or PIA. GBAA(LOCAL) includes new recommended provisions to delegate to the superintendent the authority to approve the initial suspension period of up to seven consecutive days and to provide all required notices. For an extension beyond that seven-day period, the law requires the board to determine whether the district is still impacted by the catastrophe. Thus, the policy requires the board to approve an extension.
Slide 22 Thank You!	That covers the local policies in Update 114 for most districts. As always, we hope you found this overview helpful. Should you have any questions or want further clarification, please feel free to contact your assigned TASB policy consultant. You can find your consultant's contact information at <a href="http://policy.tasb.org">policy.tasb.org</a> .

# Legal Issues in Update 114

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# Legal Issues in Update 114

To the District's Policy Contact:

Each time TASB Policy Service updates the model policies, your district has a new opportunity to review TASB's recommendations and consider, or revisit, your local policy choices. The purpose of this memorandum is to identify to the board potential legal problems and best practices that may arise as a result of the district's unique local choices in the policy codes affected by Update 114.

**Please note that your district may not have locally developed provisions in a policy code affected by Update 114 as addressed by this memo. For each policy code in which your district does have locally developed provisions or is considering adopting local changes to the TASB model policy, we suggest you review the recommendations below. You can identify a policy with locally developed provisions by looking at the bottom of the policy. A policy that is unique to the district will be indicated with an "X" by the policy code in the footer ("\_\_(LOCAL)-X," for example). A TASB-recommended policy will be indicated by any letter other than an "X" ("\_\_(LOCAL)-A," for example).**

In addition, the last paragraphs of this memorandum address general policy writing tips to keep in mind when making any policy revisions.

If you have any questions or concerns about the guidance in this memo, please contact TASB Legal Services at [legal@tasb.org](mailto:legal@tasb.org) or 800.580.5345.

## I. Common Legal Issues in Revising Update 114 Local Policies

### BE(LOCAL)—Board Meetings

Requiring three or more trustees to request a special meeting or agenda item

- **COMMON ISSUE:** Policy requires the agreement of three or more trustees before a subject will be added to a future agenda; and/or policy requires the agreement of three or more trustees before the presiding officer will call an emergency or special called meeting of the school board.

Occasionally boards adopt policies that require three or more board members to agree before a topic will be added to an upcoming agenda or before the presiding officer will call an emergency or special called meeting. Usually boards that consider such requirements are concerned about managing the length or frequency of meetings or preventing topics of low interest from appearing on board agendas. These policy choices could, however, result in an inadvertent violation of the Open Meetings Act (OMA) if one board member contacts the other members of the board seeking agreement by a second and third board member. *See* Tex. Gov't Code § 551.143 (describing an offense when members of a governmental body engage in a series of communications about public business adding up to a quorum outside of a public meeting). TASB Legal Services urges the district to require the agreement of no more than two board members to put an item on the agenda or to call an emergency or special called meeting.

Furthermore, while the manner in which a board places subjects on upcoming meeting agendas depends on local practice or policy, the attorney general has cautioned governmental entities against adopting procedures that have "the net effect" of precluding an elected representative from placing an

## Legal Issues in Update 114

item on the agenda. See Op. Tex. Att’y Gen. Nos. DM-228 (1993), DM-473 (1998). Such a policy could prevent an individual board member from bringing an issue to the attention of the full board.

- **LEGAL TIP:** Revisions to this local policy should reduce the risk of board members inadvertently violating the OMA by limiting the number of trustees necessary to make decisions about adding agenda items and calling emergency or special board meetings. Work with your school attorney to establish reasonable procedures that allow all board members to propose future agenda topics.

### Allowing members of the public to add topics to board meeting agendas

- **COMMON ISSUE:** Policy allows a citizen to request a topic for a future school board meeting agenda.

A citizen who is not on the school board does not have a legal right to request that an item be included on the agenda for a school board meeting. The Texas attorney general has emphasized that school board meetings and other meetings subject to the OMA are not meetings of the public, but rather meetings the public is permitted to attend. The OMA requires a school board to allow public testimony before or during the board’s consideration of an item on the board’s agenda for an open meeting. Tex. Gov’t Code § 551.007. The OMA does not, however, entitle the public to choose items for the agenda. Office of the Attorney General, *Open Meetings Act Handbook*, 39 (2018). If an employee, parent, or citizen files a formal grievance that rises to the board level, the board will be obligated to place the item on a future agenda. Because this policy may create the incorrect conclusion that citizens have a right to have items besides formal grievances placed on a board agenda, we recommend that such a provision be deleted from policy.

- **LEGAL TIP:** Other than the legal requirement to permit public testimony before the board’s consideration of an agenda item at an open meeting, the public is permitted to observe, but not participate in, the open portions of a school board meeting.

### Conducting a “pre-meeting” before the posted meeting

- **COMMON ISSUE:** Policy indicates that a quorum or more of the board will meet prior to a regular board meeting to review the agenda.

Any deliberation among or gathering of board members that meets the OMA’s definition of a *meeting* is subject to the requirements of the OMA. Consequently, if a quorum of the board is involved in a workshop or other preliminary meeting held prior to the regular board meeting to discuss upcoming agenda items, the meeting must comply with the OMA. Tex. Gov’t Code § 551.001, et seq. Even if action on school business is prohibited, the definition of a meeting may be met. For example, one court has defined a meeting by deliberation to include a one-way communication spoken by one member of a governmental body and heard by the rest of a quorum. *Bexar Medina Atascosa Water Dist. v. Bexar Medina Atascosa Landowners’ Ass’n*, 2 S.W.3d 459, 461-462 (Tex. App.—San Antonio 1999, pet. denied).

- **LEGAL TIP:** Avoid attempts to discuss school business as a quorum or in a series of communications adding up to a quorum outside of properly posted open meetings.

### Requiring a supermajority vote to pass a motion

- **COMMON ISSUE:** Policy requires an affirmative vote of a majority of the board (not just a majority of members present) to pass a motion.

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Boards sometimes add a local policy provision requiring the affirmative votes of a quorum (majority) of the board to pass any motion. In most instances, a school board may transact business with a majority of those trustees present and voting as long as at least a quorum is present. TASB Legal Services advises against any policy that would impose a stricter requirement, since it could disable the board from acting if there are members absent or abstaining from the vote. For more information on voting, see TASB Legal Services' memo [Open Meetings Act: Voting](#).

- **LEGAL TIP:** Following established law and standard meetings procedures, like *Robert's Rules of Order*, will simplify the board's work, especially if the board experiences a vacancy.

## BED(LOCAL)—Board Meetings: Public Participation

TASB Policy BED concerns public participation in board meetings. The policy addresses procedures for public participation and limitations on audience participation. If your district is considering adding local language not covered in the TASB model policy or revising the recommended language, see TASB Legal Services' article [Open Meetings Act: Public Comment](#).

## CCGB(LOCAL)—Ad Valorem Taxes: Economic Development

Modification of CCGB(LOCAL) related to appraised value limitation agreements

- **COMMON ISSUE:** District chooses to revise TASB recommended language offered at Update 114.

At Update 114, TASB Policy Service offered model language relating to appraised value limitation agreements under the Texas Economic Development Act, Texas Tax Code Chapter 313, at CCGB(LOCAL). This new local policy replaced existing provisions at CCGB(LOCAL), if any. If your district is considering revisions to this model language, TASB Legal Services recommends the district consult its attorney regarding these issues to ensure the provisions meet your local needs.

- **LEGAL TIP:** Revisions to this local policy should be developed in consultation with a district's local attorney.

## CDA(LOCAL)—Other Revenues: Investments

Modification of CDA(LOCAL) related to investments

- **COMMON ISSUE:** District chooses to revise TASB recommended language at CDA(LOCAL).

TASB Policy CDA concerns the investment of public funds. The policy addresses investment authority, approved investment instruments, and investment strategies. If your district is considering modifications to the TASB model policy language, please note that the laws governing public funds investment are complex. A professional advising the district about its investment policy or practice should have specialized knowledge of financial matters. For this reason, and because of the importance of properly managing public funds, it is essential that the district consult its private attorney, bond counsel, or other legal/financial adviser for advice on whether the policy conforms to legal requirements and the district's investment needs.

- **LEGAL TIP:** Revisions to this local policy should be developed in consultation with a district's local attorney, bond counsel, or financial adviser.

# Legal Issues in Update 114

## CH(LOCAL)—Purchasing and Acquisition

### Board Approval of Contracts

- **COMMON ISSUE:** Local policy does not require board approval for contracts at or above a certain amount or creates broad exceptions to board approval.

As a matter of governmental efficiency, school districts typically delegate purchasing authority to the superintendent to enter into most contracts for goods and services. Most district policies include a monetary limit to the superintendent's authority, requiring board approval of any purchase at or above a certain value. Sometimes, however, a board adopts a policy with no monetary limit to the superintendent's purchasing authority. Or, a district may create broad exceptions to the requirement for board approval, such as exceptions for budgeted purchases, large purchases made using a statutory procurement method, or purchases discussed by a board committee.

TASB Legal Services recommends that district policy state clearly when board approval is required so that the lines of purchasing authority are clearly established. State law does not specify an appropriate threshold for board approval, but we recommend that policies require board approval of contracts valued at or above a certain amount as a best practice. Any exceptions to the policy's requirement for board approval should be narrow and specific so as to avoid arbitrary interpretations.

We also recommend that an amount be stated in policy to avoid an inference that the district's accounting practices are inadequate. The commissioner of education may order members of a board of trustees to file financial statements under certain circumstances, including when the commissioner determines that accounting practices are not adequate to safeguard state and district funds. Tex. Educ. Code § 11.064. The commissioner might consider the delegation of unspecified purchasing authority to the superintendent as evidence that the district's practices are not adequate.

- **LEGAL TIP:** Local policy should specify the parameters of a superintendent's purchasing authority.

### Emergency Purchasing

- **COMMON ISSUE:** Local policy provisions related to emergency purchasing may be unnecessary or overbroad.

After an emergency or a disaster, districts sometimes seek to adjust their purchasing policy or procedures to address perceived constraints on administrators' authority to respond to the district's needs. The breadth of such changes may inadvertently implicate complicated state and federal legal issues. Depending on a district's existing purchasing policy, changing purchasing policies after an emergency or disaster may not be necessary. The Texas Education Code authorizes the board of trustees to delegate purchasing authority to another designated individual in the event of a catastrophe, emergency, or natural disaster. Tex. Educ. Code § 44.0312(c). Although the Texas Education Code provides additional purchasing flexibility after an emergency, a district's local policy cannot contravene or exceed the authority provided by the law. In some instances, board resolutions and actions at the time of the emergency are necessary to address the situation. Tex. Educ. Code § 44.031(h). Local board policy cannot substitute for legally required actions that necessitate a case-by-case approach.

The delegation of authority to make emergency purchases is unnecessary when a district has delegated general purchasing authority to the superintendent. However, in the absence of such broad, general

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delegation, a board may choose to alter its local policy to include a provision delegating the authority, in the event of a catastrophe, emergency, or natural disaster affecting the district, to contract for the replacement, construction, or repair of school equipment, a school facility, or a part of a school facility, if emergency replacement, construction, or repair is necessary for the health and safety of district students and staff. If your district desires local policy language for such a delegation, sample language is available from TASB Policy Service.

- **LEGAL TIP:** Only delegate emergency purchasing authority to the extent allowed by law.

### CKC(LOCAL)—Safety Program/Risk Management: Emergency Plans

Policy CKC covers several emergency management issues. At this code many school boards include provisions to authorize certain school employees or officials to carry handguns on school property, at school events, and at board meetings. While this is a permissible policy choice, we recommend that boards adopt such a policy only on the advice of counsel. For more information, see TASB Legal Services' article, [School Marshals and Other School District Personnel Carrying Firearms](#).

