



# NATALIA INDEPENDENT SCHOOL DISTRICT

P.O. Box 548, 8th & Pearson St.

[www.nataliaisd.net](http://www.nataliaisd.net)

Phone: 830 663-4416 Fax: 830 663-4186



## Board of Trustees

Eric Smith  
President

Paul Almendarez  
Vice President

Jack Bradley  
Secretary

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Andrew Besa  
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J.H. Administrator

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Elem. Administrator

Jane Beck Deans  
ECC Administrator

Claudia Garcia  
Business Manager

Chad Graves  
Athletic Director

Delia Loza  
Technology Director

Child Nutrition Director

Juan Rizo  
Plant Operations &  
Transportation Director

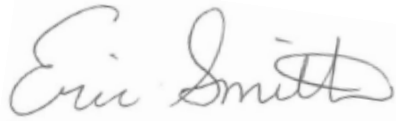
The Board of Trustees will hold a Regular Meeting on Monday, August 8, 2016, at 6:30 PM in the Natalia Junior high Cafeteria, Natalia Junior High School.

## AGENDA

1. Call to Order, Pledge of Allegiance, Prayer, Welcome and Recognition of Visitors
2. Roll Call, Establish Quorum
3. Acceptance of Agenda 3
4. Approval of Minutes 8
5. Public Comments
6. **Closed session:**
  - A. Pursuant to Texas Government Code section 551.074 discuss and consider employment of superintendent and superintendent contract. 14
  - B. Pursuant to Texas Government Code section 551.071 consultation with attorney regarding legal issues regarding the employment of superintendent and superintendent contract.
7. **Open session:**
  - A. Discussion and possible action regarding the employment of superintendent and superintendent contract.
  8. Review of In-Service Week
  9. Consider and take possible action regarding 2016-2017 Natalia ISD Employee Handbook 18
  10. Presentation of Preliminary 2015-2016 Accountability - Dr. Cone 72
  11. Consider and take possible action on revised 2016-2017 School Calendar - T. Howard 74
  12. Consider and take possible action on Ambulance Service Contract with AMR Services for 2016-2017
  13. Consider and take possible action regarding a Public Hearing on the 2016-2017 Budget and Proposed tax rate for August 24, 2016 at 6:00pm
  14. Consider and take possible action to authorize the Superintendent and or designee to enter into all contracts and agreements necessary to hold the regular trustee election on November 8, 2016 and to submit a preclearance submission to the Department of Justice, if necessary, for the November 8, 2016 regular trustee election
  15. Consider and take possible action to order the appointment election officials, including Election Judges, Alternate Election Judges, Election Clerks, Early Voting Clerks, and Ballot Boards, for the terms stated in the Order of Appointment
  16. Business Manager Report - C. Garcia
    - A. Vouchers and Payments 75
    - B. Tax Report
    - C. Financial Report 80
    - D. Budget and tax report
  17. Announcements
  18. Adjournment

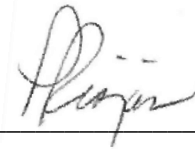


*If during the course of the meeting covered by this Notice, the Board should determine that a closed session of the Board should be held or is required in relation to any item included in this Notice, then such closed session as authorized by Section 551.001 et. Seq. of the Texas Government code (Open Meetings Act) will be held by the Board after the commencement in open session of the meeting covered by this Notice. Such closed session may concern any or all of the subjects and be conducted for any and all purposes permitted by Sections 551.071 through and including Section 551.084 of the Texas Open Meetings Act, including, but not limited to, private consultation with the Board's attorney on any or all subjects or matters authorized by law. Should any action, decision or vote be required in the opinion of the Board with regard to any matter considered in such closed session, then such action, decision or vote shall be either at the open meeting covered by this Notice, upon the adjournment of this closed session, or at a subsequent public meeting of the Board, upon notice thereof, the Board shall determine.*



Eric Smith  
NISD Board President

Posted: \_\_\_\_\_



Date & Time: Friday, June 5, 2016 @ 5:00pm

BOARD OF EDUCATION  
NATALIA INDEPENDENT SCHOOL DISTRICT

<p>AGENDA ITEM: 11. Consider and take possible action regarding a Public hearing on the 2016-17 School budget and Proposed tax rate.</p>	<p>DATE : August 8, 2016</p>
<p>SUBJECT: Set a date for the Public Hearing on the 2016-17 school budget and 2016 Proposed tax rate.</p>	<p>SUBMITTED BY: Bernard Zarosky Dr. Hensley Cone</p>
<p>BACKGROUND INFORMATION:</p> <p>The Texas “Truth-in-Taxation” schedule from the Texas comptroller requires school districts to complete several activities each year by a specified date. School districts must publish a “Notice of Public Meeting” to discuss the budget and Proposed Tax rate each year. Please see the enclosed Truth in Taxation Important Dates attachment.</p>	
<p>RECOMMENDED ACTION: To Approve the meeting date for the Public hearing on the 2016-17 School budget and Proposed tax rate. <b>“I make a motion to approve a Public hearing on the 2016-17 School budget and 2016 Proposed tax rate for August 24, 2016 at 6:00pm.”</b></p>	<p>BUDGETARY INFO. No budgetary impact</p>

Board President's Approval: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_

### Truth-in-Taxation Important Dates

Date	Activity
April 1 <sup>1</sup>	Chief appraisers send notices of appraised value on single family residences by this date or as soon thereafter as practicable.
May 1 <sup>2</sup>	Chief appraisers send notices of appraised value on all other property by this date or as soon thereafter as practicable.
April 30 <sup>3</sup>	Chief appraisers prepare and certify the estimate of the taxable value of property in counties, cities and school districts to tax assessors.
July 20 <sup>4</sup>	Appraisal review boards approve the appraisal records. This date may extend to Aug. 30 for certain larger counties.
July 25 <sup>5</sup>	Chief appraisers certify the approved appraisal roll to the taxing units.
Aug. 7 <sup>6</sup>	Certain taxing units publish notice of effective and rollback tax rates by this date or as soon thereafter as practicable.
August – September	Taxing units adopt their budgets according to their fiscal years. School districts must publish a <i>Notice of Public Meeting to Discuss Budget and Proposed Tax Rate</i> 10 to 30 days before the public meeting date. <sup>7</sup> (School districts with a July 1 fiscal year adopt budgets in June and follow a different schedule). Most taxing units adopt a tax rate after adopting their budgets.
Sept. 1 <sup>8</sup>	Cities and counties provide notice of their proposed tax rates before this date or 30 days after receiving the appraisal roll.
Before Sept. 30 <sup>9</sup>	Taxing units other than water districts must adopt their tax rate before this date or 60 days after receiving the appraisal roll, whichever date is later.
Oct. 1 <sup>10</sup>	Tax assessors prepare and mail tax bills by this date or as soon thereafter as practicable.

<sup>1</sup> Tex. Tax Code § 25.19

<sup>2</sup> Tex. Tax Code § 25.19

<sup>3</sup> Tex. Tax Code § 26.01(e)

<sup>4</sup> Tex. Tax Code § 41.12

<sup>5</sup> Tex. Tax Code § 26.01(a)

<sup>6</sup> Tex. Tax Code § 26.04(e)

<sup>7</sup> Tex. Ed. Code § 44.004

<sup>8</sup> Tex. Loc. Gov't Code § 140.010(d), (e) and (f)

<sup>9</sup> Tex. Tax Code § 26.05(a)

<sup>10</sup> Tex. Tax Code § 31.01

BOARD OF EDUCATION  
NATALIA INDEPENDENT SCHOOL DISTRICT

<b>AGENDA ITEM:</b> 10. Consider and take possible action on Ambulance Service Contract with AMR Services for the 2016-2017 school year.	<b>DATE :</b> August 8, 2016
<b>SUBJECT:</b> Ambulance Services for Football events for the 2016-2017 school year	<b>SUBMITTED BY:</b> Bernard Zarosky Dr. Hensley Cone
<b>BACKGROUND INFORMATION:</b> <p>This is an annual event which takes place each year. However, this year Natalia ISD needs to approve a new contract with another ambulance service because the county changed their contracted services. Last year we were serviced through Acadian EMS services. The new provider will be AMR services.</p>	
<b>RECOMMENDED ACTION:</b> To approve the Ambulance Service Contract with AMR Services for the 2016-2017 school year. "I move to approve the Ambulance Service Contract with AMR Services for the 2016-2017 school year as presented"	<b>BUDGETARY INFO.</b> Approximately \$ 9,000

Board President's Approval: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_

BOARD OF EDUCATION  
NATALIA INDEPENDENT SCHOOL DISTRICT

<p>AGENDA ITEM: 9. Consider and take possible action on Revised 2016-2017 School Calendar</p>	<p>DATE : August 8, 2016</p>
<p>SUBJECT:  2016-2017 Revised Calendar</p>	<p>SUBMITTED BY: Bernard Zarosky Dr. Hensley Cone</p>
<p>BACKGROUND INFORMATION:</p> <p>The original 2016-2017 Natalia school calendar was approved by the school board with days of instruction. HB 2610 changed Instruction in Texas from days per year to minutes per year. Therefore, the previously adopted calendar had to be changed. The campus principals reviewed the calendar and made several recommendations;</p> <ul style="list-style-type: none"> <li>- <b>October 21<sup>st</sup></b> was changed from a ½ day of staff development to a full day of staff development.</li> <li>- <b>January 2<sup>nd</sup></b> was changed from a school day to a full day of staff development.</li> <li>- <b>April 17<sup>th</sup></b> was changed from a student day to a full day of staff development.</li> <li>- Original calendar was for 180 days of instruction, the proposed revised calendar is for <b>77,652 minutes</b>.</li> <li>- <b>HB 2610</b> requires a minimum of 75,600 minutes.</li> <li>- <b>Student day - times will be 7:55-3:20.</b></li> <li>- <b>Teacher day- times will be 7:30-4:00.</b></li> </ul>	
<p>RECOMMENDED ACTION: To approved the 2016-2017 Natalia school calendar <b>“I move to approve the revised 2016-2017 Natalia ISD school calendar as presented”</b></p>	<p>BUDGETARY INFO.  No budgetary impact</p>

Board President's Approval: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_

BOARD OF EDUCATION  
NATALIA INDEPENDENT SCHOOL DISTRICT

<p>AGENDA ITEM: <b>7. Discuss/Approve the 2016-2017 Natalia ISD Employee Handbook</b></p>	<p>DATE : August 8, 2016</p>
<p>SUBJECT: 2016-2017 Natalia ISD Employee Handbook</p>	<p>SUBMITTED BY: Bernard Zarosky Dr. Hensley Cone</p>
<p>BACKGROUND INFORMATION: It is time again to approve handbooks for the 2016-2017 school year. One of the first handbooks we have ready for approval is the Employee Handbook. The handbook presented to you for approval is very similar to last year's version. Some of the changes are the names of the different personnel, the newly approved school calendar, the dates of the 2016-2017 regular school board meetings and a change in the employee dress code. <b>Collared shirts are still a requirement, but wearing of a tie was removed for male employees. Another change for the coaches was a requirement that when entering common areas and in the classroom, athletic pants or warm up suits must be worn. No shorts allowed.</b></p>	
<p>RECOMMENDED ACTION: To Approve the 2016-2017 Natalia ISD Employee handbook.  "I move to approve the 2016-2017 Natalia ISD Employee Handbook as presented"</p>	<p>BUDGETARY INFO.  No budget impact</p>

Board President's Approval: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_

THE STATE OF TEXAS X NATALIA INDEPENDENT SCHOOL DISTRICT  
COUNTY OF MEDINA X SPECIAL MEETING, BOARD OF TRUSTEES

1. Board President Eric Smith called the Regular Board meeting to order on Friday, July 1, 2016, at 8:00 a.m. Pledge of Allegiance was recited; and led in prayer and welcomed the visitors.

2. Roll Call, Establish Quorum

Present: Eric Smith – President  
Paul Almendarez – Vice President  
Jack Bradley –Secretary  
Gloria Vasquez - absent  
Fernando Garza  
Tiffany Rodriguez -absent  
Andrew Besa

3. Motion was made by Jack Bradley and seconded by Fernando Garza to accept the agenda as presented. Motion carried 5 – 0

*Executive Session called at 8:00 a.m.*

4. CLOSED SESSION

A. Pursuant to Tex. Govt. Code 551.074, interview and discuss applicants for the superintendent position.

5. *The Board Returns to Open Session at 2:56p.m.*

21. Adjournment

Motion was made by Andrew Besa and seconded by Paul Almendarez to adjourn at 2:58 p.m.  
Motion carried 5-0

*Meeting adjourned at 2:58 p.m.*

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Eric Smith, NISD President

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Jack Bradley, NISD Secretary



THE STATE OF TEXAS X NATALIA INDEPENDENT SCHOOL DISTRICT  
COUNTY OF MEDINA X SPECIAL MEETING, BOARD OF TRUSTEES

1. Board President Eric Smith called the Regular Board meeting to order on Monday, July 2, 2016, at 8:00 a.m. Pledge of Allegiance was recited; and led in prayer and welcomed the visitors.

2. Roll Call, Establish Quorum

Present: Eric Smith – President  
Paul Almendarez – Vice President  
Jack Bradley –Secretary  
Gloria Vasquez - absent  
Fernando Garza  
Tiffany Rodriguez -absent  
Andrew Besa

3. Motion was made by Andrew Besa and seconded by Paul Almendarez to accept the agenda as presented. Motion carried 5 – 0

*Executive Session called at 8:02 a.m.*

4. CLOSED SESSION

- A. Pursuant to Tex. Govt. Code 551.074, interview and discuss applicants for the superintendent position.
- B. Consider and discuss cancelling the Regular Board Meeting on July 11, 2016 and rescheduling to July 18, 2016 at 6:30pm

5. *The Board Returns to Open Session at 12:55p.m.*

- A. Consider and discuss applicants for the superintendent position - approve the number of applicants to be interviewed for the 2nd round. Motion was made by Eric Smith and seconded by Jack Bradley to accept action as presented. Motion carried
- B. Consider and discuss cancelling the Regular Board Meeting on July 11, 2016 and rescheduling to July 18, 2016 at 6:30pm Motion was made by Eric Smith and seconded by Paul Almendarez to accept action as presented. Motion carried 5-0

6. Upcoming Meetings:

- A. Special Board Meeting July 11, 2016 at 6:00pm
- B. Special Board Meeting July 12, 2016 at 6:00pm
- C. Special Board Meeting July 12, 2016 at 6:00pm
- D. Special Board Meeting July 14, 2016 at 6:00pm

21. Adjournment

Motion was made by Jack Bradley and seconded by Andrew Besa to adjourn at 12:58 p.m.  
Motion carried 5-0

*Meeting adjourned at 12:58 p.m.*

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Eric Smith, NISD President

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Jack Bradley, NISD Secretary

THE STATE OF TEXAS X NATALIA INDEPENDENT SCHOOL DISTRICT  
COUNTY OF MEDINA X SPECIAL MEETING, BOARD OF TRUSTEES

1. Board President Eric Smith called the Regular Board meeting to order on Monday, July 18, 2016, at 6:30 p.m. Pledge of Allegiance was recited; and Gloria Vasquez led in prayer and welcomed the visitors.

2. Roll Call, Establish Quorum

Present: Eric Smith – President  
Paul Almendarez – Vice President  
Jack Bradley –Secretary  
Gloria Vasquez  
Fernando Garza  
Tiffany Rodriguez  
Andrew Besa

3. Motion was made by Jack Bradley and seconded by Tiffany Rodriguez to accept the agenda as presented. Motion carried 7 – 0

*Executive Session called at 6:33 p.m.*

4. CLOSED SESSION

A. Pursuant to Texas Government Code 551.074, conduct interview(s) of applicant(s) for the Superintendent position.

B. Pursuant to Texas Government Code 551.074, consider and discuss applicants for the Superintendent position.

C. Pursuant to Texas Government Code 551.071, attorney consultation regarding legal issues related to possible action to name finalist(s) for the Superintendent position.

5. *The Board Returns to Open Session at 08:00p.m.*

A. Consider and take possible action to name finalist(s) for the Superintendent position.  
Motion was made by Paul Almendarez and seconded by Jack Bradley to accept and name Dr. Freeman Hensley Cone as finalist. Motion carried 7-0

21. Adjournment

Motion was made by Tiffany Rodriguez and seconded by Gloria Vasquez to adjourn at 8:14 p.m.  
Motion carried 7-0

*Meeting adjourned at 8:14 p.m.*

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Eric Smith, NISD President

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Jack Bradley, NISD Secretary

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## Superintendent Term Contract

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This Contract is entered into between the Board of Trustees (the “Board”) of Natalia ISD (the “District”) and Freeman Hensley Cone (the “Superintendent”).

The Board and the Superintendent, for and in consideration for the terms stated in this Contract, hereby agree as follows:

1. **Term.** The Board agrees to employ the Superintendent on a twelve-month basis per school year, beginning August 9, 2016 and ending August 9, 2019. The Board and the Superintendent (the “Parties”) may extend the term of this Contract by agreement.
2. **Certification.** The Superintendent agrees to maintain the required certification throughout the term of employment with the District. If the Superintendent’s certification expires, is canceled, or is revoked, this Contract is void.
3. **Representations.** The Superintendent makes the following representations:
  - 3.1 **Beginning of Contract:** At the beginning of this Contract, and at any time during this Contract, the Superintendent specifically agrees to submit to a review of his or her national criminal history record information (NCHRI) if required by the District, TEA, or SBEC. The Superintendent understands that a criminal history record acceptable to the Board, at its sole discretion, is a condition precedent to this Contract.
  - 3.2 **During Contract:** The Superintendent also agrees that, during the term of this Contract, the Superintendent will notify the Board in writing of any arrest or of any indictment, conviction, no contest or guilty plea, or other adjudication of the Superintendent. The Superintendent agrees to provide such notification in writing within seven calendar days of the event or any shorter period specified in Board policy.
  - 3.3 **False Statements and Misrepresentations:** The Superintendent represents that any records or information provided in connection with his or her employment application are true and correct. Any false statements, misrepresentations, omissions of requested information, or fraud by the Superintendent in or concerning any required records or in the employment application may be grounds for termination or nonrenewal, as applicable.
4. **Duties.** The Superintendent shall be the educational leader and chief executive officer of the District. The Superintendent agrees to perform his or her duties as follows:
  - 4.1 **Authority:** The Superintendent shall perform such duties and have such powers as may be prescribed by the law and the Board. The Board shall have the right to assign additional duties to the Superintendent and to make changes in responsibilities or work at any time during the contract term. All duties assigned by the Board shall be appropriate to and consistent with the professional role and responsibility of the Superintendent.

- 4.2 **Standard:** Except as otherwise permitted by this Contract, the Superintendent agrees to devote his or her full time and energy to the performance of his or her duties. The Superintendent shall perform his or her duties with reasonable care, skill, and diligence. The Superintendent shall comply with all Board directives, state and federal laws and rules, Board policy, and regulations as they exist or may hereafter be amended.
5. **Compensation.** The District shall pay the Superintendent an annual salary as follows:
- 5.1 **Salary.** The District shall pay the Superintendent an annual salary of ONE HUNDRED AND FORTY THOUSAND DOLLARS AND NO/100 CENTS (\$140,000.00). The annual salary shall be paid to the Superintendent in equal monthly installments consistent with the Board's policies.
- (a) **Widespread Salary Reduction.** If the Board implements a widespread salary reduction under Texas Education Code section 21.4023, the Superintendent's annual salary shall be reduced by the percent or fraction of a percent that is equal to the average percent or fraction of a percent by which teacher salaries have been reduced.
- (b) **Furlough.** If the Board implements a furlough under Texas Education Code section 21.4021, the Superintendent shall be furloughed for the same number of days as other contract personnel and the Superintendent's salary shall be reduced in proportion to the number of furlough days.
- 5.2 **Benefits:** The District shall provide benefits to the Superintendent as provided by state law and Board policies. The Board reserves the right to amend its policies at any time during the term of this Contract to reduce or increase these benefits, at the Board's sole discretion.
- 5.3 **Civic Activities.** The Superintendent is encouraged to participate in local community and civic affairs. The expense of these activities, subject to Board approval in advance, may be borne by the District.
- 5.4 **Professional Organizations.** The Superintendent shall devote the Superintendent's time, attention, and energy to the direction, administration, and supervision of the District. The Board, however, encourages the continued professional growth of the Superintendent through the Superintendent's active attendance and participation in appropriate professional meetings, seminars, conferences, or courses at the local, regional, state, and national level. In its encouragement of the Superintendent to grow professionally, the Board shall permit a reasonable amount of release time for the Superintendent as the Superintendent and the Board deem appropriate, to attend such meetings, seminars, conferences, or courses. The District does hereby agree to provide in the District's budget per contract year an amount to be used for registration, travel, meals, lodging, and other related expenses.
- 5.5 **Residence in District.** As a condition of employment with the Natalia Independent School District and at all times while employed by the District, the Superintendent shall

reside within the geographic boundaries of the District. The Superintendent agrees to move in the district by August 9, 2017.

- 5.6 **Travel and Communication Allowance.** The District shall pay the Superintendent an annual travel and communication allowance of [REDACTED]. This allowance shall be paid to the Superintendent in equal monthly installments consistent with the Board's policies, and this amount includes and shall be in lieu of any mileage expense reimbursement, gasoline or other vehicle upkeep charges associated with the Superintendent's travel within the District and to the Region 20 Education Service Center, as well as in lieu of any communication expense reimbursement for the Superintendent's usage of his personal mobile telephone, PDA and home internet access for school district business. Notwithstanding, the District shall provide the Superintendent with a cell phone, iPad and laptop for school business. The Superintendent shall also have access to use District vehicles for travel outside of the District.
- 5.7 **Relocation/Moving Expenses:** The District shall pay the Superintendent a one-time payment in the amount of THREE THOUSAND DOLLARS AND NO/100 CENTS (\$3,000.00) for reasonable and necessary expenses incurred in moving and relocating the Superintendent's family and personal possessions to Natalia, Texas.
6. **Suspension.** In accordance with Texas Education Code chapter 21, the Board may suspend the Superintendent without pay during the term of this Contract for good cause as determined by the Board.
7. **Termination and Nonrenewal of Contract.** Termination or nonrenewal of this contract, or resignation under this contract, will be pursuant to Texas Education Code chapter 21.
8. **General Provisions.**
  - 8.1 **Amendment:** This Contract may not be amended except by written agreement of the Parties.
  - 8.2 **Severability:** If any provision in this Contract is, for any reason, held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision of the Contract. This Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been a part of the Contract.
  - 8.3 **Entire Agreement:** All existing agreements and contracts, both verbal and written, between the Parties regarding the employment of the Superintendent are superseded by this Contract. This Contract constitutes the entire agreement between the Parties.
  - 8.4 **Applicable Law and Venue:** Texas law shall govern construction of this Contract. The Parties agree that venue for any litigation relating to the Superintendent's employment with the District, including this Contract, shall be the county in which the District's administration building is located. If litigation is brought in federal court, the Parties agree that venue shall be the federal district and division in which the district's administration building is located.