### CKE(LOCAL)—Safety Program/Risk Management: Security Personnel

Expanding the jurisdiction of the school district law enforcement

- **COMMON ISSUE:** Policy extends the jurisdiction of district peace officers to school zones, bus stops, and other locations off school property.

Remember that whenever school-based law enforcement shares jurisdiction with another law enforcement agency, the district must establish a memorandum of understanding (MOU) between the school district police department and the law enforcement agencies with which it has overlapping jurisdiction. This MOU, required by Texas Education Code section 37.081(g), must outline reasonable communication and coordination efforts among the departments and agencies.

While Texas Education Code section 37.081 allows districts to commission peace officers with jurisdiction extending throughout the geographical boundaries of the school district, extending jurisdiction beyond the district's property boundaries can have two effects. First, it expands the officers' responsibility because they must protect the safety and welfare of any person in the extended jurisdiction. Second, it exposes the district to increased federal civil rights liability under 42 U.S.C. § 1983. Peace officers and the governmental entity that employs them may be sued under Section 1983 for violations of constitutional rights, such as use of excessive force, failure to train, denial of due process, and unwarranted searches and seizures. While this type of jurisdiction may be appropriate for the district, the increased risk of litigation that it creates should lead the district to proceed carefully and with advice from its school attorney.

- **LEGAL TIP:** Establish an MOU and work with a school attorney if the district is expanding the jurisdiction of district peace officers beyond school property.

### CQ(LOCAL)—Technology Resources

Children's Internet Protection Act

- **COMMON ISSUE:** Local policy deletes required provisions regarding filtering devices or software.

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Occasionally, a local policy omits all TASB-recommended language regarding filtering devices or software required by the federal Children’s Internet Protection Act (CIPA). School districts must implement certain internet safety measures and submit certification to the Federal Communications Commission as a prerequisite to receiving universal service discount rates. 47 U.S.C. § 254. Therefore, TASB Legal Services recommends that the CIPA provisions be added to district policy.

- **LEGAL TIP:** Ensure local policy contains required language regarding filtering devices or software in compliance with federal law.

### Employee Use of Technology Resources

- **COMMON ISSUE:** Local policy uses vague or problematic terminology to limit employees’ personal use of district’s internet or electronic communications.

Typically, school boards adopt policies at CQ(LOCAL) that notify employees and others as to what the district considers acceptable use of district technology resources. For example, TASB-recommended language states that limited personal use of the technology resources is permitted if the use:

1. Imposes no tangible cost on the district;
2. Does not unduly burden the district’s technology resources; and
3. Has no adverse effect on an employee’s job performance or on a student’s academic performance.

Some local policies allow personal use of the district’s electronic communication system during noninstructional periods but state that “political use” is unacceptable. This restriction is overly broad because it limits employees’ free speech during personal time at work. An employee’s political activity, even in the workplace, is protected by the First Amendment if it involves a matter of public concern, rather than a purely personal matter. *Tex. State Teachers Ass’n v. Garland Indep. Sch. Dist.*, 777 F.2d 1046 (1985), *aff’d*, 479 U.S. 801 (1986). The district may impose reasonable time, place, and manner restrictions so that this activity does not take place during class time, for instance. The district may also clarify that paid employee work time and other financial resources of the district, including computers and supplies, may not be used to support political advertising in violation of state law. *Tex. Elec. Code* § 255.003(a). The district cannot, however, prohibit employees from discussing political views during all hours employees are at work since this would also include an employee’s free time, including lunch hours and planning periods.

A similar problem arises with local policy provisions that prohibit “inappropriate” personal use of technology resources. Terms such as “political” and “inappropriate” may be considered too vague to adequately notify an employee of prohibited behavior. For example, one person may consider visiting or commenting on a website devoted to a controversial issue to be political or inappropriate; another person could reasonably consider the same website to be protected expression. Districts should use more specific terms in their local policies, especially if such provisions could form the basis for terminating an employee. In the alternative, a district could develop administrative regulations to provide more specific detail as to what constitutes political use or inappropriate language or material.

- **LEGAL TIP:** Use specific terminology in acceptable use policy or regulations to notify employees of what is considered unacceptable personal use of district technology resources.

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## DH(LOCAL)—Employee Standards of Conduct

### Reasons for Good Cause Termination

- **COMMON ISSUE:** Local policy defines circumstances constituting good cause.

Some local policy language purports to define what circumstances give rise to good cause for termination. Termination of a contract employee is also subject to Chapter 21 of the Texas Education Code. See TASB Policy DFBA(LEGAL). Be aware that these statutory procedures must be followed when terminating a contractual employee. Also, keep in mind that good cause is determined by an independent hearing examiner in a contested hearing based on previous termination cases and precedent. TASB Legal Services recommends that the district delete any provisions defining good cause from policy and consult with its school attorney before pursuing the termination of an employee's contract.

- **LEGAL TIP:** Policies that attempt to define good cause for termination may violate an employee's right to due process.

### Report of Criminal Act to Supervisor

- **COMMON ISSUE:** Local policy requires employees to notify a supervisor of a suspected crime.

Texas Education Code section 37.148 permits a school district employee to report a crime witnessed at the school to any peace officer with authority to investigate the crime. A school district may not require an employee to refrain from reporting a crime or to report a crime only to certain persons or peace officers. Local policy provisions that require an employee to immediately notify a supervisor upon suspicion of fraud or other crime may violate this provision.

- **LEGAL TIP:** Local policy language should not limit the reporting of a crime witnessed at school by requiring an employee to notify a supervisor or other specified individual.

### Employment Action Based on Arrest or Indictment

- **COMMON ISSUE:** Local policy requires termination for arrest or indictment for certain crimes.

Districts should use caution in applying local policies requiring employment action based on arrest or indictment. In April 2012, the Equal Employment Opportunity Commission (EEOC) issued updated guidance regarding the role of arrest and conviction records in employment decisions. EEOC, [\*Enforcement Guidance on Consideration of Arrest and Conviction Records in Employment Decisions under Title VII of the Civil Rights Act of 1964\*](#), (Apr. 25, 2012). The guidance cautions that being arrested is not a determination of guilt and making employment decisions based on arrests could lead to claims of discrimination.

In addition, any employee who has a contract of employment, whether under Chapter 21 or a regular employment contract, has a property interest in his or her compensation. Before the district can remove this property interest, the district must afford the employee notice and an opportunity for a hearing, either before the board or before an independent hearing examiner. Tex. Educ. Code § 21.251(a). Accordingly, unless and until the district can provide notice and an opportunity for hearing to a contract employee, the most the law allows the district to do is to suspend the employee *with* pay. We also note that a certified employee who is suspended without pay pending discharge, then subsequently not

## Legal Issues in Update 114

discharged, is entitled to back pay. Tex. Educ. Code § 21.211(c). Additionally, the Texas Education Code allows a district to suspend a certified employee without pay if the employee is convicted or receives deferred adjudication for a felony offense. Tex. Educ. Code § 21.058. Because this provision appears in TASB Policy DF(LEGAL), however, it is not necessary to address it in local policy.

- **LEGAL TIP:** Do not adopt a policy that requires taking employment action because of criminal history information prior to conviction or deferred adjudication.

### Employment Action Based on Failure to Pay Debts

- **COMMON ISSUE:** Local policy requires employees to pay personal debts, child support, or taxes.

A policy provision requiring employees to timely pay their debts may violate laws protecting debtors. First, Texas Family Code section 158.209 prohibits an employer from terminating, taking disciplinary action against, or refusing to hire a person subject to an order for withholding of child support. This almost certainly includes withholding orders for past-due child support.

Second, Title III of the Consumer Credit Protection Act prohibits an employer from terminating an employee who is subject to a single garnishment order. 15 U.S.C. § 1674(a).

Third, 11 U.S.C. § 525(b) prohibits a governmental unit from terminating the employment of or taking other action against a person who has filed a bankruptcy proceeding solely because that person is a debtor.

Fourth, the EEOC has taken the position that basing employment decisions on a person's credit history could have a disparate impact on minorities. The EEOC does recognize that in some cases an employer may have a business necessity for looking at an employee's credit status, such as where the employee works with the employer's finances.

Fifth, the Fair Credit Reporting Act prohibits an employer from obtaining an employee's credit history without having first received the employee's written permission. The employee is then entitled to certain protections before any employment action may be taken based on the credit history. 15 U.S.C. § 1681 et seq.

Our final concerns are more practical. Debtors often have valid reasons for refusing to pay their debts, but school boards are not in a position to adjudicate disputes between debtors and creditors. Moreover, even unjustified failure to pay debts is probably not a sufficient reason to dismiss a contract employee unless the district can demonstrate an impact on the employee's ability to do his or her job.

For all of the above reasons, TASB Legal Services recommends that boards not adopt policies authorizing adverse employment action based on an employee's failure to pay debts.

- **LEGAL TIP:** A district should not take employment action based on a failure to pay debts.

### EHBB(LOCAL)—Special Programs: Gifted and Talented Students

- **COMMON ISSUE:** Local policy conflicts with state laws regarding programs and policies for gifted and talented students.

The Texas Education Code defines "gifted and talented students" and requires school districts to adopt a process for identifying and serving these students at each grade level. Tex. Educ. Code §§ 29.121, .122.

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TASB Legal Services does not recommend adopting a more restricted definition of a gifted and talented student in local policy.

In addition, TEA rules require districts to develop and disseminate to parents written policies on assessing students for participation in the gifted and talented education program. These policies must include: provisions for ongoing screening and selection of students; assessment measures collected from multiple sources according to each area in the [Texas State Plan for the Education of Gifted/Talented Students \(State Plan\)](#); data and procedures designed to ensure that students from all populations in the district have access to assessment, and, if identified, services for the gifted and talented program; and provisions regarding furloughs, reassessment, exiting of students from program services, transfer students, and appeals of district decisions regarding program placement. District policy must also provide for students to be selected by a committee of at least three local district educators who have received training in the nature and needs of gifted and talented students. 19 Tex. Admin. Code § 89.1.

In 2019, the Texas Legislature enacted House Bill 3, which requires each school district to adopt a policy regarding the use of funds to support the district's gifted and talented program and to certify to the commissioner that the district's program is consistent with the *State Plan*. TEA and TASB collaborated on the new policy language to meet these new requirements in EHBB(LOCAL), which TASB has provided to your district as part of Update 114.

If your district is considering revisions to the TASB model policy language, TASB Legal Services recommends the district ensure that it has addressed each of these required items and the elements in the 2019 *State Plan*.

- **LEGAL TIP:** Define gifted and talented students in accordance with state law. Include in the policy all the required elements for gifted and talented programs.

### FFAA(LOCAL)—Wellness and Health Services: Physical Examinations

#### Lice Policies

- **COMMON ISSUE:** Local policy excludes students with nits or lice from attending school.

School districts have legal authority to adopt a “nit-free” or “lice free” policy, but TASB Legal Services recommends taking into account multiple considerations before adopting a policy that requires students with nits or lice to be sent home from school. The Texas Department of State Health Services (DSHS) does not require the exclusion of students with nits or head lice. A policy requiring that students be sent home may result in students missing valuable instructional time. Instead of sending students home, the DSHS recommends that schools provide information and assistance to students and their families regarding treatment and control of head lice. Therefore, TASB Legal Services recommends that districts provide families with information and support regarding head lice instead of excluding students from attendance.

More information on the guidelines for managing head lice in schools can be found in DSHS's [Managing Head Lice in School Settings and at Home](#).

- **LEGAL TIP:** Provide families with information and support regarding head lice instead of excluding students from attendance.

# Legal Issues in Update 114

## Tuberculosis Testing

- **COMMON ISSUE:** Local policy requires all new students, or all students entering school from a foreign country, to show evidence of a tuberculosis skin test before admission.

The DSHS encourages districts in areas with a high prevalence of tuberculosis to use a screening questionnaire to identify students who should receive a skin test. In contrast, the DSHS does not advise universal tuberculosis testing. See DSHS's [Frequently Asked Questions About Tuberculosis](#) and DSHS's [Recommendations for Tuberculosis Screening for School-Aged Children](#).

Although the screening questionnaire indicates that students who have recently moved to the U.S. from a foreign country or traveled to a foreign country may be considered at risk and thus should be referred for testing, DSHS advises that students should not be excluded from school while medical evaluation is in progress, unless the child has signs or symptoms of TB.

TASB Legal Services recommends that district policy regarding tuberculosis be adopted in consultation with guidance from DSHS and local health authorities. If your district is located in an area where use of a tuberculosis questionnaire is recommended, FFAA(LOCAL) may contain TASB-developed language requiring all students entering the district for the first time to provide evidence of having received a tuberculosis screening in accordance with regional and county health department guidelines. We do not recommend singling out students from another country for a more stringent testing requirement, as this could be interpreted as discriminatory.

If local policy requires a tuberculosis skin test before admission, TASB Legal Services recommends ensuring that this requirement is consistent with current local health department guidelines for TB testing in the area. Additionally, in accordance with DSHS advice, we recommend that districts admit students who are referred for tuberculosis testing.

- **LEGAL TIP:** Adopt tuberculosis screening or testing requirements in consultation with local and state health department guidance. Do not use a student's referral for tuberculosis testing as a reason to delay admitting the student.

## FL(LOCAL)—Student Records

### District Officials

- **COMMON ISSUE:** Local policy defines district officials narrowly.

The federal Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of student records. See 20 U.S.C. § 1232g; 34 C.F.R. part 99. In general, FERPA requires parental consent in order to release a student's education record. However, the law allows education records to be released to a "school official" without parental consent as long as the school official has a legitimate educational interest in the information. 34 C.F.R. §§ 99.30, .31.

In order to rely on the school official exception, a district must designate specific school officials in local policy and notify parents about the designation. If local policy omits a position from the TASB-recommended definition of school officials, the district will be required to obtain parental consent before student records not covered by another exception can be shared with those individuals. While not illegal, this deletion could have unintended practical effects. For example, if a district chooses to

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delete “trustee” from the recommended list of school officials, parental consent would be necessary before the board could hold an expulsion hearing. TASB Legal Services recommends that local policy define “school official” broadly, in accordance with law, in order to ensure efficient information sharing for school-related purposes.

- **LEGAL TIP:** Define “school official” broadly, in accordance with law, so that an individual or entity with a legitimate educational interest may access a student’s education record for district purposes.

### Directory Information

- **COMMON ISSUE:** Designation of limited categories of student records as directory information could lead to confusion and inconsistent application.

If the district’s local policy does not designate any student records, or only designates very limited categories of student records as directory information, this may result in unintended consequences and inconsistent application.

- **LEGAL TIP:** Be aware of issues that may arise when policy defines directory information narrowly, and train staff accordingly.

### Requestors of Student Information

- **COMMON ISSUE:** Local policy states that the district will not provide directory information to some types of requestors.

FERPA makes a student’s education records confidential unless an exception applies. As discussed above, one exception to the law allows a school district to release information designated as directory information without parental consent to any requestor, as long as parents are notified about the categories of information that will be released, the parties to whom disclosure will be made, and the parents’ right to object. 20 U.S.C. § 1232g, 34 C.F.R. §§ 99.30-.39.

In Texas, state law specifies that any student information not designated as directory information, or designated only for limited school-sponsored purposes, remains confidential under the Public Information Act (PIA). Tex. Educ. Code § 26.013. Furthermore, under the PIA, when a governmental body releases information that is not confidential under other law to a member of the public, the information must be released upon request to all members of the public. Tex. Gov’t Code §§ 552.117, .007, .223.

In other words, a district’s policy for releasing student directory information may distinguish between school-sponsored and non-school sponsored purposes, but it may not discriminate among non-school requestors.

TASB Legal Services recommends that district policy avoid selectively withholding directory information from any specific types of requestor, including charter schools or virtual schools.

- **LEGAL TIP:** Do not distinguish in local policy between types of entities that may request student directory information.

# Legal Issues in Update 114

## Video Surveillance Recordings

- **COMMON ISSUE:** Local policy addresses access to video recordings of a student.

Some local policies contain provisions purporting to determine access to video recordings of students. As a general matter, these provisions are unnecessary. A video recording that is directly related to a student is considered an education record under FERPA to the same extent as a paper document. The law does not require local policy to address different formats of records separately.

The status of video recordings under FERPA is also an emerging area of the law. Local policy provisions may not comply with recent guidance from the U.S. Department of Education. See U.S. Dept. of Educ., Student Privacy Policy Office (SPPO), [FAQs on Photos and Videos under FERPA](#) (setting out guidelines for applying FERPA to a photo or video of a student).

Note that, under certain circumstances, federal law may require the district to provide a parent access to a video recording that is directly related to the parent's child. For example, the SPPO advised that a school surveillance video showing two students fighting in a hallway, if used as part of district disciplinary action, is an education record of the two students to which both students' parents have rights under FERPA. Therefore, district policy must not categorically prohibit the provision of surveillance video recordings upon request.

TASB Legal Services recommends that local policy treat all types of student records the same, rather than making distinctions based on the format of the record. District officials should seek legal advice regarding any unique policy provisions on this topic, to ensure that district policy complies with federal law.

- **LEGAL TIP:** Treat all student records the same in local policy, regardless of format or medium.

## GKA(LOCAL)—Community Relations: Conduct on School Premises

TASB Policy GKA concerns the conduct of visitors to school property. The policy addresses what items are prohibited on school property and provides the authority to exclude individuals from school property under certain circumstances. If you are considering adding local language not covered in the TASB model policy to this code, you may want to look at our guidance on:

- [Firearms](#) and [knives](#)
- [Visitors](#) to school property
- [Distribution of literature](#) on school property

## II. General Policy Development Tips

Creating local policies for school district operations is one of the board's most important roles. Through developing strong board policies, a district can communicate a coherent educational mission and provide clear guidance to help employees implement their duties lawfully and consistently. Good local policies can also reduce the risk of legal challenges. In order to be effective, a board policy must be written as clearly as possible. TASB Legal Services offers the following suggestions as general guidance when a board is considering local policy language.

# Legal Issues in Update 114

## Locally Defined Terms

As a general matter, school boards should avoid creating local definitions of terms that are defined differently in statute or through case law. For example, policies sometimes attempt to define the circumstances that can lead to a contract employee's termination for good cause. When a contract employee requests a hearing under Chapter 21, however, "good cause" is determined first by an independent hearing examiner based on previous termination cases and legal precedent. Other terms like "fraud" are defined in the Texas Penal Code. In the context of student and employee searches, the term "reasonable suspicion" means something very different from "probable cause." Creating local definitions that conflict even slightly with legally defined terms can inject confusion into local decision-making.

## Mixing the (LEGAL) with the (LOCAL)

The district's policy manual contains both "legal" and "local" policies. Legal policies are not adopted by the board. Rather, they are restatements of the current law as it relates to Texas school districts generally. Occasionally, a district chooses to incorporate language from a legal policy into its local policy. TASB automatically updates the legal policies to ensure that they reflect the current law. Unique local policy provisions may not be automatically updated when the law changes. Absent diligent administrative review by the district, any change in state or federal law could cause the district's local policy to be out of date and conflict with governing law. TASB Legal Services recommends that school districts avoid reciting or summarizing legal policy language in local policy.

## Want More?

You can find TASB Legal Services' [Policy Development Tips](#) for other parts of your district's policy manual in the TASB Policy Service Resource Library. Policy Development Tips are a work in progress, and new topics will be added over time.

**ACTION ITEM: DISTRICT INFORMATION**

Student Enrollment, as of 11/15/2019

EE	2	6	136
PreK	62	7	119
K	120	8	127
1	119	9	113
2	118	10	108
3	116	11	109
4	130	12	100
5	146	<b>TOTAL</b>	1625

August	1623	January
September	1619	February
October	1623	March
November	1625	April
December		May

Attached is information on:

- ACT Results for the District
- School Board Training Flyer from Region 12

Thanksgiving Holidays – November 25 - 29

**RECOMMENDED MOTION:**

No recommendation.

**BOARD ACTION:**

No action.

October 2019  
Code: 448328

SUPERINTENDENT  
GROESBECK IND SCHOOL DISTRICT  
PO BOX 559  
GROESBECK, TX 76642



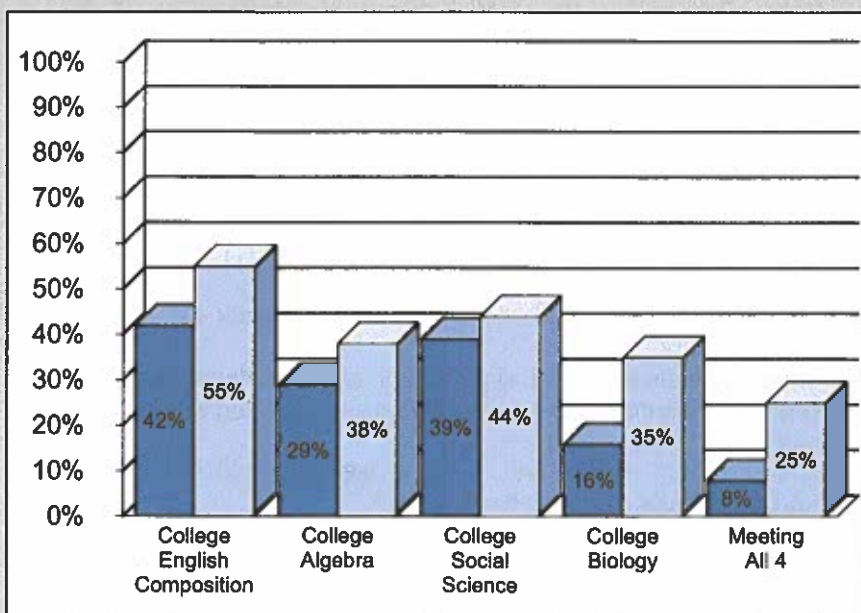
011062110

This report reflects the achievement of your graduates on the ACT over time and an indication of the extent to which they are prepared for college-level work. The ACT consists of curriculum-based tests of educational development in English, mathematics, reading, and science designed to measure the skills needed for success in first-year college coursework. Table 1 shows the five-year trend of your ACT-tested graduates. Beginning with the 2013 Graduating Class, all students whose scores are college reportable, both standard and extended time tests, are included in this report.

**Table 1: Five Year Trends - Average ACT Scores**

Grad Year	Total Tested		English		Mathematics		Reading		Science		Composite	
	District	State	District	State	District	State	District	State	District	State	District	State
2015	48	124,764	18.5	19.8	19.3	21.1	20.3	21.1	19.3	21.0	19.5	20.9
2016	53	142,877	16.6	19.4	17.9	20.7	18.2	21.0	19.2	20.7	18.1	20.6
2017	62	146,608	18.1	19.5	18.0	20.7	19.5	21.1	18.7	20.9	18.7	20.7
2018	60	141,253	17.2	19.6	18.2	20.6	19.9	21.1	18.8	20.8	18.6	20.6
2019	38	136,061	17.1	19.5	18.9	20.4	20.1	21.1	19.3	20.6	19.0	20.5

**Figure 1. Percent of ACT-Tested Students Ready for College-Level Coursework**



### Are Your Students Ready for College?

Through collaborative research with postsecondary institutions nationwide, ACT has established the following as college readiness benchmark scores for designated college courses.

A benchmark score is the minimum score needed on an ACT subject-area test to indicate a 50% chance of obtaining a B or higher or about a 75% chance of obtaining a C or higher in the corresponding credit-bearing college courses.