8.5 **Paragraph Headings:** The headings used at the beginning of each numbered paragraph in this Contract are not intended to have any legal effect; the headings do not limit or expand the meaning of the paragraphs that follow them.

8.6 **Legal Representation:** Both Parties have been represented by legal counsel of their choice, or have had the opportunity to consult with legal counsel, in the negotiation and execution of this Contract.

9. **Notices.**

9.1 **To Superintendent:** The Superintendent agrees to keep a current address on file with the District's human resources office and the Board President. The Superintendent agrees that the Board may meet any legal obligation it has to give the Superintendent written notice regarding this Contract or the Superintendent's employment by hand-delivery, or by certified mail, regular mail, and/or express delivery service to the Superintendent's address of record.

9.2 **To Board:** The Board agrees that the Superintendent may meet any legal obligation to give the Board written notice regarding this Contract or the Superintendent's employment by providing one copy of the notice to the President of the Board and one copy to the Vice President of the Board. The Superintendent may provide such notices by hand delivery, or by certified mail, regular mail, and/or express delivery service, to the Board President and Vice President's addresses of record, as provided to the District.

I have read this Contract and agree to abide by its terms and conditions:

Freeman Hensley Cone

\_\_\_\_\_

Date signed: \_\_\_\_\_

Natalia Independent School District  
Eric Smith, Board President

\_\_\_\_\_

Date signed: \_\_\_\_\_



**2016–2017**  
**Natalia ISD**  
**Employee Handbook**  
*“Building Lives, Utilizing Education!”*

# Table of Contents

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<b>Employee Handbook Receipt .....</b>	<b>5</b>
<b>Introduction.....</b>	<b>6</b>
<b>District Information.....</b>	<b>7</b>
Description of the District .....	7
District Map.....	8
Mission Statement, Goals, and Objectives .....	9
Board of Trustees.....	9
Board Meeting Schedule for 2015–2016.....	10
Administration.....	10
School Calendar.....	11
Helpful Contacts.....	12
School Directory.....	12
<b>Employment .....</b>	<b>13</b>
Equal Employment Opportunity.....	13
Job Vacancy Announcements.....	13
Employment After Retirement .....	13
Contract and Noncontract Employment .....	13
Certification and Licenses .....	14
Searches and Alcohol and Drug Testing.....	14
Health Safety Training.....	15
Reassignments and Transfers .....	15
Workload and Work Schedules .....	16
Notification to Parents Regarding Qualifications.....	16
Outside Employment and Tutoring .....	17
Performance Evaluation .....	17
Employee Involvement.....	17
Staff Development.....	17
<b>Compensation and Benefits .....</b>	<b>18</b>
Salaries, Wages, and Stipends .....	18
Annualized Compensation.....	18
Paychecks .....	18
Automatic Payroll Deposit .....	19
Payroll Deductions .....	19
Overtime Compensation .....	19
Travel Expense Reimbursement.....	20
Health, Dental, and Life Insurance.....	20
Supplemental Insurance Benefits .....	20
Cafeteria Plan Benefits (Section 125) .....	20
Workers’ Compensation Insurance .....	21
Unemployment Compensation Insurance.....	21
Teacher Retirement.....	21

<b>Leaves and Absences .....</b>	<b>22</b>
Personal Leave.....	23
State Sick Leave .....	23
Local Leave .....	24
Sick Leave Bank (or Pool).....	24
Family and Medical Leave Act (FMLA)—General Provisions .....	25
Local Family and Medical Leave Provisions .....	27
Temporary Disability Leave .....	27
Workers’ Compensation Benefits.....	28
Assault Leave .....	28
Jury Duty .....	29
Other Court Appearances .....	29
Military Leave .....	29
<b>Employee Relations and Communications .....</b>	<b>30</b>
Employee Recognition and Appreciation .....	30
District Communications .....	30
<b>Complaints and Grievances.....</b>	<b>30</b>
<b>Employee Conduct and Welfare .....</b>	<b>30</b>
Standards of Conduct.....	30
Dress and Grooming Guidelines.....	34
Discrimination, Harassment, and Retaliation .....	35
Sexual Abuse and Maltreatment of Children .....	35
Technology Resources.....	37
Personal Use of Electronic Media .....	37
Use of Electronic Media with Students .....	38
Criminal History Background Checks.....	39
Employee Arrests and Convictions .....	40
Alcohol and Drug-Abuse Prevention .....	40
Tobacco Use .....	40
Fraud and Financial Impropriety .....	41
Conflict of Interest.....	41
Gifts and Favors.....	42
Copyrighted Materials .....	42
Charitable Contributions.....	42
Associations and Political Activities .....	42
Safety .....	42
Possession of Firearms and Weapons.....	43
Visitors in the Workplace .....	43
Asbestos Management Plan.....	43
Pest Control Treatment.....	43
<b>General Procedures.....</b>	<b>44</b>
Bad Weather Closing.....	44
Emergencies.....	44
Purchasing Procedures.....	44
Name and Address Changes .....	44

Personnel Records .....	44
<b>Building Use.....</b>	<b>45</b>
<b>Termination of Employment .....</b>	<b>45</b>
Resignations.....	45
Dismissal or Nonrenewal of Contract Employees.....	45
Dismissal of Noncontract Employees.....	46
Exit Interviews and Procedures .....	46
Reports to State Board for Educator Certification.....	46
Reports Concerning Court-Ordered Withholding .....	47
<b>Student Issues .....</b>	<b>47</b>
Equal Educational Opportunities.....	47
Student Records.....	47
Parent and Student Complaints.....	48
Administering Medication to Students .....	48
Dietary Supplements.....	48
Psychotropic Drugs.....	48
Student Conduct and Discipline .....	49
Student Attendance .....	49
Bullying .....	49
Hazing.....	50
<b>Index .....</b>	<b>51</b>

# Employee Handbook Receipt

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Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to your campus principal or supervisor who will then forward it to personnel.

# Introduction

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The purpose of this handbook is to first and foremost clarify expectations and second, provide information that will help answer any questions you may have regarding Natalia ISD policies and procedures. Please be aware that not all District policies and procedures are included and those that are, may have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Natalia ISD Superintendent of Schools.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is intended as a guide of district policies and procedures related to employment. Please be aware that these policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can also be accessed online at [www.nataliaisd.net](http://www.nataliaisd.net).

# District Information

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## Description of the District

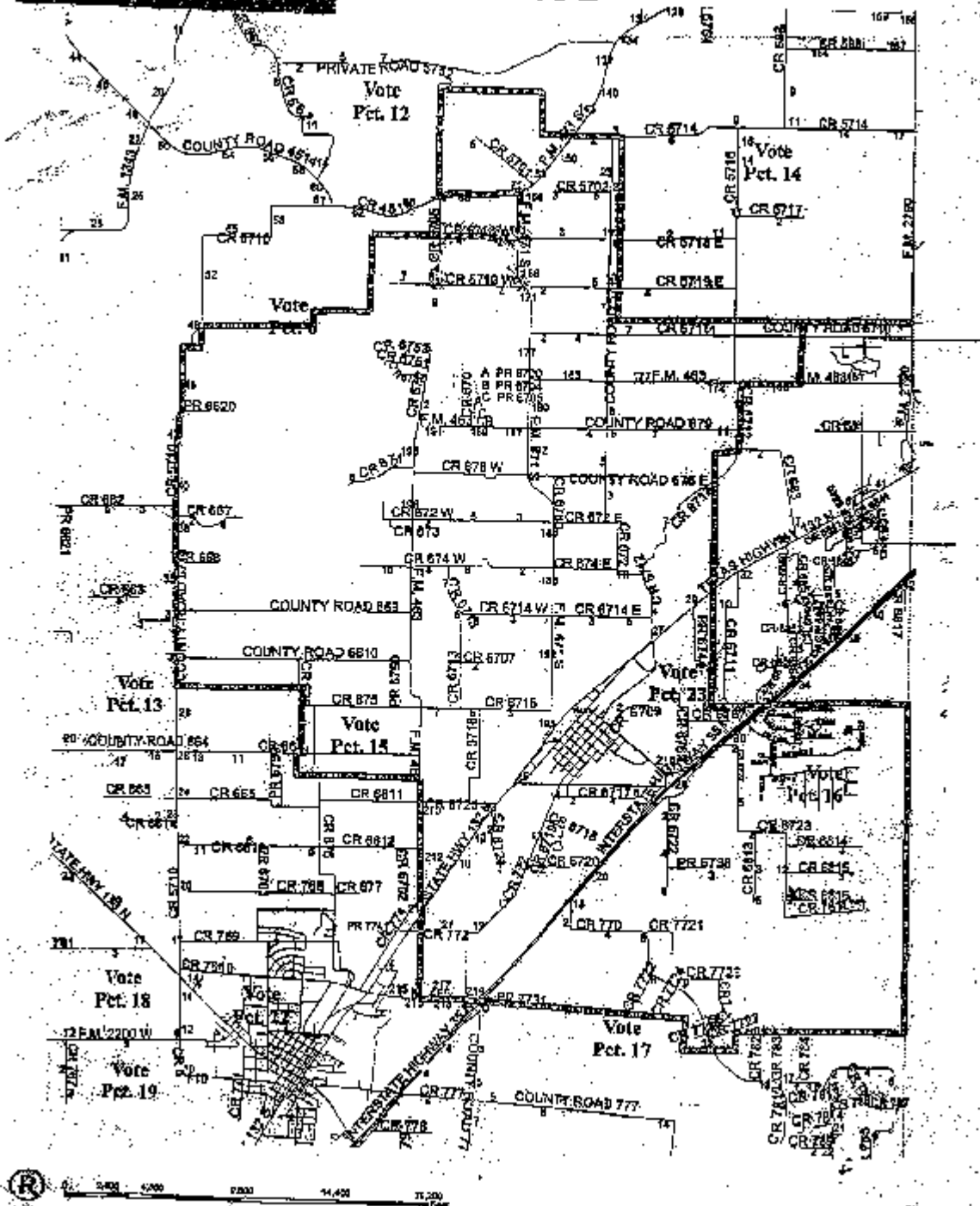
The City of Natalia is located 28 miles southwest of San Antonio off of IH-35 between the town of Lytle and Devine, Texas. Natalia ISD is a rural district consisting of 41 square miles. NISD is classified as a 3A school district participating in most UIL academic and athletic competition.

Natalia ISD is comprised of four campuses, all within walking distance from each other and with approximately 1,100 students. Natalia Early Childhood Center serves students ages 3 to 6 in Pre-K 3 through first grade with approximately 250 students. Natalia Elementary serves students in second through fifth grade with approximately more than 320 students. Natalia Junior High School serves students in grades 6 through 8 with approximately more than 240 students and Natalia High School serves students in grades 9 through 12 with approximately over 310 students.

# District Map



## Natalia ISD



## **Mission Statement, Goals, and Objectives**

### *Policy AE*

Natalia ISD in partnership with the community, is committed to providing a safe and challenging environment that promotes productive and successful life-long learners.