- \* English Composition: 18 on ACT English Test
- \* College Algebra: 22 on ACT Mathematics Test
- \* Social Science: 22 on ACT Reading Test
- \* Biology: 23 on ACT Science Test

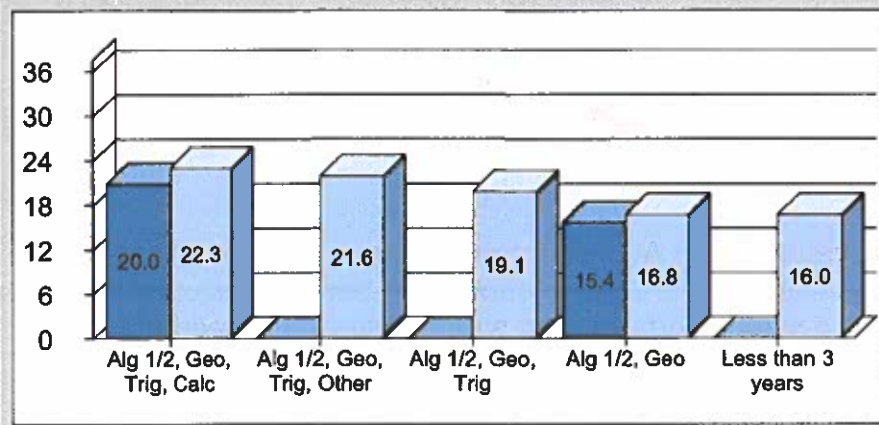
■ Your District  
■ All State

A High School College Readiness Letter has been sent to the Principal of each high school with at least one ACT-tested graduate.

College Readiness Letter for:  
**GROESBECK IND SCHOOL DISTRICT**

ACT Research has shown that it is the rigor of coursework - rather than simply the number of core courses - that has the greatest impact on ACT performance and college readiness. Figures 2 and 3 report the value added by increasingly rigorous coursework in mathematics and science respectively.

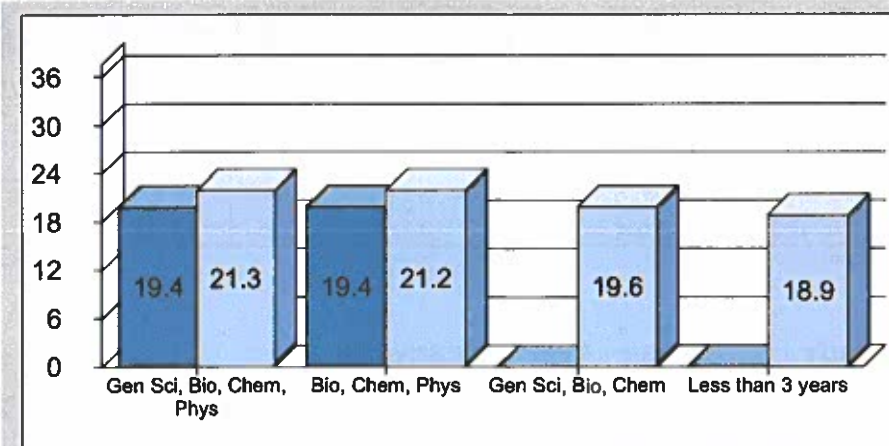
**Figure 2. Average ACT Mathematics Scores by Course Sequence**



**Value Added by Mathematics Courses**

Students who take Algebra 1, Algebra 2, and Geometry typically achieve higher ACT Mathematics scores than students who take less than three years of mathematics. In addition, students who take more advanced mathematics courses substantially increase their ACT Mathematics score.

**Figure 3. Average ACT Science Scores by Course Sequence**



**Value Added by Science Courses**

Students taking Biology and Chemistry in combination with Physics typically achieve higher ACT Science scores than students taking less than three years of science courses.

In order to ensure that all students are ready for college, an overview of vital action steps is provided.

**College Readiness for All: An Action Plan for Schools and Districts**

- 1. Create a Common Focus.** Establish collaborative partnerships with local and state postsecondary institutions to come to a shared understanding of what students need to know for college readiness. Use ACT's College Readiness Benchmarks as a common language to define readiness.
- 2. Establish High Expectations for All.** Create a school culture that identifies and communicates the need for all students to meet or exceed College Readiness Benchmark Scores.
- 3. Require a Rigorous Curriculum.** Review and evaluate the rigor and alignment of courses offered and required in your school in English, mathematics, and science to ensure that the foundational skills leading to readiness for college-level work are taught, reaffirmed, and articulated across courses.
- 4. Provide Student Counseling.** Engage all students in early college and career awareness, help them to set high aspirations, and ensure that they plan a rigorous high school coursework program.
- 5. Measure and Evaluate Progress.** Monitor and measure every student's progress early and often using college readiness assessments like ACT Aspire and the ACT. Make timely interventions with those students who are not making adequate progress in meeting College Readiness Benchmarks.

To learn more about these recommended action steps and ACT programs that will help improve college readiness for your students, contact ACT Customer Service at 319-337-1365 or [customerservices@act.org](mailto:customerservices@act.org).

# School Board Trainings 2019-2020

**Location:** ESC Region 12  
2101 W. Loop 340, Waco, TX 76712

*\*9/11/19 will be held at Hillsboro HS  
1600 Abbott Ave., Hillsboro, TX 76645*

**Time:** 6:00 - 9:00 p.m.

**Cost:** \$55 per session  
Dinner and materials included

**Register:** Click on the session number to register your staff/board members in our registration system.

**Contact:** Charlene Simpson  
254.297.1106  
csimpson@esc12.net

## Other Events

**August 5, 2019**  
Legislative Update for Administrators  
[Session #184230](#)

**May 19, 2020**  
TASB/ESC 12 Spring Workshop  
[Session #187948](#)

**July 31, 2019**

SB 1566: Evaluating & Improving Student Outcomes  
[Session #184167](#)

**August 7, 2019**

Update to the Texas Education Code  
[Session #184169](#)

**August 12, 2019**

Update to the Texas Education Code  
[Session #184170](#)

**August 19, 2019**

Orientation to the Texas Education Code  
[Session #184171](#)

**September 11, 2019**

Update to the Texas Education Code  
[Session #184196](#)

*\*Held at Hillsboro High School  
Hillsboro ISD*

**October 9, 2019**

Team Building  
[Session #184197](#)

**December 4, 2019**

Orientation to the Texas Education Code  
[Session #184198](#)

School Board Presidents' Training  
[Session #184199](#)

**January 15, 2020**

SB 1566: Evaluating & Improving Student Outcomes  
[Session #184200](#)

**May 27, 2020**

SB 1566: Evaluating & Improving Student Outcomes  
[Session #184203](#)

**June 3, 2020**

Orientation to the Texas Education Code  
[Session #184206](#)

School Board Presidents' Training  
[Session #184207](#)

**ACTION ITEM: DISCUSSION AND ACTION ON CONSENT AGENDA ITEMS**

**INFORMATION:**

Any item may be pulled for discussion.

**RECOMMENDED MOTION:**

Move to approve consent agenda.

**BOARD ACTION:**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approve / Disapprove

**Regular Board Meeting**  
**MINUTES**  
**10-14-2019**  
**7:00 p.m.**

Present: Tom Sutton, Bridgett Jackson-Tatum (7:02), Angela Crane, Aslone Foy (7:16), Ronnie Ferguson, Jud Hughes. Absent: Tiffany Burleson.

Others: Dr. James Cowley, Teresa Battrick, Diana Freeman, Michael Milnes, Jackie Ancelet, Kimberly Carter, Cindy Ensminger, Beth Westhoff, Kenna Moody, Bonnie Bomar, Dayne Duncan.

Tom Sutton called the meeting to order at 7:00 p.m.

Jud Hughes led the Pledge of Allegiance.

Angela Crane led the Pledge to the Texas Flag.

Ronnie Ferguson read the Mission Statement.

There were no public comments from the audience.

Dr. James Cowley recognized the principals and assistant principals. They were presented with a certificate of recognition.

Dayne Duncan presented information on the transportation department. The bus drivers do an amazing job. Dr. Cowley presented certificates of recognition. Dr. Cowley, Dayne Duncan, and Michael Milnes visited the Thomas Built Bus company in North Carolina. Dr. Cowley described different parts of the manufacturing of the buses, seats, etc. They will go to view the Longhorn bus manufacturing company in Oklahoma. Discussion on Thomas motors. Thomas Built Bus has a Cummins and a Detroit diesel motors. The Detroit would have a savings of about \$20,000 a year on fleet fuel cost and has a diagnostic app in the motor that sends out notifications regarding the motor. The district will be getting a trial bus for one to two weeks. We will put this bus on our insurance and will run routes to see how it drives.

District Improvement Plan and Campus Improvement Plans: Dr. Diana Freeman and Principals set up at tables in the cafeteria. Board Members received a summary of each plan and were able to ask questions. Motion by Ronnie Ferguson, second by Aslone Foy to approve the District Improvement Plan and the Campus Improvement Plans as presented. Motion carried unanimously.

Motion by Aslone Foy, second by Ronnie Ferguson to approve Ron Franks, Mack Jones, and John McCarver as nominees to run for Limestone County Appraisal District Board of Directors. Motion carried unanimously.

Motion by Ronnie Ferguson, second by Aslone Foy to approve Larry Wornat as nominee to run for Falls County Appraisal District Board of Directors. Motion carried unanimously.

Jackie Ancelet discussed campus safety, and roofs. Discussed pole with three transformers that should be in in a week. Discussed the white gym's (old Enge gym) HVAC. Look at September 2020 budget, classrooms can be done in-house and can start this summer. Discussed chillers, one was put in in 2010 and one in 2008. There are four compressors to a chiller and one has gone out. To replace runs about \$40,000. We can make it but needs to be replaced in September 2020. Discussed classrooms in gym and the annex buildings at middle school needing to be repainted.

Discussed facility usage and rental in regards to Pee-Wee Football and Little Dribblers. Little Dribblers uses the gym during the week and games. Pee-Wee Football uses on Saturday for games. This is to be reviewed for next year.

Dr. James Cowley discussed Series 2020 School Bonds. We are not going out and do a bond. These are bonds from the 2017 bond election that was held. We will sell remaining amount in 2020. There is \$2.7 million left to be used to purchase buses and white fleet and any monies left over can be used for buildings or whatever the board desires. We are expecting rates to go down. Discussed the sale of bonds in December with anticipating of another drop from the Feds. At the November board meeting we will finalize and close at the January board meeting. Discussed plan and continuing with the 2018 plan of a 5.5 year pay out. I&S rate should not have to increase. We are paying off one bond early, in February. Will bring recommendation in December on buses bid and specifications. Buses would arrive in June and latest in July. Discussed the \$2.7 million with a 5.5 year pay out. This is not a vote, it is just need to know if this is the direction the board still wants to go. Board wants to say with the plan. Discussed need to know direction on a Maintenance Tax Note. Does the board want to do repairs and renovations, if so, we will borrow the money. Discussed HVAC repairs, chiller water pipes in the high school needs to be replaced. Pipes are rusting from the inside out. Discussed HVAC, piping, and campuses' security system. Security system discussed were metal detectors, cameras, and doors. Jimmy Tull does great work as the locksmith for the district. Discussed transportation bids on fencing, concrete and asphalt. The fuel island is going to take more money than what will be brought in from sale of buses. Options of Maintenance Tax Note, is cheaper to sale when we sale our \$2.7 million bond. We won't be able to do all without the cash. Difference between Maintenance Tax Note and a bond is that voters approve a bond, Maintenance Tax Note is same like a bond and goes out to open market but doesn't require public vote and is specific on what you can do. Maintenance Tax Note is paid out of M&O and bond is paid out of I&S. If we do a Maintenance Tax Note, we can have all systems the same. Discussed sale of buses, buses, fueling station, security, chillers, A/C. Discussed chillers, compressors, and preventive maintenance on chillers by TRANE. Three chillers, piping and working on getting pricing. Dr. Cowley stated that \$1 million is as far as he could go. Tax rate would stay the same. Jud Hughes was good with \$1 million and 5.5 years. Angela Crane was good with \$1 million and either 5.5 or 10 years. Jackie Ancelet will have to do a preventive maintenance on chiller. Discussed chillers. If doing a Maintenance Tax Note we need to do with sale of bond to save money. If not, we will do what we can with what we have. First would be A/C, then security, and then fuel. Discussed quote on new buses, we don't have a figure but somewhere around \$90,000 to \$100,000. Thinking there will be some money left over. After much discussion, no consensus was concurred if a Maintenance Tax Note should be pursued or not.

Motion by Jud Hughes, second by Ronnie Ferguson to approve the sale of the property at 405 N. Waco St., Groesbeck to Jeff Melasky, Trustee and Lori Baldwin for \$2,000. Motion carried unanimously.

Dr. James Cowley updated the board on student enrollment of 1623, Region 12 Board Training this Wednesday night, follow up letter sent to the Sheriff, Brazos Valley Day Regional (BVRDS) meeting with 33 schools and vote was four districts voting for change in agreement and the remaining to keep. They (BVRSD) receive \$30,000 (ADA) for our one student and we pay \$8,000 (for services) and \$1,000 per month for transportation.

Motion by Aslone Foy, second by Ronnie Ferguson to approve consent agenda as presented. Motion carried unanimously.

- A. Minutes of Previous Board Meeting
- B. Budget Report and Amendments
- C. Walsh, Gallegos, Trevino, Russo & Kyle P.C. Renewal of Membership in Independent Retainer Program
- D. Culture of Voting Resolution
- E. Donation
- F. Surplus

Entered into Executive Session at 10:02 p.m.

Reconvened: 10:18 p.m. No action was taken.

Motion by Ronnie Ferguson, second by Angela Crane to adjourn. Motion carried unanimously.

Adjourned at 10:18 p.m.

\_\_\_\_\_  
Tom Sutton, Board President

\_\_\_\_\_  
Jud Hughes, Secretary

\_\_\_\_\_  
November 18, 2019  
Date Approved

Board Report  
 Comparison of Revenue to Budget  
 Groesbeck ISD  
 As of October

Fund 199 / 0 GENERAL FUND

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 -					
5700 -					
5710 - LOCAL REAL AND PERSONAL PROPER	12,239,326.00	-319,242.29	-319,242.29	11,920,083.71	2.61%
5740 -	264,500.00	-23,773.35	-33,555.77	230,944.23	12.69%
5750 - REVENUES FROM ENTERPRISE FUNDS	214,900.00	-22,613.18	-48,058.77	166,841.23	22.36%
<b>Total</b>	<b>12,718,726.00</b>	<b>-365,628.82</b>	<b>-400,856.83</b>	<b>12,317,869.17</b>	<b>3.15%</b>
5800 - STATE REVENUES					
5810 - PER CAPITA AND FOUNDATION REV	2,469,975.00	-811,329.00	-1,776,539.00	693,436.00	71.93%
5830 - STATE REVE FROM STATE AGENCY	745,124.00	-71,248.78	-142,804.60	602,319.40	19.17%
<b>Total STATE REVENUES</b>	<b>3,215,099.00</b>	<b>-882,577.78</b>	<b>-1,919,343.60</b>	<b>1,295,755.40</b>	<b>59.70%</b>
5900 - FEDERAL REVENUES					
5920 - FEDERAL REVENUE DISTR BY TEA	35,000.00	-4,918.50	-8,389.63	26,610.37	23.97%
5930 - FEDERAL REV DISTR BY GOV AGENC	410,000.00	-43,278.92	-52,967.26	357,032.74	12.92%
<b>Total FEDERAL REVENUES</b>	<b>445,000.00</b>	<b>-48,197.42</b>	<b>-61,356.89</b>	<b>383,643.11</b>	<b>13.79%</b>
7000 -					
7900 -					
7910 -	580,000.00	.00	.00	580,000.00	.00%
<b>Total</b>	<b>580,000.00</b>	<b>.00</b>	<b>.00</b>	<b>580,000.00</b>	<b>.00%</b>
<b>Total Revenue Local-State-Federal</b>	<b>16,958,825.00</b>	<b>-1,296,404.02</b>	<b>-2,381,557.32</b>	<b>14,577,267.68</b>	<b>14.04%</b>

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 -						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-8,017,951.00	.00	1,809,973.64	956,925.67	-6,207,977.36	22.57%
6200 - PROFESSIONAL & CONTRACTED SVCS	-276,323.50	76,312.36	76,249.59	25,786.09	-123,761.55	27.59%
6300 - SUPPLIES & MATERIALS	-214,212.00	21,891.54	35,537.94	13,333.98	-156,782.52	16.59%
6400 -	-75,872.50	4,603.12	5,070.24	4,427.10	-66,199.14	6.68%
<b>Total Function11 INSTRUCTION</b>	<b>-8,584,359.00</b>	<b>102,807.02</b>	<b>1,926,831.41</b>	<b>1,000,472.84</b>	<b>-6,554,720.57</b>	<b>22.45%</b>
12 - LIBRARY						
6100 - PAYROLL COSTS	-65,057.00	.00	16,036.94	8,489.10	-49,020.06	24.65%
6200 - PROFESSIONAL & CONTRACTED SVCS	-16,212.67	11,475.00	4,325.68	3,050.68	-411.99	26.68%
6300 - SUPPLIES & MATERIALS	-7,729.33	.00	171.47	171.47	-7,557.86	2.22%
<b>Total Function12 LIBRARY</b>	<b>-88,999.00</b>	<b>11,475.00</b>	<b>20,534.09</b>	<b>11,711.25</b>	<b>-56,989.91</b>	<b>23.07%</b>
13 - STAFF DEVELOPMENT						
6100 - PAYROLL COSTS	-99,945.00	.00	16,824.08	8,412.04	-83,120.92	16.83%
6200 - PROFESSIONAL & CONTRACTED SVCS	-500.00	200.00	220.00	220.00	-80.00	44.00%
6400 -	-19,736.00	2,629.62	667.00	660.00	-16,439.38	3.38%
<b>Total Function13 STAFF DEVELOPMENT</b>	<b>-120,181.00</b>	<b>2,829.62</b>	<b>17,711.08</b>	<b>9,292.04</b>	<b>-99,640.30</b>	<b>14.74%</b>
21 - INSTRUCTIONAL LEADERSHIP						
6100 - PAYROLL COSTS	-189,150.00	.00	35,924.37	18,553.34	-153,225.63	18.99%
6200 - PROFESSIONAL & CONTRACTED SVCS	-4,000.00	.00	.00	.00	-4,000.00	-0.00%
6400 -	-200.00	.00	.00	.00	-200.00	-0.00%
<b>Total Function21 INSTRUCTIONAL</b>	<b>-193,350.00</b>	<b>.00</b>	<b>35,924.37</b>	<b>18,553.34</b>	<b>-157,425.63</b>	<b>18.58%</b>
23 - PRINCIPAL						
6100 - PAYROLL COSTS	-813,940.00	.00	144,511.65	72,210.62	-669,428.35	17.75%
6200 - PROFESSIONAL & CONTRACTED SVCS	-2,400.00	.00	2,248.20	2,248.20	-151.80	93.67%
6300 - SUPPLIES & MATERIALS	-13,400.00	2,267.10	768.52	228.61	-10,364.38	5.74%
6400 -	-12,600.00	.00	1,734.48	.00	-10,865.52	13.77%
<b>Total Function23 PRINCIPAL</b>	<b>-842,340.00</b>	<b>2,267.10</b>	<b>149,262.85</b>	<b>74,687.43</b>	<b>-690,810.05</b>	<b>17.72%</b>
31 - COUNSELING						
6100 - PAYROLL COSTS	-741,089.00	.00	140,039.75	71,581.33	-601,049.25	18.90%
6200 - PROFESSIONAL & CONTRACTED SVCS	-9,850.00	1,514.61	2,135.39	211.16	-6,200.00	21.68%
6300 - SUPPLIES & MATERIALS	-11,200.00	14.99	1,534.42	1,464.44	-9,650.59	13.70%
6400 -	-4,600.00	135.00	825.00	205.00	-3,640.00	17.93%
<b>Total Function31 COUNSELING</b>	<b>-766,739.00</b>	<b>1,664.60</b>	<b>144,534.56</b>	<b>73,461.93</b>	<b>-620,539.84</b>	<b>18.85%</b>
32 - SOCIAL WORK SERVICES						
6100 - PAYROLL COSTS	-45,789.00	.00	7,705.23	3,877.98	-38,083.77	16.83%
<b>Total Function32 SOCIAL WORK SERVICES</b>	<b>-45,789.00</b>	<b>.00</b>	<b>7,705.23</b>	<b>3,877.98</b>	<b>-38,083.77</b>	<b>16.83%</b>
33 - NURSE / HEALTH						
6100 - PAYROLL COSTS	-193,940.00	.00	37,723.50	20,041.06	-156,216.50	19.45%
6200 - PROFESSIONAL & CONTRACTED SVCS	-1,250.00	.00	850.00	.00	-400.00	68.00%
6300 - SUPPLIES & MATERIALS	-3,630.00	397.95	898.72	72.48	-2,333.33	24.76%
<b>Total Function33 NURSE / HEALTH</b>	<b>-198,820.00</b>	<b>397.95</b>	<b>39,472.22</b>	<b>20,113.54</b>	<b>-158,949.83</b>	<b>19.85%</b>
34 - TRANSPORTATION						
6100 - PAYROLL COSTS	-444,263.00	.00	104,019.94	52,006.67	-340,243.06	23.41%
6200 - PROFESSIONAL & CONTRACTED SVCS	-138,120.00	82,046.40	16,014.66	10,803.29	-40,058.94	11.59%
6300 - SUPPLIES & MATERIALS	-260,660.00	8,187.47	24,739.88	19,986.65	-227,732.65	9.49%
6400 -	-63,166.00	310.00	9,667.17	-3,286.00	-53,188.83	15.30%
<b>Total Function34 TRANSPORTATION</b>	<b>-906,209.00</b>	<b>90,543.87</b>	<b>154,441.65</b>	<b>79,510.61</b>	<b>-661,223.48</b>	<b>17.04%</b>