## **Board of Trustees**

### *Policies BA, BB series, BD series, and BE series*

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the District's children. Trustees are elected for at-large positions and serve 3 year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current board members include:

- Gloria Vasquez
- Eric Smith, Pres.
- Paul Almendarez, Vice-Pres.
- Andrew Besa
- Fernando Garza
- Tiffany Brown-Rodriguez
- Jack Bradley, Sec.

The board regularly meets the second Monday of the month at 6:30 p.m. at the Natalia Junior High School Cafeteria. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and NISD Central Office Doors at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

## **Regular Board Meeting Schedule for 2015–2016** *(may be subject to change)*

September 12, 2016	October 10, 2016	November 14, 2016
December 12, 2016	January 19, 2017	February 13, 2017
March Meeting TBD	April 10, 2017	May 8, 2017
June 12, 2017	July 10, 2017	August 17, 2017

### **Administration**

Dr. Freeman Hensley Cone	Superintendent of Schools
Dr. Jane Harris	High School Principal
Demetrio Garcia	Junior High School Principal
Anna Lopez	Elementary Principal
Anna Lopez	Early Childhood Center Principal
Chad Graves	Athletic Director
Leticia Buenrostro	Special Programs Director
Delia Loza	Technology Director
Claudia Garcia	Business Manager
Juan Rizo	Maintenance/Transportation Director
Terry Howard	District Curriculum and Instruction Facilitator



# Natalia ISD

## 2015-2016 School Calendar

Total Days: 177 Semester 1: 78 days Semester 2: 99 Days

July '15						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '15						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '15						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '15						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '15						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '15						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March '16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April '16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '16						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June '16						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

August	
New Teacher Orientation.....	14
Staff Professional Development.....	17-19
Campus Work Day.....	20
First Day of School/Begin 1st 9 Weeks.....	24
September	
Labor day Holiday.....	7
October	
End 1st 9 Weeks/Early Release.....	16
Columbus Day.....	12
Begin 2nd 9 Weeks.....	19
November	
Thanksgiving Break.....	23-27
December	
End 1st Semester/Early Release.....	18
Winter Break.....	21-31
January	
Winter Break.....	1
Begin 3rd 9 Weeks.....	4
Martin Luther King Jr. Day.....	18
Medina County Stock Show.....	29
February	
Early Release.....	12
Presidents Day.....	15
March	
End 3rd 9 Weeks/Early Release.....	11
Spring Break.....	14-18
Begin 4th 9 Weeks.....	21
Easter Break.....	25
May	
Memorial Day Holiday.....	30
June	
Last Day of School/Early Release.....	2
Campus Work Day.....	3
High School Graduation.....	4

### KEY

- Student Holiday/Campus Workday
- New Teacher Orientation
- HS Graduation
- Student Holiday/Staff Development
- Early Release
- Progress Reports
- Student/Staff Holiday
- Bad Weather Day
- Report Cards

*Last day of School June 3rd if 2nd Bad Weather Day needed*  
*Campus Work Day June 4th if 2nd Bad Weather Day needed*  
 Approved by NISD Board of Trustees on 4/13/15

## Helpful Contacts

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

### School Directory

<b>Natalia Administration</b>	<b>Phone 830-663-4416</b>	<b>Fax 830-663-4186</b>
<b>Natalia High School</b>	<b>Phone 830-663-4417</b>	<b>Fax 830-663-6041</b>
<b>Natalia Junior High</b>	<b>Phone 830-663-4027</b>	<b>Fax 830-663-2347</b>
<b>Natalia Elementary</b>	<b>Phone 830-663-2837</b>	<b>Fax 830-663-9693</b>
<b>Natalia Early Childhood</b>	<b>Phone 830-663-9739</b>	<b>Fax 830-663-4186</b>
<b>Natalia Academic &amp; Pupil</b>	<b>Phone 830-663-5603</b>	<b>Fax 830-663-9297</b>
<b>Natalia ISD Technology</b>	<b>Phone 830-663-9222</b>	<b>Fax 830-663-4186</b>
<b>Natalia Opert/Trans</b>	<b>Phone 830-663-5467</b>	<b>Fax 830-663-4186</b>
<b>Natalia ISD Child Nutrition</b>	<b>Phone 830-663-5971 (JH)</b>	
	<b>830-663-6855 (HS)</b>	
	<b>830-663-3465 (Elem)</b>	
	<b>830-663-2996 (ECC)</b>	
	<b>Fax 830-663-5849</b>	

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# Employment

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## Equal Employment Opportunity

*Policies DAA, DIA*

Natalia ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Superintendent of Schools.

## Job Vacancy Announcements

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the district's web site, TASA.net, and ESC 20 website.

## Employment after Retirement

*Policy DC*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

## Contract and Noncontract Employment

*Policy DC series*

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

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of

employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed on line or copies will be provided upon request.

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

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

## **Certification and Licenses**

### *Policy DBAI*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Patricia McMillan, Human Resources Generalist/Payroll in a timely manner.

A certified employee's contract may become void without the necessity of due process along with possible termination of employment if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also become void if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Superintendent of Schools if you have any questions regarding certification or licensure requirements.

## **Searches and Alcohol and Drug Testing**

### *Policy DHE*

Noninvestigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of

privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business.

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Superintendent of Schools.

## **Health Safety Training**

*Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), and extracurricular athletic activity safety.

Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Central Office.

## **Reassignments and Transfers**

*Policy DK*

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the

receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Superintendent's office and must be approved by the receiving supervisor.

## **Workload and Work Schedules**

*Policies DEA, DL*

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

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

**Professional Employee Contract Hours:** 7:30am – 4:30pm

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

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can contact Superintendent of Schools.

## **Outside Employment and Tutoring**

*Policy DBD*

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

## **Performance Evaluation**

*Policy DN series*

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

## **Employee Involvement**

*Policies BQA, BQB*

At both the campus and district levels, Natalia ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or Superintendent of Schools.

## **Staff Development**

*Policy DMA*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel will be directly related to achieving campus/district performance objectives, addressed in the campus/district improvement plan, and approved by their corresponding advisory committees. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

## **Compensation and Benefits**

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### **Salaries, Wages, and Stipends**

*Policies DEA, DEAA*

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

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

Employees should contact Superintendent of Schools for more information about the district's pay schedules or their own pay.

### **Annualized Compensation**

*Policy DEA*

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal bimonthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

### **Paychecks**

All professional and salaried employees are semi-monthly. Hourly employees are paid semi-monthly as well. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

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

## **Automatic Payroll Deposit**

Employees will have their paychecks electronically deposited into a designated account. A notification period of one pay period is necessary to activate this service. Contact Central Office for more information about the automatic payroll deposit service.

## **Payroll Deductions**

### *Policy CFEA*

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)

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

## **Overtime Compensation**

### *Policy DEA*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:00 am on Sunday and ends at 11:59 pm on Saturday.

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

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

## **Travel Expense Reimbursement**

### *Policy DEE*

Before any travel expenses are incurred by an employee, the Superintendent or designee and Business Office must give approval. For approved travel, employees must utilize school district-owned vehicles if available. If not, employees will be reimbursed for mileage and other travel expenditures when applicable and according to the current rate schedule established by the district. Employees must submit receipts, to be reimbursed for expenses other than mileage.

## **Health, Dental, and Life Insurance**

### *Policy CRD*

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

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

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS-Active Care.

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

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for Dental, Vision, Life, Disability, and Cancer. Premiums for these programs can be paid by payroll deduction. Employees should contact Central Office for more information.

## **Cafeteria Plan Benefits (Section 125)**

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

specified time period.

## **Workers' Compensation Insurance**

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Association of School Boards.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to Central Office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits* for information on use of paid leave for such absences.

## **Unemployment Compensation Insurance**

### *Policy CRF*

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

## **Teacher Retirement**

### *Policy DEG*

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

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

# Leaves and Absences

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## *Policies DEC, DECA, DECB*

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Central Office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

**Use of Leave.** Leave is available for the employee's use at the beginning of the school year. However, state personal and local leave is earned at a rate of  $\frac{1}{2}$  day for each 18 days worked. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Leave must be used in  $\frac{1}{2}$  workday increments. However, if an employee is taking family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave.

Employees shall have the choice of using available local or state personal leave. When the employee does not designate a preference, the district shall use state personal leave. State sick leave accumulated prior to the 1995-96 school year may only be used for purposes of personal illness, illness in the immediate family, family emergency, or death in the immediate family.

Leave used shall be recorded in increments of half workdays, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act. Employees shall be charged leave as used even if a substitute is not employed.

Any leave taken for which leave balances are insufficient shall result in a deduction from the employee's paycheck commensurate with the amount of leave taken. Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

**Medical Certification.** Any employee who is absent more than 3 consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance.** Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

## Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of ½ day for each 18 days worked. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

**Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave will be granted to employees in the same manner as state sick leave.

**Discretionary.** Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 5 days in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

## State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in ½ day increments, except when coordinated with

family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

State sick leave may be used for the following reasons only:

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

## **Local Leave**

All employees shall earn five workdays of local leave per school year, at the same rate as state personal leave. Local leave shall accumulate to a maximum of ten workdays. Local leave shall be used according to the terms and conditions of state personal leave. See DEC (LOCAL) for more information.

## **Sick Leave Bank (or Pool)**

A district sick leave pool shall be established from voluntary donations of state personal leave by individual District employees to assist a fellow employee suffering from personal illness or disability, including pregnancy-related disability.

An employee may receive a maximum of 30 leave days from a pool in a school year. An employee may request that a sick leave pool be established only after he or she has exhausted all other available paid leave.

The employee or a member of the employee's family shall address any request for the establishment of a sick leave pool in writing to the Superintendent. The Superintendent or designee shall then initiate the sick leave pool for the employee and notify District staff.

The sick leave pool shall be composed of voluntary contributions for a specific individual, and donated days shall be designated to a specific pool. No staff member shall be allowed to contribute more than three of his or her state personal leave days to sick leave pools in a school year.

All contributions to sick leave pools shall be voluntary and confidential donations. Employees violating this provision shall be considered in violation of District policy and the standards of ethics outlined at DH (EXHIBIT) and shall be subject to disciplinary action in accordance with DH (LOCAL).

The sick leave pool ceases to exist when the employee returns to work or when each voluntary donation reaches the maximum contribution and the sick leave pool is exhausted. Unused sick leave pool days shall revert to the donors in increments of no less than one-half days. No general pool shall remain in existence. See DEC (LOCAL) for more information.

## Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

**Basic Leave Entitlement.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

**Military Family Leave Entitlements.** Eligible employees with a spouse, son, daughter, or parent on active military duty and deployed to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the service member became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

**Benefits and Protections.** During FML, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**Eligibility Requirements.** Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

**Definition of Serious Health Condition.** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave.** An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave.** Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the district's normal paid leave policies.

**Employee Responsibilities.** Employees must provide 30 days advance notice of the need to take FML when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities.** Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

**Unlawful Acts by Employers.** The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

**Enforcement.** An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

*FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.*

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
www.wagehour.dol.gov

## Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year measured forward from the date an individual employee's first FML begins.

**Use of Paid Leave.** FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

**Combined Leave for Spouses.** A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

**Intermittent Leave.** When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

**District Contact.** Employees that require FML or have questions should contact Central Office for details on eligibility, requirements, and limitations.

## Temporary Disability Leave

**Certified Employees.** Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

When an employee is ready to return to work, Central Office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

## **Workers' Compensation Benefits**

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

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

## **Assault Leave**

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

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

## Jury Duty

The District may not discharge, discipline, reduce the salary of, or otherwise penalize or discriminate against an employee because of the employee's compliance with a summons to appear as a juror. For each regularly scheduled workday on which a non-salaried employee serves in any phase of jury service, the District shall pay the employee the employee's normal daily compensation. An employee's accumulated personal leave may not be reduced because of the employee's service in compliance with a summons to appear as a juror. Employees must present documentation of the service and may keep any compensation they receive. *Education Code 22.006*

## Other Court Appearances

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

## Military Leave

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each federal fiscal year (October 1–September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the time specified by law to Central Office. In most cases, the length of federal military service cannot exceed five years.

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

# Employee Relations and Communications

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## Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include appreciation events held throughout the school year.

## District Communications

Throughout the school year, the central office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

# Complaints and Grievances

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## *Policy DGBA*

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

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

Please see Natalia ISD Policy Online - DGBA (LOCAL) at [www.nataliaisd.net](http://www.nataliaisd.net).

# Employee Conduct and Welfare

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## Standards of Conduct

### *Policy DH*

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

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

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

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

### **Texas Educators' Code of Ethics**

#### **Statement of Purpose**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

## Professional Standards

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

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

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

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

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

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

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

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

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

**Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

**Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

**Standard 1.11** The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12** The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

**Standard 1.13** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

### 2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

**Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

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

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

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

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

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

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

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## **Dress and Grooming Guidelines**

Natalia ISD employees are expected to set a high standard in dress and grooming since they serve as role models for our students. The dress and grooming of Natalia ISD employees shall be clean, neat, and in a manner appropriate for their assignments and in accordance with any additional standards established by their supervisors and with approval from the superintendent.

All district employees shall adhere to all dress and grooming regulations during regular school hours. Employees are also expected to dress appropriately for all Natalia ISD events that may occur outside of regular school hours as well.

*(Please be aware that dress and grooming violations could result in loss of personal employee time.)*

### **Men's Dress and Grooming Guidelines:**

- Hair (including facial) shall be neatly groomed at all times.
- Shirts must be collared type.
- Shirts must be tucked in at all times.
- Sleeveless shirts are not permitted.
- T-shirts are not permitted. (Natalia spirit t-shirts will be only allowed on Spirit Fridays.\*)
- Pants shall be business casual style.
- Blue jeans are not permitted. (except on Spirit Friday's or when appropriate assignments demand)
- Coaches have the option to wear shorts and Natalia spirit t-shirts while teaching physical education or coaching. When entering common areas and in the classrooms, athletic pants or warm up suits must be worn. (No shorts allowed)
- Footwear/shoes must be appropriate to the activity. *(Rubber flip-flops, shower shoes, and sandals without straps are not permitted.)*
- Employees will not display tattoos or visible body/facial piercings.

### **Women's Dress and Grooming Guidelines:**

- Hair shall be neatly groomed at all times.
- Shirts that are designed to be worn tucked into pants or skirts shall be tucked in.
- Sleeveless shirts, tank tops, spaghetti straps or halter tops are not permitted.
- Dresses and skirts must be at least knee length without excessively long slits or openings.
- Sleeveless dresses are not permitted.
- T-shirts are not permitted. (Natalia spirit t-shirts will be only allowed on Spirit Fridays.\*)
- Pants and Capris shall be business casual style.
- Blue jeans are not permitted. (except on Spirit Friday's or when appropriate assignments demand)
- Coaches have the option to wear shorts and Natalia spirit t-shirts while teaching physical education or coaching. When entering common areas and in the classrooms, athletic pants or warm up suits must be worn. (No shorts allowed)
- Footwear/shoes must be appropriate to the activity. *(Rubber flip-flops, shower shoes, and sandals without straps are not permitted.)*
- Employees will not display tattoos or visible body/facial piercings.

*\*Natalia Spirit Days are designated for Fridays only (not the last day of the work week).*

## **Discrimination, Harassment, and Retaliation**

*Policies DH, DIA*

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

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

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

Please see Natalia ISD Policy Online - DIA (LOCAL) at [www.nataliaisd.net](http://www.nataliaisd.net).

## **Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed in the District Improvement Plan. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

## **Harassment of Students**

*Policies DF, DH, FFG, FFH*

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

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

Please see Natalia ISD Policy Online – DF (LEGAL) and FFH (LOCAL) at [www.nataliaisd.net](http://www.nataliaisd.net).

## **Reporting Suspected Child Abuse**

*Policies DF, DG, DH, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Reports to Child Protective Services can be made to 1-800-342-3720 or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

## **Technology Resources**

### *Policy CQ*

The district's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

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

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

Employees who are authorized to use the system are required to abide by the provisions of the acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Technology Coordinator.

## **Personal Use of Electronic Media**

### *Policy DH*

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators,

even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records. [See Policy FL]
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
- Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

## **Use of Electronic Media with Students**

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).  
The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

## **Criminal History Background Checks**

### *Policy DBAA*

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual’s fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee’s current national criminal history and updates to the employee’s subsequent criminal history.

## **Employee Arrests and Convictions**

### *Policy DH*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code

## **Alcohol and Drug-Abuse Prevention**

### *Policies DH, DI*

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

*Information can be found on web page: [www.nataliaisd.net](http://www.nataliaisd.net)*

## **Tobacco Use**

### *Policies DH, FNCD GKA*

State law prohibits smoking of any kind or using tobacco products on all district-owned property and at school-related or school-sanctioned activities (both on or off campus). This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. (*Use of vapor-based or electronic smoking products is also prohibited on district property.*)

## **Fraud and Financial Impropriety**

### *Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

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

## **Conflict of Interest**

### *Policy DBD*

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

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

## **Gifts and Favors**

### *Policy DBD*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

## **Copyrighted Materials**

### *Policy EFE*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

## **Charitable Contributions**

### *Policy DG*

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Associations and Political Activities**

### *Policy DGA*

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

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

Use of district resources including work time for political activities is prohibited.

## **Safety**

### *Policy CK series*

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

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

Employees with questions or concerns relating to safety programs and issues can contact Superintendent of Schools.

## **Possession of Firearms and Weapons**

*Policies FNCG, GKA*

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call (830) 663-4416 immediately.

## **Visitors in the Workplace**

*Policy GKC*

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

## **Asbestos Management Plan**

*Policy CKA*

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

## **Pest Control Treatment**

*Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the main office. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

# General Procedures

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## Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's web site and will attempt to notify the following television stations: major San Antonio News Stations.

## Emergencies

*Policies CKC, CKD*

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

## Purchasing Procedures

*Policy CH*

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

## Name and Address Changes

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

## Personnel Records

*Policy GBA*

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

- Address

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

The choice to not allow public access to this information may be made at any time by submitting a written request to Central Office. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

## Building Use

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. Central office has the forms required to request permission. The building or department supervisor is responsible for approving and scheduling the use of facilities after school hours. Contact Central Office to request to use school facilities and to obtain information on the fees charged.

## Termination of Employment

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### Resignations

*Policy DFE*

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

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

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

### Dismissal or Nonrenewal of Contract Employees

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

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term

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contracts can be no renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available on line.

## **Dismissal of Noncontract Employees**

### *Policy DCD*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights.

Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*)

## **Exit Interviews and Procedures**

### *Policies DC and CY*

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

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

### *Policy DF*

The dismissal or resignation of a certified employee will be reported to SBEC when the Superintendent first learns about an alleged incident of conduct that involves the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds

- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position.
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

## Reports Concerning Court-Ordered Withholding

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

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

## Student Issues

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### Equal Educational Opportunities

*Policies FB, FFH*

Natalia ISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Superintendent of Schools.

### Student Records

*Policy FL*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate educational interests

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

## **Parent and Student Complaints**

### *Policy FNG*

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

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

## **Administering Medication to Students**

### *Policy FFAC*

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

## **Dietary Supplements**

### *Policies DH, FFAC*

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

## **Psychotropic Drugs**

### *Policy FFAC*

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

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

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

## **Student Conduct and Discipline**

*Policies in the FN series and FO series*

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

## **Student Attendance**

*Policy FEB*

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

## **Bullying**

*Policy FFI*

All employees are required to report student complaints of bullying to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

Definition:

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Procedures for reporting and investigating bullying:

Reports for bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the district's ability to investigate and address the

prohibited conduct.

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged act(s) to a teacher, counselor, and principal or other district employee. A report may be made orally or in writing. Any district employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee.

If a report is made orally, the campus principal or designee shall reduce the report to written form. The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so, shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

## **Hazing**

### *Policy FNCC*

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

# Index

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- Administering medication, 48
- Administration, 10
- Alcohol and drug
  - abuse prevention, 39
- Annualized compensation, 18
- Arrests and convictions, 38, 39
- Asbestos management plan, 43
- Assault leave, 28
- Associations and political activities, 41
- At-will employment, 14
- Automatic payroll deposits, 18
- Background checks, 38
- Bad weather closing, 43
- Benefits
  - cafeteria plan, 21
  - health insurance, 20
  - leave, 22
  - retirement, 22
  - supplemental insurance, 22
  - workers' compensation, 21, 28
- Board of Trustees
  - information, 7
  - meeting schedule, 10
  - members, 9
- Building use, 45
- Bullying, 48
- Cafeteria benefits, 21
- Certification
  - health and safety training, 15
  - maintaining, 14
  - parent notification, 16
- Change of address, 43
- Charitable contributions, 41
- Child abuse
  - sexual, 34
- Child abuse reporting, 34
- Code of ethics, 31
  
- Compensation, 18
- Complaints
  - employee, 30
  - parent and student, 47
  
- Conduct and welfare, 30
- Conflict of interest, 41
- Contract
  - employment, 13
  - noncertified employees, 14
  - nonrenewal, 45
- Copyright materials, 42
- Court appearances, 29
- Court order withholding, 47
- Criminal history background checks, 39
- Dietary supplements, 47
- Directories
  - helpful contacts, 11
  - school, 12
- Discrimination
  - employee, 35
  - student, 47
- Dismissal
  - contract employees, 44, 45
  - noncontract employees, 44, 45
- District
  - communications, 30
  - information, 7
  - map, 8
  - mission statement, 9
- Dress and Grooming Guidelines, 34
- Drug
  - abuse prevention, 40
  - psychotropic, 47
  - testing, 39
- Electronic communications, 37
- Emergencies, 43
- Employee
  - conduct and welfare, 30
  - involvement, 17
  - recognition, 30
- Employment
  - after retirement, 13
  - at-will, 14
  - contract, 3
  - noncontract, 3
  - outside, 17
- Equal opportunity