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 -						
36 - EXTRACURRICULAR						
6100 - PAYROLL COSTS	-457,610.00	.00	89,247.87	48,310.60	-368,362.13	19.50%
6200 - PROFESSIONAL & CONTRACTED SVCS	-57,725.00	2,852.13	9,947.87	4,637.87	-44,925.00	17.23%
6300 - SUPPLIES & MATERIALS	-107,816.00	15,251.75	13,714.52	4,459.21	-78,849.73	12.72%
6400 -	-182,830.00	22,665.06	24,029.21	12,300.21	-136,135.73	13.14%
<b>Total Function36 EXTRACURRICULAR</b>	<b>-805,981.00</b>	<b>40,768.94</b>	<b>136,939.47</b>	<b>69,707.89</b>	<b>-628,272.59</b>	<b>16.99%</b>
41 - GENERAL ADMIN						
6100 - PAYROLL COSTS	-421,577.00	.00	73,495.45	36,610.06	-348,081.55	17.43%
6200 - PROFESSIONAL & CONTRACTED SVCS	-158,650.00	50,510.60	17,166.40	14,861.40	-90,973.00	10.82%
6300 - SUPPLIES & MATERIALS	-7,700.00	1,610.94	2,083.24	587.29	-4,005.82	27.06%
6400 -	-62,650.00	4,991.81	26,576.97	8,767.61	-31,081.22	42.42%
<b>Total Function41 GENERAL ADMIN</b>	<b>-650,577.00</b>	<b>57,113.35</b>	<b>119,322.06</b>	<b>60,826.36</b>	<b>-474,141.59</b>	<b>18.34%</b>
51 - FACILITIES MAINTENANCE						
6100 - PAYROLL COSTS	-831,787.00	.00	153,277.64	75,505.16	-678,509.36	18.43%
6200 - PROFESSIONAL & CONTRACTED SVCS	-1,054,943.00	547,329.36	175,036.85	126,359.99	-332,576.79	16.59%
6300 - SUPPLIES & MATERIALS	-172,247.00	25,314.78	40,245.18	11,278.84	-106,687.04	23.36%
6400 -	-87,945.00	.00	85,250.00	.00	-2,695.00	96.94%
<b>Total Function51 FACILITIES MAINTENANCE</b>	<b>-2,146,922.00</b>	<b>572,644.14</b>	<b>453,809.67</b>	<b>213,143.99</b>	<b>-1,120,468.19</b>	<b>21.14%</b>
52 - SECURITY SERVICES						
6200 - PROFESSIONAL & CONTRACTED SVCS	-66,800.00	2,420.00	7,929.00	4,639.00	-56,451.00	11.87%
<b>Total Function52 SECURITY SERVICES</b>	<b>-66,800.00</b>	<b>2,420.00</b>	<b>7,929.00</b>	<b>4,639.00</b>	<b>-56,451.00</b>	<b>11.87%</b>
53 - DATA PROCESSING						
6100 - PAYROLL COSTS	-24,967.00	.00	4,399.58	2,112.96	-20,567.42	17.62%
6200 - PROFESSIONAL & CONTRACTED SVCS	-122,857.66	.00	61,019.60	22,830.95	-61,838.06	49.67%
6300 - SUPPLIES & MATERIALS	-25,200.00	239.00	309.87	309.87	-24,651.13	1.23%
6400 -	-119,911.34	.00	.00	.00	-119,911.34	-0.00%
<b>Total Function53 DATA PROCESSING</b>	<b>-292,936.00</b>	<b>239.00</b>	<b>65,729.05</b>	<b>25,253.78</b>	<b>-226,967.95</b>	<b>22.44%</b>
61 - COMMUNITY SERVICES						
6100 - PAYROLL COSTS	-181,980.00	.00	34,052.76	17,576.42	-147,927.24	18.71%
6200 - PROFESSIONAL & CONTRACTED SVCS	-10,100.00	6,238.94	531.06	531.06	-3,330.00	5.26%
6300 - SUPPLIES & MATERIALS	-31,700.00	841.56	3,104.65	1,288.37	-27,753.79	9.79%
6400 -	-2,250.00	.00	508.96	120.00	-1,741.04	22.62%
<b>Total Function61 COMMUNITY SERVICES</b>	<b>-226,030.00</b>	<b>7,080.50</b>	<b>38,197.43</b>	<b>19,515.85</b>	<b>-180,752.07</b>	<b>16.90%</b>
99 - APPRAISAL						
6200 - PROFESSIONAL & CONTRACTED SVCS	-405,000.00	2,521.24	126,825.76	125,347.00	-275,653.00	31.32%
<b>Total Function99 APPRAISAL</b>	<b>-405,000.00</b>	<b>2,521.24</b>	<b>126,825.76</b>	<b>125,347.00</b>	<b>-275,653.00</b>	<b>31.32%</b>
8000 -						
00 - UNDEFINED						
8900 -	-235,000.00	.00	.00	.00	-235,000.00	-0.00%
<b>Total Function00 UNDEFINED</b>	<b>-235,000.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>-235,000.00</b>	<b>-0.00%</b>
<b>Total Expenditures</b>	<b>-16,576,032.00</b>	<b>894,772.33</b>	<b>3,445,169.90</b>	<b>1,810,114.83</b>	<b>-12,236,089.77</b>	<b>20.78%</b>

## Comparison of Revenue to Budget

Grosbeck ISD

As of October

Fund 240 / 0 FOOD SERVICE

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 -					
5700 -					
5740 -	100.00	.00	.00	100.00	.00%
5750 - REVENUES FROM ENTERPRISE FUNDS	100,000.00	-12,324.23	-23,107.10	76,892.90	23.11%
<b>Total</b>	<b>100,100.00</b>	<b>-12,324.23</b>	<b>-23,107.10</b>	<b>76,992.90</b>	<b>23.08%</b>
5800 - STATE REVENUES					
5820 - STATE PROGRAM REV	3,500.00	.00	.00	3,500.00	.00%
5830 - STATE REVE FROM STATE AGENCY	22,988.00	-2,163.21	-4,263.49	18,724.51	18.55%
<b>Total STATE REVENUES</b>	<b>26,488.00</b>	<b>-2,163.21</b>	<b>-4,263.49</b>	<b>22,224.51</b>	<b>16.10%</b>
5900 - FEDERAL REVENUES					
5920 - FEDERAL REVENUE DISTR BY TEA	743,000.00	-82,351.03	-82,351.03	660,648.97	11.08%
<b>Total FEDERAL REVENUES</b>	<b>743,000.00</b>	<b>-82,351.03</b>	<b>-82,351.03</b>	<b>660,648.97</b>	<b>11.08%</b>
7000 -					
7900 -					
7910 -	65,000.00	.00	.00	65,000.00	.00%
<b>Total</b>	<b>65,000.00</b>	<b>.00</b>	<b>.00</b>	<b>65,000.00</b>	<b>.00%</b>
<b>Total Revenue Local-State-Federal</b>	<b>934,588.00</b>	<b>-96,838.47</b>	<b>-109,721.62</b>	<b>824,866.38</b>	<b>11.74%</b>

**Board Report**  
**Comparison of Expenditures and Encumbrances to Budget**  
**Groesbeck ISD**  
**As of October**

Fund 240 / 0 FOOD SERVICE

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 -						
35 - FOOD SERVICES						
6100 - PAYROLL COSTS	-358,518.00	.00	81,886.21	42,599.73	-276,631.79	22.84%
6200 - PROFESSIONAL & CONTRACTED SVCS	-7,000.00	400.00	5,800.00	.00	-800.00	82.86%
6300 - SUPPLIES & MATERIALS	-522,070.00	290,041.76	57,022.46	23,495.56	-175,005.78	10.92%
6400 -	-2,500.00	.00	.00	.00	-2,500.00	-.00%
6600 -	-44,500.00	3,323.50	1,995.39	.00	-39,181.11	4.48%
<b>Total Function 35 FOOD SERVICES</b>	<b>-934,588.00</b>	<b>293,765.26</b>	<b>146,704.06</b>	<b>66,095.29</b>	<b>-494,118.68</b>	<b>15.70%</b>
<b>Total Expenditures</b>	<b>-934,588.00</b>	<b>293,765.26</b>	<b>146,704.06</b>	<b>66,095.29</b>	<b>-494,118.68</b>	<b>15.70%</b>

Board Report  
 Comparison of Revenue to Budget  
 Groesbeck ISD  
 As of October

Fund 511 / 0 DEBT SERVICE

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 -					
5700 -					
5710 - LOCAL REAL AND PERSONAL PROPER	2,930,744.00	-75,405.26	-75,405.26	2,855,338.74	2.57%
5740 -	10,000.00	-842.79	-1,691.46	8,308.54	16.91%
<b>Total</b>	<b>2,940,744.00</b>	<b>-76,248.05</b>	<b>-77,096.72</b>	<b>2,863,647.28</b>	<b>2.62%</b>
5800 - STATE REVENUES					
5820 - STATE PROGRAM REV	.00	-36,974.00	-36,974.00	-36,974.00	.00%
<b>Total STATE REVENUES</b>	<b>.00</b>	<b>-36,974.00</b>	<b>-36,974.00</b>	<b>-36,974.00</b>	<b>.00%</b>
<b>Total Revenue Local-State-Federal</b>	<b>2,940,744.00</b>	<b>-113,222.05</b>	<b>-114,070.72</b>	<b>2,826,673.28</b>	<b>3.88%</b>

Board Report  
Comparison of Expenditures and Encumbrances to Budget  
Grosbeck ISD  
As of October

Fund 511 / 0 DEBT SERVICE

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 -						
71 - DEBT SERVICE						
6500 - DEBT SERVICE	-2,896,738.00	.00	.00	.00	-2,896,738.00	-.00%
<b>Total Function 71 DEBT SERVICE</b>	<b>-2,896,738.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>-2,896,738.00</b>	<b>-.00%</b>
<b>Total Expenditures</b>	<b>-2,896,738.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>-2,896,738.00</b>	<b>-.00%</b>

Board Report  
 Recap Comparison of Revenue to Budget  
 Groesbeck ISD  
 As of October

	EstimatedRevenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
199 / 0 GENERAL FUND	16,958,825.00	-1,296,404.02	-2,381,557.32	14,577,267.68	14.04%
240 / 0 FOOD SERVICE	934,588.00	-96,838.47	-109,721.62	824,866.38	11.74%
511 / 0 DEBT SERVICE	2,940,744.00	-113,222.05	-114,070.72	2,826,673.28	3.88%
<b>Total 5000 Revenues</b>	<b>20,189,157.00</b>	<b>-1,506,464.54</b>	<b>-2,605,349.66</b>	<b>17,583,807.34</b>	<b>12.90%</b>
<b>Total 7000 Revenues</b>	<b>645,000.00</b>	<b>.00</b>	<b>.00</b>	<b>645,000.00</b>	<b>.00%</b>
<b>Total Revenues</b>	<b>20,834,157.00</b>	<b>-1,506,464.54</b>	<b>-2,605,349.66</b>	<b>18,228,807.34</b>	<b>12.90%</b>

**Board Report**  
**Recap Comparison of Expenditures and Encumbrances to Budget**  
**Groesbeck ISD**  
**As of October**

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
199 / 0 GENERAL FUND	-16,576,032.00	894,772.33	3,445,169.90	1,810,114.83	-12,236,089.77	20.78%
240 / 0 FOOD SERVICE	-934,588.00	293,765.26	146,704.06	66,095.29	-494,118.68	15.70%
511 / 0 DEBT SERVICE	-2,896,738.00	.00	.00	.00	-2,896,738.00	-.00%
<b>Total 6000 Expenditures</b>	<b>-20,172,358.00</b>	<b>1,188,537.59</b>	<b>3,591,873.96</b>	<b>1,876,210.12</b>	<b>-15,391,946.45</b>	<b>17.81%</b>
<b>Total 8000 Expenditures</b>	<b>-235,000.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>-235,000.00</b>	<b>-.00%</b>
<b>Total Expenditures</b>	<b>-20,407,358.00</b>	<b>1,188,537.59</b>	<b>3,591,873.96</b>	<b>1,876,210.12</b>	<b>-15,626,946.45</b>	<b>17.81%</b>

End of Report

**GRUESBECK INDEPENDENT SCHOOL DISTRICT**

**BUDGET CHANGE REQUEST**

DATE: 10/29/2019

Amendment

CAMPUS: Food Service

FUND	FUNC	CLASS/ OBJ	SUB OBJ	ORG	YR	PIC	LC	PROJ	DESCRIPTION	BUDGET AMOUNT	INCREASE DECREASE	NEW BUDGET AMOUNT
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240	35	6639	00	999	0	99	00	000	Food Service Equipment		+ 28,500	
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Increase Food Service Equipment per request of  
 Lisa Mc Kinnon  
 M.S.