educational, 46  
employment, 13

Exit interviews, 45  
 Family and medical leave, 27  
 Firearms, 42  
 Fraud, 40  
 Gifts and favors, 40  
 Grievances, 30  
 Harassment, 33  
 Hazing, 48  
 Health insurance, 21  
 Health safety training, 15  
 Helpful contacts, 11  
 Insurance  
     health, 20  
     supplemental, 21  
     unemployment, 21  
     workers' compensation, 21  
 Internet use, 36  
 Job vacancy announcements, 13  
 Jury duty, 29  
 Leave  
     assault, 28  
     bank, 24  
     court appearances, 29  
     discretionary, 23  
     family and medical, 27  
     jury duty, 29  
     local, 24  
     medical certification, 22  
     military, 25  
     nondiscretionary, 23  
     personal, 23  
     pool, 24  
     sick, 23  
     temporary disability, 27  
 Maltreatment of children, 35  
 Medications, 48  
 Military leave, 25  
 Mission statement, 9  
 Name and address changes, 43  
 Nonrenewals, 44  
 Outside employment, 17  
 Overtime, 19  
 Parent and student complaints, 47  
 Parent notification, 16  
 Paychecks, 18  
 Payroll  
     automatic deposits, 19  
     deductions, 19  
     schedule, 19  
 Performance evaluation, 17  
 Personal leave, 23  
 Personnel records, 43  
 Pest control treatment, 43  
 Possession of firearms and weapons, 42  
 Psychotropic drugs, 47  
 Purchasing procedures, 43  
 Reassignments, 15  
 Resignations, 44  
     contract employees, 44  
     noncontract employees, 44  
 Retaliation, 33  
 Retirement  
     benefits, 22  
     employment after, 13  
 Safety, 41  
 Salaries, 18  
 SBEC reports, 45  
 School  
     calendar, 11  
     directory, 12  
     school closing, 43  
 Searches, 14  
 Sexual harassment  
     student, 33  
 Sick leave, 23  
 Staff development, 17  
 Standards of conduct, 30  
 Student  
     attendance, 48  
     bullying, 48  
     dietary supplements, 47  
     discipline, 48  
     equal educational opportunities, 46  
     harassment, 34  
     hazing, 48  
     medication, 47  
     records, 46  
 Supplemental insurance, 21  
 Teacher retirement, 22  
 Technology resources, 35  
 Temporary disability leave, 27  
 Termination

disimissal during the contract term, 44  
exit interviews, 45  
noncontract employees, 13  
nonrenewal, 44  
reports to SBEC, 45  
resignation, 44  
Text messaging, 45  
Tobacco use, 39  
Training  
    health and safety, 15  
    staff development, 17  
Travel expenses, 20  
Unemployment insurance, 21  
Vacancy announcements, 13  
Visitors, 42  
Wages, 18  
Weapons, 42  
Work schedule, 16  
Workers' compensation benefits, 28  
Workload, 16

	3 Reading	3 Math	4 Reading	4 Writing	4 Math	5 Reading	5 Math	5 Science	6 Reading	6 Math	7 Reading	7 Math	7 Writing	8 Reading	8 Math	8 Science	8 Social Studie	English 1	English 2	Algebra 1	Biology	US Histor
Questions Passing	21	24	24	14	24	26	24	26	27	19	29	22	27	28	26	30	27	48	51	21	21	30
Total Questions	40	46	44	26	48	46	50	44	48	52	50	54	46	52	56	54	52	92	92	54	54	68
Percent Questions Passing	53	52	55	54	50	57	48	59	56	37	58	41	59	54	46	56	52	52	55	39	39	44
Scale Score Passing Standard	1345	1360	1434	3550	1467	1470	1500	1470	1517	1536	1567	1575	3550	1587	1595	3550	3550	3775	3775	3550	3550	3550
2015 State	74	74	70	67	70	75	75	68	73	72	72	68	69	76	71	67	61	68	71	82	91	90
2015 District	59	--	55	52	--	74	--	72	63	--	69	--	57	88	--	67	53	63	69	68	91	86
2015 Gap between State & District	-15	--	-15	-15	--	-1	--	4	-10	--	-3	--	-12	12	--	0	-8	-5	-2	-14	0	-4
2016 State	72	74	74	67	72	72	76	72	68	71	69	67	67	79	69	73	61	68	72	82	89	92
2016 District	69	62	55	36	53	73	71	61	46	63	55	53	40	85	74	42	55	56	63	71	91	89
2016 Gap between District & State Average	-3	--	-19	-31	--	1	--	-11	-22	--	-14	--	-27	6	--	-31	-6	-12	-9	-11	2	-3
2015 vs 2016 Gap Change between District & State Average	12	--	-4	-16	--	2	--	-15	-12	--	-11	--	-15	-6	--	-31	2	-7	-7	3	2	1
Hispanic	70	63	52	34	49	70	69	58	48	64	55	52	39	82	72	40	52	53	63	70	89	87
White	62	62	62	43	64	91	82	82	40	60	53	60	40	100	91	64	73	78	65	86	100	100
Economic Disadvantaged	68	61	48	33	48	68	66	53	39	58	47	48	33	85	77	42	49	55	60	73	90	91
Non-Economic Disadvantaged	71	67	86	50	71	94	89	89	67	76	80	70	60	86	67	43	71	56	68	64	92	84
Gap - Economically Disadvantaged	-3	-6	-38	-17	-23	-26	-23	-36	-28	-18	-33	-22	-27	-1	10	-1	-22	-1	-8	9	-2	7

Notes:

1. Scores are expressed in percent passing unless otherwise stated.
2. Scores are inclusive of STAAR, STAAR Alternate, and STAAR A.
2. Standard change occurred in 2015-2016.
3. 5th/8th Grade Reading Math scores are cumulative passing rates from March and May Administrations.
4. STAAR EOC scores are Spring only in 2016.





# Natalia ISD

## 2016-2017 School Calendar

August '16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '16						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '17						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '17						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1st 9 Weeks 18,690 minutes  
 2nd 9 weeks 15,352.5 minutes  
 3rd 9 Weeks 21,137.5 minutes  
 4th 9 weeks 22,472.5 minutes

**Total Minutes: 77,652.5 minutes**  
 Semester 1: 34,042.5 minutes  
 Semester 2: 43,610 minutes

**KEY**  
 Student Holiday/Campus Workday  
 Student Holiday/Staff Development  
 Student/Staff Holiday

New Teacher Orientation  
 Early Release  
 Graduation

August	
New Teacher Orientation.....	11-12
Staff Professional Learning .....	15-19
Campus Work Day.....	18
<b>First Day of School/Begin 1st 9 Weeks.....</b>	<b>22</b>
September	
Labor day Holiday.....	5
October	
End 1st 9 Weeks.....	20
Begin 2nd 9 Weeks.....	24
Student Holiday/Staff Development.....	10 & 21
November	
Thanksgiving Break.....	21-25
December	
<b>End 1st Semester &amp; 2nd 9 weeks/Early Release</b>	<b>16</b>
Winter Break.....	19-30
January	
Student Holiday/Staff Development.....	2
Begin 2nd sememsetr/3rd 9 Weeks.....	3
Student Holiday/Staff Development.....	27
February	
March	
End 3rd 9 Weeks/Early Release.....	10
Spring Break.....	13-17
Begin 4th 9 Weeks.....	20
April	
School Holiday.....	14
Student Holiday/Staff Development.....	17
May	
Memorial Day Holiday/Bad Weather Day.....	29
June	
<b>Last Day of School/Early Release.....</b>	<b>1</b>
Campus Work Day/Bad Weather Day.....	2
Graduation High School	3

CHECK DATE	CHECK NUMBER	INVOICE DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
07/12/2016	37024	07/11/2016	NATALIA I.S.D.	FOOD SERVI 2015-2016 CATERING INV#536 / 532 / 531 / 525 / 518	700.00
07/12/2016	37024	07/11/2016	NATALIA I.S.D.	FOOD SERVI 2015-2016 CATERING INV# 542 / 539 / 534 / 533 / 524 / 522 / 517 / 516 / 512	1,480.00
07/12/2016	37024	07/11/2016	NATALIA I.S.D.	FOOD SERVI 2015-2016 CATERING INV# 511 / 529 / 527 / 521	2,305.00
07/12/2016	37024	07/11/2016	NATALIA I.S.D.	FOOD SERVI 2015-2016 CATERING INV# 500 / 501 / 502 / 503 / 504 / 505 / 506 / 507 / 508 / 509 / 519 / 537 / 538 / 543 / 545	5,961.51
07/12/2016	37024	07/11/2016	NATALIA I.S.D.	FOOD SERVI 2015-2016 CATERING INV# 544 / 540 / 530 / 528 / 526 / 520 / 515 / 513 / 510	2,035.38
07/12/2016	37024	07/11/2016	NATALIA I.S.D.	FOOD SERVI 2015-2016 CATERING INV# 535 / 523	145.00
07/12/2016	37024	07/11/2016	NATALIA I.S.D.	FOOD SERVI 2015-2016 CATERING INV# 514	94.02
Totals for 37024					12,720.91
07/12/2016	37025	07/11/2016	SCHOLASTIC READING CLUB	CUST# 06892741973 - E. LOZA (\$52.00) CUST# 1809746850 - A. BOOTHE (\$266.00) CUST# 2056858604 - K. SPRINGFIELD (\$259.00) CUST# 1919417236 - S. LAGLEDER (\$65.00) CUST# 0396344640 - R. JASIK (\$147.00) CUST# 1598811501 - V. GARCIA (\$229.00) CUST# 1927951440 - L. RAMIREZ (\$107.50)	1,125.50
Totals for 37025					1,125.50
07/14/2016	37027	07/01/2016	ACI RECYCLING AND DISPOSAL	CUSTOMER # 03-363310 / 03-36320 4 & 8 YRD WEEKLY TRASH SRVC	4,800.57
Totals for 37027					4,800.57
07/14/2016	37028	06/29/2016	ALERT SERVICES INC.	Back Board	321.00
Totals for 37028					321.00
07/14/2016	37029	06/30/2016	AT&T CORP.	ACCT# 512-A49-0006 482 0 6/2016 LOCAL CHARGES	357.17
Totals for 37029					357.17
07/14/2016	37030	07/01/2016	AT&T MOBILITY	INV#287240438990X06272016 WIRELESS CHARGES for 05/20/16-06/19/16	1,027.41
Totals for 37030					1,027.41
07/14/2016	37031	06/30/2016	ATASCOSA FIRE PROTECTION	Fire extinguisher inspection and replacement	2,652.80
Totals for 37031					2,652.80
07/14/2016	37032	06/30/2016	BLUE BIRD PRODUCE	PRODUCE FOR JUNE	1,113.15
Totals for 37032					1,113.15
07/14/2016	37033	06/24/2016	BSN SPORTS INC	Football Soft Supplies for HS/JH to Start 2016-2017 Season	2,247.70
07/14/2016	37033	06/28/2016	BSN SPORTS INC	Coaching Shoes for 2016-2017 Athletic Year	1,272.96
Totals for 37033					3,520.66
07/14/2016	37034	07/08/2016	CARDINAL'S SPORT CENTER	Administration Game Day Polo's for 2016-2017 School Year	215.00
07/14/2016	37034	07/11/2016	CARDINAL'S SPORT CENTER	Polo's for Football Workers, 2016-2017 Season	416.00
Totals for 37034					631.00
07/14/2016	37035	07/01/2016	CITY OF NATALIA WATER	WATER SERVICE (05/15/16-06/15/16)	1,452.00
Totals for 37035					1,452.00
07/14/2016	37036	06/30/2016	DEVINE LUMBER CO., INC.	monthly supplies for closing date 6/30/16	2,320.48
Totals for 37036					2,320.48