*Melinda Smith* 10/29/19

\_\_\_\_\_  
 PRINCIPAL/DIRECTOR'S APPROVAL      DATE

\_\_\_\_\_  
 SUPERINTENDENT'S APPROVAL      DATE

\_\_\_\_\_  
 BOARD APPROVAL      DATE

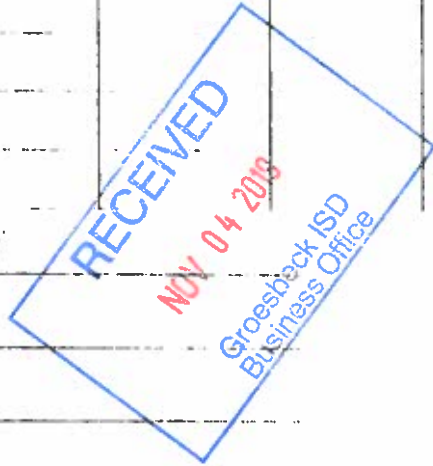
**GROESBECK INDEPENDENT SCHOOL DISTRICT  
BUDGET CHANGE REQUEST**

DATE: 11/4/19

CAMPUS: Dept. of Special Programs

FUND	FUNC	CLASS/ OBJ	SUB OBJ	ORG	Y R	P I C	L C	Proj.	DESCRIPTION	BUDGET AMOUNT	INCREASE DECREASE	NEW BUDGET AMOUNT
224	31	6399	00	999	0	23	0	00	general supplies	- \$5000	00	
224	11	6399	00	999	0	23	0	00	general supplies	+ \$5000.00		
224	31	6219	00	999	0	23	0	00	professional services	- 1212.85		
224	11	6399	00	999	0	23	0	00	general supplies	+ 1212.85		

REASON FOR REQUEST transfer funds from diag  
general supplies to pay for  
life skills curriculum



Melody Soder  
PRINCIPAL/ APPROVAL  
DIRECTOR'S

DATE

Malina Smith 11/6/19  
SUPERINTENDENT'S APPROVAL

DATE

BOARD APPROVAL

DATE

**GROESBECK INDEPENDENT SCHOOL DISTRICT**

**RESOLUTION APPROVING INDEPENDENT SOURCES OF INSTRUCTIONS  
RELATING TO THE INVESTMENT RESPONSIBILITIES**

**WHEREAS**, Section 2256.008 (a) Texas Government Code, as amended, requires the treasurer, chief financial officer if the treasurer is not the chief financial officer, and investment officer of a local government to attend an investment training session not less than once in a two-year period and received not less than eight hours of instruction relating to investment responsibilities from an independent source approved by the governing body of the local government or a designated investment committee advising the investment officer, as provided in the investment policy of the local government:

**WHEREAS**, the Texas Association of School boards ("TASB"), the Texas association of School Administrators ("TASA"), the Texas Association of School Business Officials ("TASBO"), Region TASB Affiliates and Government Treasurers' Organization of Texas ("GTOT"), provide investment training Sessions relating to investment responsibilities: and

**WHEREAS**, the governing body of this Local government wishes to approve TASB, TASA, TASBO, Region TASBO Affiliates and ("GTOT"), as independent sources of instruction to provide investment training sessions required by Section 2256.008 (a):

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THIS LOCAL GOVERNMENT AS FOLLOWS:**

Section 1: Approval of Independent Sources of Instruction. TASB, TASA, TASBO, Region Service Centers and GTOT are hereby approved as independent sources of instruction relating to investment responsibilities for the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of this local government, as required by Section 2256.008 (a), Texas Government Code, as amended.

Section 2: Public Meeting. It is hereby found, determined and declared that a sufficient written notice of the date time, place and subject of the meeting of the governing body of this local government at which this Resolution was adopted was posted at a place convenient and readily accessible at all times to the general public at the regular meeting place of the governing body for the time required by law preceding this meeting, as required by Chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. The governing body further ratifies, approves and confirms such notice and the contents and posting thereof.

**PASSED AND APPROVED** this 18th day of November, 2019.

\_\_\_\_\_  
(Presiding Officer of Governing Body)

ATTEST:

\_\_\_\_\_  
(Secretary of Governing Body)

(SEAL)



STATE OF TEXAS  
**Limestone County**  
254/729-3405

**STACY L. HALL, RTA**  
**Tax Assessor-Collector**

**PO Box 539**  
**Groesbeck, Texas 76642**

October 15, 2019

Groesbeck ISD  
PO Box 559  
Groesbeck, Texas 76642

Dear Administrator,

Enclosed please find the APPROVAL OF 2019 TAX ROLL form. After approval at your next meeting this document will need to be signed by the governing body members and returned to me. A copy of the Final Roll Report is included for your records.

Best regards,

A handwritten signature in blue ink that reads "Stacy L. Hall". The signature is written in a cursive style.

Stacy L. Hall, RTA  
Limestone Co. Tax A/C

**GROESBECK INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**APPROVAL OF 2019 TAX ROLL**

2019 M&O LEVY	\$ 12,039,879.00
2019 I&S LEVY	\$ 2,947,919.96
2019 LATE RENDITION PENALTY	\$ 1,374.14
2019 LATE RENDITION PENALTY ADMIN FEE	\$ 72.28
 2019 TOTAL LEVY	 \$ 14,989,245.38

Pursuant to Chapter 26, Section 26.09 (e) Property Tax Code, the following is submitted to the Board of Trustees of Groesbeck Independent School District for approval:

We the undersigned, constituting the Board of Trustees of Groesbeck Independent School District, do hereby certify that we have examined the tax roll made up from the assessments of Karen Wietzikoski, Chief Appraiser of the Limestone County Appraisal District, and we find that all property, both real and personal, insofar as we have been able to ascertain, has been properly assessed for taxes for the year 2019. We further certify that said tax roll for the year 2019 is to the best of our knowledge and belief correct and therefore approved this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

SIGNED:

\_\_\_\_\_  
Tom Suiton, President

\_\_\_\_\_  
Aslone Foy, Vice President

\_\_\_\_\_  
Jud Hughes, Secretary

\_\_\_\_\_  
Bridgett Jackson-Tatum

\_\_\_\_\_  
Angela Crane

\_\_\_\_\_  
Tiffany Burleson

\_\_\_\_\_  
Ronnie Ferguson

# Final Roll Report

Date: 10/15/2019

Tax Year: 2019

Roll Group: Roll Group 1

Taxing Unit Totals - Cycle 1									
Taxing Unit	Number of Properties	Total Assessed Value	Exemptions		Total Taxable Value	Tax Rate	Total Taxes Owed	Credit Adjustments	
			Number of Properties	Total Amount				Number of Properties	Total Credit Total Freeze
SGR	72,781	1,372,665,763	18,197	104,670,355	1,267,995,408	1.20750000	14,763,633.66	1,218	(547,462.37)
									605646.2800
SGRF	29	590,569	21	97,220	493,349	1.20750000	5,600.30	1	(356.93)
									56.9900
SGRR	494	18,255,062	162	117,653	18,137,409	1.20750000	218,565.00	1	(444.31)
									61.9200

Levy Fund Totals			
Taxing Unit	Levy Fund	Tax Rate	Total Taxes Owed
SGR	Interest & Sinking	0.23750000	2,903,829.43
	Maintenance & Operations	0.97000000	11,859,804.23
	Personal Late Rendition Penalty		1,374.14
	Personal Late Rendition Penalty Admin Fee		72.28
	<b>Total:</b>		
SGRF	Interest & Sinking	0.23750000	1,101.53
	Maintenance & Operations	0.97000000	4,498.77
	<b>Total:</b>		5,600.30
SGRR	Interest & Sinking	0.23750000	42,989.00
	Maintenance & Operations	0.97000000	175,576.00
	<b>Total:</b>		218,565.00

Special Assessment Totals		
Special Assessment	Number of Properties	Total Amount Owed
Personal Late Rendition Penalty	84	1,374.14
Personal Late Rendition Penalty Admin Fee	84	72.28
<b>Total</b>	<b>168</b>	<b>1,446.42</b>

Tax Cycle & Special Assessment Grand Totals	
Tax Cycle	Total Amount Owed

# Final Roll Report

Date: 10/15/2019

Tax Year: 2019

Roll Group: Roll Group 1

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Special Assessments	1,446.42
Cycle1	14,987,798.96
<b>Total</b>	<b>14,989,245.38</b>



Waco Restaurant Supply

*Mark, look @ these -  
I circled #4 because it also  
washes trays and the  
price. Contacted Derrick  
@ Waco Hotel Supply  
for reference on the  
brand.*

*Derrick  
254-315-9710  
1st*

# Quote

09/18/2019

**Project:**  
Groesbeck ISD-dishwasher

**From:**  
Waco Hotel Supply Company  
Derrick Lowry  
308 Lake Air Dr.  
Waco, TX 76710  
254-772-8600  
254-772-8600 (Contact)

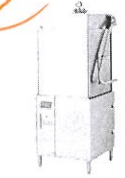
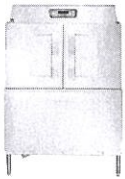
Job Reference Number: 3800

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>DISHWASHER, CONVEYOR TYPE</b> Hobart Model No. CL44EN-ADV+BUILDUP Conveyor Dishwasher, Advansys model, single tank, (202) racks/hour, insulated hinged doors, .62 gallon/rack, stainless steel enclosure panels, microprocessor controls with low temperature & dirty water indicators, NSF pot & pan mode, 30 kW stainless booster, energy recovery (DWER), automatic soil removal (ASR), drain water tempering kit, ENERGY STAR®, Free factory startup for installations within a 50 mile radius of a Hobart service office; installation beyond 50 miles will be charged at the quoted rate by the local Hobart service office	\$32,513.88	\$32,513.88
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	CL44EN-ADVELE0AX 208v/60/3-ph, electric heat only		
	1 ea	CL44EN-ADVHTE15K Electric tank heat 15kW	\$2,441.04	\$2,441.04
	<del>1</del> ea	CL44EN-ADVERH30K 30kW electric booster		
	1 ea	CL44EN-ADVDIRVER Verify direction of operation		
	1 ea	CL44EN-ADVHGTSTD Standard height		
	1 ea	CL44EN-ADVFEETSTD Standard feet		
	1 ea	NOTE: For water over 3-grains of hardness, Hobart suggests adding a water softener.		
			Freight: \$224.08	\$224.08
			<b>ITEM TOTAL:</b>	<b>\$35,179.00</b>
2	1 ea	<b>DISHWASHER, CONVEYOR TYPE</b> Hobart Model No. CL44EN-BAS+BUILDUP Conveyor Dishwasher, single tank, (202) racks/hour, insulated hinged doors, .62 gallon/rack, stainless steel enclosure panels, microprocessor controls with low temperature & dirty water indicators, NSF pot & pan mode, ENERGY STAR®, Free factory startup for installations within a 50 mile radius of a Hobart service office; installation beyond 50 miles will be charged at the quoted rate by the local Hobart service office	\$22,072.68	\$22,072.68
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	CL44EN-BASELE0AX 208v/60/3-ph, electric heat only		
	1 ea	CL44EN-BASHTTE15K Electric tank heat 15kW	\$2,441.04	\$2,441.04