CHECK DATE	CHECK NUMBER	INVOICE DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
07/14/2016	37037	06/03/2016	DUTCH GLO CHEMICAL CO, IN	CHEMICALS FOR DISH WASHER	57.25
				Totals for 37037	57.25
07/14/2016	37038	06/30/2016	EAST MEDINA COUNTY S.U.D.	BUS BARN WATER BILLING SHORTAGE	2.25
				Totals for 37038	2.25
07/14/2016	37039	06/30/2016	ELLIOT ELECTRIC SUPPLY	Shut off electrical AC box to replace old box at Admin. office INV# 61-57970-01, 61-58091-01	393.59
				Totals for 37039	393.59
07/14/2016	37040	07/07/2016	ESC, REGION 20	CONDUIT INTERNET ACCESS FOR JUNE 2016 200 + VIDEOCONFERENCING SERVICES	1,848.00
				Totals for 37040	1,848.00
07/14/2016	37041	06/30/2016	FLOWERS BAKING CO OF SAN	BREAD FOR JUNE	49.26
				Totals for 37041	49.26
07/14/2016	37042	06/27/2016	GOLDEN RULE AIR CONDITION	AC repairs at Admin. office	167.00
				Totals for 37042	167.00
07/14/2016	37043	07/13/2016	GRAND MESA MUSIC	2016 UIL Marching Show	1,000.00
				Totals for 37043	1,000.00
07/14/2016	37044	06/30/2016	GULF COAST PAPER CO., INC	PAPER GOODS FOR MAY 2015 INV# 1134209 / 1134210 / 1134211 / 1137930	379.98
				Totals for 37044	379.98
07/14/2016	37045	06/30/2016	HARRISON SUPPLY, INC	Monthly supplies INV# 197901 / 198475 / 198627 / 198681	79.17
				Totals for 37045	79.17
07/14/2016	37046	06/06/2016	JUMP IN BUSINESS CORP.	TORTILLAS FOR JUNE	44.00
				Totals for 37046	44.00
07/14/2016	37047	07/11/2016	LABATT INST. SUPPLY	FOOD, NONFOOD FOR SUMMERFEEDING AND CATERING INV# 5315418 / 6076185 / 6146850	3,273.03
				Totals for 37047	3,273.03
07/14/2016	37048	06/29/2016	ADI DISTRIBUTORS	ACCT# 34416 ice machine parts	18.15
				Totals for 37048	18.15
07/14/2016	37049	06/20/2016	NEOFUNDS BY NEOPOST	DISTRICT POSTAGE CHARGE 6/7/2016	300.00
				Totals for 37049	300.00
07/14/2016	37050	07/11/2016	OAK FARMS DAIRY	INV# 20904504 / 20904576 / 20904632 / 20904738 / 20904792 / 21103722	1,237.74
				Totals for 37050	1,237.74
07/14/2016	37051	06/28/2016	POSITIVE PROMOTIONS	SCHOOL DAYS ACADEMIC MONTHLY PLANNER	417.69
				Totals for 37051	417.69
07/14/2016	37052	07/07/2016	RICOH USA, INC	MULTI-AGREEMENT BILLING SUPPORT: CENTRAL / TECHNOLOGY / SP.ED. / FOOD SRVS / ECC / ELEM / JR / HS.	6,362.00
				Totals for 37052	6,362.00

CHECK DATE	CHECK NUMBER	INVOICE DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
07/14/2016	37053	06/16/2016	SAN ANTONIO FOOD BANK	COMMODITY DELIVERY	11.66
				Totals for 37053	11.66
07/14/2016	37054	06/29/2016	SHERRY'S FLOWER & GIFT SH	bows for rockers, order placed on 3/24/16, for pick up on 6/1/2016	72.00
				Totals for 37054	72.00
07/14/2016	37055	07/11/2016	THE SHERWIN-WILLIAMS CO.	PAINT FOR DISTRICT REF# 41766	529.05
				Totals for 37055	529.05
07/14/2016	37056	07/02/2016	SPARKLETTS & SIERRA SPRIN	WATER COOLER SERVICE - CENTRAL OFFICE	49.65
				Totals for 37056	49.65
07/14/2016	37057	07/01/2016	SOUTH S.A. REGIONAL DAY S	RDSPD STUDENTS ( AI DIRECT SERVICES) RDSPD STUDENTS ( MONITOR/CONSULT)	2,294.12
				Totals for 37057	2,294.12
07/14/2016	37058	07/01/2016	STORAGE SOLUTIONS PLUS	Monthly supplies	83.34
				Totals for 37058	83.34
07/14/2016	37059	07/11/2016	SULLIVAN SUPPLY SOUTH	BANDSAW BLADES FOR BANDSAW	257.15
				Totals for 37059	257.15
07/14/2016	37060	06/28/2016	TERMINIX COMMERCIAL	MONTHLY PEST CONTROL & EXTERIOR PEST CONTROL INV# 356156076 / 356259728	674.00
				Totals for 37060	674.00
07/14/2016	37061	06/30/2016	TEXAS DEPARTMENT OF PUBLI	BACKGROUND CLEARANCE CHECKS	10.00
				Totals for 37061	10.00
07/14/2016	37062	06/29/2016	TEXAS FFA ASSOCIATION	2016 TEXAS FFA CONVENTION	700.00
				Totals for 37062	700.00
07/14/2016	37063	07/11/2016	TEXAS FLEET FUEL, LTD.	FUEL FOR TRANSPORTATION & MAINTENANCE STATEMENT # 5/30/16. 7/4/16, 7/11/16	1,671.75
				Totals for 37063	1,671.75
07/14/2016	37064	07/13/2016	THE COLLEGE BOARD	COLLEGE BOARD MEMBERSHIP FEE: MEMBERSHIP YEAR 2015-2016	325.00
				Totals for 37064	325.00
07/14/2016	37065	07/01/2016	UNIFIRST HOLDINGS, INC.	MAINTANANCE & TRANSPORTATION UNIFORM SERVICE INV# 821 2935943 / 2938149 / 2940314 / 2942451 / 2944577	1,063.40
				Totals for 37065	1,063.40
07/14/2016	37066	07/13/2016	UNITED STATES POSTAL SERV	ANNUAL FEE FOR DISTRICT POST OFFICE P.O. BOX 548	52.00
				Totals for 37066	52.00
07/14/2016	37067	06/30/2016	WELDERS SUPPLY COMPANY, I	WELDERS SUPPLY OXYGEN BOTTLES / ACETYLENE BOTTLES	105.50
				Totals for 37067	105.50
07/18/2016	37068	07/18/2016	GARCIA, CLAUDIA	REIMBURSMENT FOR BOARD MEAL 7/12/2016 - PIZZA HUT	101.71
				Totals for 37068	101.71
07/18/2016	37069	07/18/2016	HOWARD, TERRY	REIMBURSEMENT FOR STAAR TESTING HEB REC# 546447	40.40
				Totals for 37069	40.40

CHECK DATE	CHECK NUMBER	INVOICE DATE	VENDOR	INVOICE DESCRIPTION	AMOUNT
07/18/2016	37070	07/18/2016	LA PASADITA MEXICAN RESTA	22 PLATES W/ TEA PLUS CATERING	193.78
				Totals for 37070	193.78
07/21/2016	37071	07/21/2016	ESPED	Special Educationa Student Information Management, Subscription Service	2,570.50
				Totals for 37071	2,570.50
07/21/2016	37072	07/21/2016	ESTRADA, MARY	Contracted services: 7/13/16, 7/14/16, 7/18/16, 7/19/16, 7/20/16	1,351.60
				Totals for 37072	1,351.60
07/21/2016	37073	07/21/2016	WILDENSTEIN, MARIA	IN HOME ASSESSMENT AND CONSULTATION	639.50
				Totals for 37073	639.50
07/25/2016	37074	07/25/2016	HARRIS, JANE	MEALS FOR PEIMS Workshop July 25th - 26th 2016	72.00
				Totals for 37074	72.00
07/25/2016	37075	07/25/2016	LOZA, DELIA	MEALS FOR PEIMS Workshop July 25th - 26th 2016	72.00
				Totals for 37075	72.00
07/25/2016	37076	07/25/2016	RIOJAS, PATRICIA	MEALS FOR PEIMS Workshop July 25th - 26th 2016	72.00
				Totals for 37076	72.00
07/26/2016	37077	07/26/2016	EXXON	State inspections NISD Fleet.	210.00
				Totals for 37077	210.00
				Totals for checks	60,893.87

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
162	MEDICAIDE	0.00	0.00	700.00	700.00
199	GENERAL FUND	0.00	0.00	53,078.94	53,078.94
240	FOOD SERVICE	0.00	0.00	1,448.81	1,448.81
242	SUMMER FEEDING PROGRAM-DHS	0.00	0.00	5,666.12	5,666.12
*** Fund Summary Totals ***		0.00	0.00	60,893.87	60,893.87

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

			2015-16	2015-16	2015-16	2015-16	Encumbered	Unencumbered	2015-16
	Account Number	Obj	Original Budget	Changes	Revised Budget	FYTD Activity	Amount	Balance	FYTD %
199	GENERAL FUND								
00									
	199 R 00 57--	- LOCAL REVENUE	1,815,747.00		1,815,747.00	2,091,140.34		-275,393.34	115.17
	199 R 00 58--	- STATE REVENUE	8,432,783.00		8,432,783.00	8,256,678.35		176,104.65	97.91
	199 R 00 ----	-	10,248,530.00		10,248,530.00	10,347,818.69		-99,288.69	100.97
	199 R -- ----	- Revenue	10,248,530.00		10,248,530.00	10,347,818.69		-99,288.69	100.97
00									
	199 E 00 89--	- OTHER USES	100,000.00		100,000.00			100,000.00	
	199 E 00 ----	-	100,000.00		100,000.00			100,000.00	
11	INSTRUCTION								
	199 E 11 61--	- PAYROLL COST	5,297,971.00		5,297,971.00	4,115,269.07		1,182,701.93	77.68
	199 E 11 62--	- CONT SERVICES	238,000.00		238,000.00	275,924.00	10,692.00	-48,616.00	120.43
	199 E 11 63--	- SUPPLIES	316,450.00		316,450.00	299,173.55	30,587.83	-13,311.38	104.21
	199 E 11 64--	- OTHER COST	14,950.00		14,950.00	12,158.83	3,141.41	-350.24	102.34
	199 E 11 66--	- CAPITAL OUTLAY	45,000.00		45,000.00	61,510.50	1,367.50	-17,878.00	139.73
	199 E 11 ----	- INSTRUCTION	5,912,371.00		5,912,371.00	4,764,035.95	45,788.74	1,102,546.31	81.35
12	INST. RESOURCES & MEDIA SVCS								
	199 E 12 61--	- PAYROLL COST	207,711.00		207,711.00	27,243.48		180,467.52	13.12
	199 E 12 62--	- CONT SERVICES	1,000.00		1,000.00			1,000.00	
	199 E 12 63--	- SUPPLIES	14,000.00		14,000.00	9,930.56	66.30	4,003.14	71.41
	199 E 12 64--	- OTHER COST	100.00		100.00			100.00	
	199 E 12 ----	- INST. RESOURCES & MEDIA S	222,811.00		222,811.00	37,174.04	66.30	185,570.66	16.71
13	CURRICULUM DEV.& INST.STF DEV								
	199 E 13 61--	- PAYROLL COST	175,069.00		175,069.00	52,449.09		122,619.91	29.96
	199 E 13 62--	- CONT SERVICES	5,000.00		5,000.00	426.75	635.00	3,938.25	21.24
	199 E 13 63--	- SUPPLIES	3,250.00		3,250.00	4,180.44		-930.44	128.63
	199 E 13 64--	- OTHER COST	2,000.00		2,000.00	1,287.51	-279.04	991.53	50.42
	199 E 13 ----	- CURRICULUM DEV.& INST.STF	185,319.00		185,319.00	58,343.79	355.96	126,619.25	31.67

	Account Number	Obj	2015-16 Original Budget	2015-16 Changes	2015-16 Revised Budget	2015-16 FYTD Activity	Encumbered Amount	Unencumbered Balance	2015-16 FYTD %
199	GENERAL FUND								
21	INSTRUCTIONAL LEADERSHIP								
	199 E 21	61-- - PAYROLL COST	78,022.00		78,022.00	9,309.83		68,712.17	11.93
	199 E 21	62-- - CONT SERVICES	500.00		500.00			500.00	
	199 E 21	63-- - SUPPLIES	11,500.00		11,500.00	845.53	57.02	10,597.45	7.85
	199 E 21	64-- - OTHER COST	1,550.00		1,550.00			1,550.00	
	199 E 21	---- - INSTRUCTIONAL LEADERSHIP	91,572.00		91,572.00	10,155.36	57.02	81,359.62	11.15
23	SCHOOL LEADERSHIP								
	199 E 23	61-- - PAYROLL COST	498,807.00		498,807.00	487,867.95		10,939.05	97.81
	199 E 23	62-- - CONT SERVICES	505.00		505.00	200.00	1,000.00	-695.00	237.62
	199 E 23	63-- - SUPPLIES	10,300.00		10,300.00	4,508.25	1,555.94	4,235.81	58.88
	199 E 23	64-- - OTHER COST	2,350.00		2,350.00	2,017.31	740.55	-407.86	117.36
	199 E 23	---- - SCHOOL LEADERSHIP	511,962.00		511,962.00	494,593.51	3,296.49	14,072.00	97.25
31	GUIDANCE & COUNSELING								
	199 E 31	61-- - PAYROLL COST	70,607.00		70,607.00	132,292.32		-61,685.32	187.36
	199 E 31	62-- - CONT SERVICES	89,500.00		89,500.00	80,155.65	125.00	9,219.35	89.70
	199 E 31	63-- - SUPPLIES	12,900.00		12,900.00	8,296.42	1,951.83	2,651.75	79.44
	199 E 31	64-- - OTHER COST	3,100.00		3,100.00	446.50	1,426.84	1,226.66	60.43
	199 E 31	---- - GUIDANCE & COUNSELING	176,107.00		176,107.00	221,190.89	3,503.67	-48,587.56	127.59
32	SOCIAL WORK SERVICES								
	199 E 32	61-- - PAYROLL COST	82,180.00		82,180.00	-264.67		82,444.67	-0.32
	199 E 32	---- - SOCIAL WORK SERVICES	82,180.00		82,180.00	-264.67		82,444.67	-0.32
33	HEALTH SERVICES								
	199 E 33	61-- - PAYROLL COST	98,700.00		98,700.00	59,868.60		38,831.40	60.66
	199 E 33	62-- - CONT SERVICES	700.00		700.00	500.00		200.00	71.43
	199 E 33	63-- - SUPPLIES	200.00		200.00	1,981.28		-1,781.28	990.64
	199 E 33	---- - HEALTH SERVICES	99,600.00		99,600.00	62,349.88		37,250.12	62.60

81

	Account Number	Obj	2015-16 Original Budget	2015-16 Changes	2015-16 Revised Budget	2015-16 FYTD Activity	Encumbered Amount	Unencumbered Balance	2015-16 FYTD %
199		GENERAL FUND							
34		PUPIL TRANSPORTATION							
	199 E 34 61--	- PAYROLL COST	325,725.00		325,725.00	241,230.39		84,494.61	74.06
	199 E 34 62--	- CONT SERVICES	39,300.00		39,300.00	44,243.55	561.00	-5,504.55	114.01
	199 E 34 63--	- SUPPLIES	74,500.00		74,500.00	66,163.18	714.48	7,622.34	89.77
	199 E 34 64--	- OTHER COST	15,100.00		15,100.00	24,031.08		-8,931.08	159.15
	199 E 34 66--	- CAPITAL OUTLAY	95,000.00		95,000.00	273,955.00		-178,955.00	288.37
	199 E 34 ----	- PUPIL TRANSPORTATION	549,625.00		549,625.00	649,623.20	1,275.48	-101,273.68	118.43
35		FOOD SERVICES							
	199 E 35 62--	- CONT SERVICES				500.00		-500.00	
	199 E 35 63--	- SUPPLIES	5,250.00		5,250.00	3,526.27	674.98	1,048.75	80.02
	199 E 35 64--	- OTHER COST				185.00		-185.00	
	199 E 35 ----	- FOOD SERVICES	5,250.00		5,250.00	4,211.27	674.98	363.75	93.07
36		COCURR./EXTRACURR.ACTIVITIES							
	199 E 36 61--	- PAYROLL COST	283,888.00		283,888.00	272,837.66		11,050.34	96.11
	199 E 36 62--	- CONT SERVICES	46,480.00		46,480.00	37,953.65		8,526.35	81.66
	199 E 36 63--	- SUPPLIES	99,000.00		99,000.00	73,788.26	15,296.22	9,915.52	89.98
	199 E 36 64--	- OTHER COST	77,255.00	-4,000.00	73,255.00	78,063.21	3,763.14	-8,571.35	111.70
	199 E 36 66--	- CAPITAL OUTLAY	35,000.00	4,000.00	39,000.00	30,471.72		8,528.28	78.13
	199 E 36 ----	- COCURR./EXTRACURR.ACTIVIT	541,623.00		541,623.00	493,114.50	19,059.36	29,449.14	94.56
40		ADMIN SUPPORT SERVICES							
	199 E 40 61--	- PAYROLL COST				3,450.00		-3,450.00	
	199 E 40 ----	- ADMIN SUPPORT SERVICES				3,450.00		-3,450.00	
41		GENERAL ADMINISTRATION							
	199 E 41 61--	- PAYROLL COST	299,082.00		299,082.00	315,703.48	70.00	-16,691.48	105.58
	199 E 41 62--	- CONT SERVICES	220,900.00		220,900.00	130,543.90	21,120.96	69,235.14	68.66
	199 E 41 63--	- SUPPLIES	36,600.00		36,600.00	23,268.98	4,837.01	8,494.01	76.79
	199 E 41 64--	- OTHER COST	54,200.00		54,200.00	37,577.06	10,661.69	5,961.25	89.00
	199 E 41 ----	- GENERAL ADMINISTRATION	610,782.00		610,782.00	507,093.42	36,689.66	66,998.92	89.03

			2015-16	2015-16	2015-16	2015-16	Encumbered	Unencumbered	2015-16
	Account Number	Obj	Original Budget	Changes	Revised Budget	FYTD Activity	Amount	Balance	FYTD %
199		GENERAL FUND							
51		PLANT MAINTENANCE & OPERATIONS							
	199 E 51 61--	- PAYROLL COST	630,397.00		630,397.00	579,774.05		50,622.95	91.97
	199 E 51 62--	- CONT SERVICES	529,892.00		529,892.00	360,532.43	24,282.15	145,077.42	72.62
	199 E 51 63--	- SUPPLIES	143,000.00		143,000.00	143,818.69	8,644.81	-9,463.50	106.62
	199 E 51 64--	- OTHER COST	63,000.00		63,000.00	23,757.18	1,239.42	38,003.40	39.68
	199 E 51 66--	- CAPITAL OUTLAY	6,000.00		6,000.00	4,554.89		1,445.11	75.91
	199 E 51 ----	- PLANT MAINTENANCE & OPERA	1,372,289.00		1,372,289.00	1,112,437.24	34,166.38	225,685.38	83.55
52		SECURITY & MONITORING SERVICES							
	199 E 52 61--	- PAYROLL COST	6,770.00		6,770.00	29,296.01		-22,526.01	432.73
	199 E 52 62--	- CONT SERVICES	70,000.00		70,000.00	50,908.34		19,091.66	72.73
	199 E 52 63--	- SUPPLIES	1,000.00		1,000.00			1,000.00	
	199 E 52 64--	- OTHER COST	1,000.00		1,000.00	930.00	932.00	-862.00	186.20
	199 E 52 ----	- SECURITY & MONITORING SER	78,770.00		78,770.00	81,134.35	932.00	-3,296.35	104.18
53		DATA PROCESSING SERVICES							
	199 E 53 61--	- PAYROLL COST	85,171.00		85,171.00	150,300.10		-65,129.10	176.47
	199 E 53 62--	- CONT SERVICES	65,500.00		65,500.00	32,499.80		33,000.20	49.62
	199 E 53 63--	- SUPPLIES				3,440.00		-3,440.00	
	199 E 53 ----	- DATA PROCESSING SERVICES	150,671.00		150,671.00	186,239.90		-35,568.90	123.61
61		COMMUNITY SERVICES							
	199 E 61 63--	- SUPPLIES	1,500.00		1,500.00	276.44	580.02	643.54	57.10
	199 E 61 ----	- COMMUNITY SERVICES	1,500.00		1,500.00	276.44	580.02	643.54	57.10
71		DEBT SERVICES							
	199 E 71 65--	- DEBT SERVICE				58,584.76		-58,584.76	
	199 E 71 ----	- DEBT SERVICES				58,584.76		-58,584.76	
81		FACILITIES ACQ. & CONSTRUCTION							
	199 E 81 62--	- CONT SERVICES	53,000.00		53,000.00			53,000.00	
	199 E 81 63--	- SUPPLIES	5,000.00		5,000.00			5,000.00	
	199 E 81 66--	- CAPITAL OUTLAY	100,000.00		100,000.00			100,000.00	

			2015-16	2015-16	2015-16	2015-16	Encumbered	Unencumbered	2015-16
	Account Number	Obj	Original Budget	Changes	Revised Budget	FYTD Activity	Amount	Balance	FYTD %
199		GENERAL FUND							
81		FACILITIES ACQ. & CONSTRUCTION							
	199 E 81	---- - FACILITIES ACQ. & CONSTRU	158,000.00		158,000.00			158,000.00	
91		CONT.INST.SVCS.\PUBLIC SCHLS							
	199 E 91	62-- - CONT SERVICES					30,000.00	-30,000.00	
	199 E 91	---- - CONT.INST.SVCS.\PUBLIC SC					30,000.00	-30,000.00	
93		PAYMENTS TO FISCAL AGENTS\MBRS							
	199 E 93	64-- - OTHER COST	6,500.00		6,500.00	5,922.00		578.00	91.11
	199 E 93	---- - PAYMENTS TO FISCAL AGENTS	6,500.00		6,500.00	5,922.00		578.00	91.11
	199 E --	---- - Expense	10,856,932.00		10,856,932.00	8,749,665.83	176,446.06	1,930,820.11	82.22
	199 - --	---- - GENERAL FUND	-608,402.00		-608,402.00	1,598,152.86	-176,446.06	-2,030,108.80	-233.68

Account Number	Obj	2015-16 Original Budget	2015-16 Changes	2015-16 Revised Budget	2015-16 FYTD Activity	Encumbered Amount	Unencumbered Balance	2015-16 FYTD %
Grand Revenue T		10,248,530.00		10,248,530.00	10,347,818.69		-99,288.69	100.97
Grand Expense T		10,856,932.00		10,856,932.00	8,749,665.83	176,446.06	1,930,820.11	82.22
Grand Totals		608,402.00		608,402.00	1,598,152.86	176,446.06	2,030,108.80	-262.68
		Loss		Loss	Profit	Loss	Loss	

Number of Accounts: 1086

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