*How*

Item	Qty	Description	Sell	Sell Total
	1 ea	CL44EN-BASERH0NO Without internal booster		
	1 ea	CL44EN-BASDIRVER Verify direction of operation		
	1 ea	CL44EN-BASHGTSTD Standard height		
	1 ea	CL44EN-BASFETSTD Standard feet		
	1 ea	NOTE: For water over 3-grains of hardness, Hobart suggests adding a water softener.		
			Freight:	\$224.08
			<b>ITEM TOTAL:</b>	<b>\$24,737.80</b>
3	1 ea	<b>DISHWASHER, CONVEYOR TYPE</b>	\$31,145.52	\$31,145.52
		Hobart Model No. CL44EN-EGR+BUILDUP		
		Conveyor Dishwasher, energy recovery (DWER), single tank, (202) racks/hour, insulated hinged doors, .62 gallon/rack, stainless steel enclosure panels, microprocessor controls with low temperature & dirty water indicators, NSF pot & pan mode, ENERGY STAR®, Free factory startup for installations within a 50 mile radius of a Hobart service office; installation beyond 50 miles will be charged at the quoted rate by the local Hobart service office		
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	CL44EN-EGRELE0AX 208v/60/3-ph, electric heat only		
	1 ea	CL44EN-EGRHTE15K Electric tank heat 15kW	\$2,441.04	\$2,441.04
	<del>1</del> ea	CL44EN-EGRERH30K 30kW electric booster		
	1 ea	CL44EN-EGRDIRVER Verify direction of operation		
	1 ea	CL44EN-EGRHGTSTD Standard height		
	1 ea	CL44EN-EGRFETSTD Standard feet		
	1 ea	NOTE: For water over 3-grains of hardness, Hobart suggests adding a water softener.		
			Freight:	\$224.08
			<b>ITEM TOTAL:</b>	<b>\$33,810.64</b>
4	1 ea	<b>DISHWASHER, DOOR TYPE</b>	\$14,026.10	\$14,026.10
		Moyer Diebel Model No. MDHHD		
		Dishwasher, door type, extended hood (27" opening for trays), high temperature, dual NSF listed as both dishwasher & pot washer, (4) selectable cycles, built-in electric booster heater, auto start, single point electrical connection, (60) racks/hour capacity, auto-fill, detergent & chemical connections, interchangeable upper & lower spray arms, automatic drain valve, vent fan control, bottom mounted HMI touchscreen controls, onboard service diagnostics, sleep mode, mounted water PRV, sloped hood, stainless steel construction, 2 HP self-draining pump, 5.2 kW electric tank heat, NSF, cULus, ENERGY STAR®		
	1 ea	1 year parts & labor warranty, standard		
	1 ea	Straight through operation, standard		
	<del>1</del> ea	Machine with electric booster, 7.5kW		
	1 ea	480v/60/3, 20.0 amps		
			Freight:	\$212.36
			<b>ITEM TOTAL:</b>	<b>\$14,238.46</b>



hus

Waco Hotel Supply Company

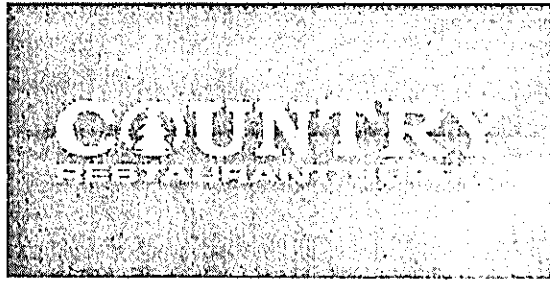
09/18/2019

Merchandise	\$107,965.90
Installation	\$1,000.00
Total	\$108,965.90

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Project Grand Total: \$108,965.90



# Quote

09/26/2019

**Project:**  
Groesbeck-ISD-Dishwasher

**From:**  
Country Restaurant Supply  
Yolanda Medrano  
2609 S 37th St  
Temple, TX 76504  
254-778-1777  
254-778-1777 (Contact)

Job Reference Number: 3833

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>DISHWASHER, CONVEYOR TYPE</b> Hobart Model No. CL44EN-BAS+BUILDUP Conveyor Dishwasher, single tank, (202) racks/hour, insulated hinged doors, .62 gallon/rack, stainless steel enclosure panels, microprocessor controls with low temperature & dirty water indicators, NSF pot & pan mode, ENERGY STAR®, Free factory startup for installations within a 50 mile radius of a Hobart service office; installation beyond 50 miles will be charged at the quoted rate by the local Hobart service office	\$26,556.53	\$26,556.53
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	CL44EN-BASELE0AX 208v/60/3-ph, electric heat only		
	1 ea	CL44EN-BASHTE15K Electric tank heat 15kW		
	1 ea	CL44EN-BASERH0NO Without internal booster		
	1 ea	CL44EN-BASDIRVER Verify direction of operation		
	1 ea	CL44EN-BASHGTSTD Standard height		
	1 ea	CL44EN-BASFETSTD Standard feet		
	1 ea	NOTE: For water over 3-grains of hardness, Hobart suggests adding a water softener.		
			<b>ITEM TOTAL:</b>	<b>\$26,556.53</b>
2	1 ea	<b>DISHWASHER, DOOR TYPE</b> Moyer Diebel Model No. MDHHD Dishwasher, door type, extended hood (27" opening for trays), high temperature, dual NSF listed as both dishwasher & pot washer, (4) selectable cycles, built-in electric booster heater, auto start, single point electrical connection, (60) racks/hour capacity, auto-fill, detergent & chemical connections, interchangeable upper & lower spray arms, automatic drain valve, vent fan control, bottom mounted HMI touchscreen controls, onboard service diagnostics, sleep mode, mounted water PRV, sloped hood, stainless steel construction, 2 HP self-draining pump, 5.2 kW electric tank heat, NSF, cULus, ENERGY STAR®	\$15,855.59	\$15,855.59
	1 ea	1 year parts & labor warranty, standard		

Item	Qty	Description	Sell	Sell Total
	1 ea	Straight through operation, standard		
	1 ea	Machine with electric booster, 7.5kW		
	1 ea	480v/60/3, 20.0 amps		
			ITEM TOTAL:	\$15,855.59
			Merchandise	\$42,412.12
			Installation	\$1,556.35
			Total	\$43,968.47

Prices Good Until: 10/26/2019

*freight to be added*

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Project Grand Total: \$43,968.47

# Advanced Design Concepts

FOOD SERVICE EQUIPMENT & SUPPLIES  
DESIGN, FABRICATION, INSTALLATION, & SERVICE

October 1, 2019

Groesbeck ISD

We are pleased to quote the following dishwashers for you.

\$26,999.95

1 ea DISHWASHER, CONVEYOR TYPE  
Hobart Model No. CL44EN-BAS+BUILDUP  
Conveyor Dishwasher, single tank, (202) racks/hour, insulated hinged doors, .62 gallon/rack, stainless steel enclosure panels, microprocessor controls with low temperature & dirty water indicators, NSF pot & pan mode, ENERGY STAR®, Free factory startup for installations within a 50 mile radius of a Hobart service office; installation beyond 50 miles will be charged at the quoted rate by the local Hobart service office  
1 ea Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA  
1 ea CL44EN-BASELE0AX 208v/60/3-ph, electric heat only  
1 ea CL44EN-BASHTE15K Electric tank heat 15kW  
1 ea CL44EN-BASERH0NO Without internal booster  
1 ea CL44EN-BASDIRVER Verify direction of operation  
1 ea CL44EN-BASHGTSTD Standard height  
1 ea CL44EN-BASFETSTD Standard feet  
1 ea NOTE: For water over 3-grains of hardness, Hobart suggests adding a water softener.

\$16,288.00

1 ea DISHWASHER, DOOR TYPE  
Moyer Diebel Model No. MDHHD  
Dishwasher, door type, extended hood (27" opening for trays), high temperature, dual NSF listed as both dishwasher & pot washer, (4) selectable cycles, built-in electric booster heater, auto start, single point electrical connection, (60) racks/hour capacity, auto-fill, detergent & chemical connections, interchangeable upper & lower spray arms, automatic drain valve, vent fan control, bottom mounted HMI touchscreen controls, onboard service diagnostics, sleep mode, mounted water PRV, sloped hood, stainless steel construction, 2 HP self-draining pump, 5.2 kW electric tank heat, NSF, eULus, ENERGY STAR®  
1 ea 1 year parts & labor warranty, standard  
1 ea Straight through operation, standard  
1 ea Machine with electric booster, 7.5kW  
1 ea 480v/60/3, 20.0 amps

Merchandise (includes freight)	\$43,287.95
Installation (for one machine)	\$ 1,500.00
Total	\$44,787.95

Thank you.

John Arnet

Pricing valid for 30 days

## **ACTION ITEM: CONSENT AGENDA – SUMMER NUTRITION PROGRAM WAIVER**

### **BACKGROUND INFORMATION**

Groesbeck ISD is requesting the board of trustees to approve the district to request a waiver from the legal obligation to offer a Summer Nutrition Program and to assist the Texas Department of Agriculture (TDA) in identifying alternate providers. Groesbeck ISD is a small rural 3A district with an enrollment of approximately 1,623 students. The District consists of 528 square miles, which would include significant transportation costs in trying to implement the Summer Nutrition Program. We believe these transportation costs are an insurmountable obstacle to program operations and the district would qualify for the waiver that would allow us not to participate in the Summer Nutrition Program.

### **ADMINISTRATIVE RECOMMENDATION**

Recommendations is to approve submitting a waiver that would allow the district not to participate in the Summer Nutrition Program.

### **BOARD ACTION REQUIRED**

Approve/Disapprove

## **Donation**

November 2019

Carter Blood Care has donated a \$500.00 grant to the Groesbeck High School Student Council.

Donation from Loria Bell for student meal charges.

## **Surplus (11/18/2019)**

6 - Wooden Cabinets (the ones we received from the Mexia State School years ago)

4 - Wooden Teachers Desk

4 - Floor Jacks

1 - Pneumatic Jack

1 - Titan Compressor

1 - 3 pt. Hookup PTO Spray Rig

## GROESBECK INDEPENDENT SCHOOL DISTRICT

### EXECUTIVE SESSION

The board will enter into executive session at Time of Executive Session on Date of Meeting, according to the Texas Government Code and Education Code as posted.

Under the authority of Chapter 551, Texas Government Code and Education Code 21.556(a), the Board, during the course of the meeting covered by this notice, may enter into closed or executive session for any of the following reasons:

1. For a private consultation with the Board's Attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the Board, pursuant to the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, clearly conflicts with this chapter. Sec. 551.071.
2. To discuss the purchase, exchange, lease, or value of real property (Sec. 551.072) and negotiated contracts for prospective gifts, or donations to the District, (Sec. 551.073) when such discussion would have a detrimental effect on the Board's negotiating position with a person, firm, or corporation.
3. In cases involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints of charges against a public officer or employee or to hear employee request a public hearing. Sec. 551.074.

For purposes of this subsection, an independent contractor, such as an engineering, architectural, or consultant firm, is not an employee. Atty. Gen. Op. MW-129(1980)

4. In cases involving discipline of a public school child or children unless an open hearing is requested in writing by a parent or guardian of the child. Sec 551.082.
5. To deliberate regarding deployment, or specific occasions for implementation of security personnel or devices. Sec. 551.076
6. To deliberate regarding the standards, guidelines, terms or conditions the Board will follow or instruct its representatives to follow, in consultation with representatives of employee groups under consultation agreements provided for by Section 13.901 of the Texas Education Code. Sec. 551.083
7. To discuss or adopt individual assessment instruments, assessment instrument items, or achievement test. Education Code 39.030(a)

No final action, decision, or vote shall be taken while the Board is in closed or executive session prior to adjourning the meeting. Texas Government Code Chapter 551, Sec. 551.102

**ACTION ITEM: EXECUTIVE SESSION**

**INFORMATION:** Resignations, Reassignments, Hires of personnel

**RECOMMENDED MOTION:**

- A. Move to approve resignations (and/or leave of absence and/or reassignments) as presented.
- B. Move to hire \_\_\_\_\_ for positions as presented.

**BOARD ACTION:**

- A. Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Approve / Disapprove
- B. Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Approve / Disapprove

**ACTION ITEM: BOARD MEMBER COMMENTS, REPORTS, AND DISCUSSION**

**INFORMATION:**

This agenda item offers any board member an opportunity to make comments or share information with the other board members, superintendent and audience.

**RECOMMENDED MOTION:**

No action.

**BOARD ACTION:**

No action.

**ACTION ITEM: ADJOURNMENT**

**RECOMMENDED MOTION:**

Move to adjourn at \_\_\_\_\_ p.m.

**BOARD ACTION:**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_