



A PROUD TRADITION | A BRIGHT FUTURE

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## LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Regular Board Meeting

Thursday, January 21, 2016

7:00 PM

**LAMAR CISD BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
BRAZOS CROSSING ADMINISTRATION BUILDING  
3911 AVENUE I, ROSENBERG, TEXAS  
JANUARY 21, 2016  
7:00 PM**

**AGENDA**

1. Call to order and establishment of a quorum
2. Opening of meeting
3. Student Reports
  - A. Arredondo Elementary - "Back to Nature"
4. Recognitions/awards
  - A. George Ranch High School Football State Champions
5. Introductions
6. Audience to patrons
7. Approval of minutes
  - A. December 15, 2015 - Special Meeting (Workshop) 6
  - B. December 17, 2015 - Regular Board Meeting 12
8. Board members reports
  - A. Meetings and events
9. Superintendent reports
  - A. Meetings and events
  - B. Information for immediate attention
10. Public Hearing - LCISD Accountability Performance Report for 2014 - 2015
11. **ACTION ITEMS**
  - A. **Goal: Planning**
    1. Consider ratification of Quarterly Investment Report 22
    2. Consider approval of Lamar Consolidated Independent School District Comprehensive Annual Financial Report for the 2014 - 2015 year 29
    3. Consider approval of budget amendment requests 30
    4. Consider ratification of Financial and Investment Reports 32
    5. Consider approval of resolution approving list of qualified investment brokers/dealers 36
    6. Consider approval of donations to the district, including, but not limited to: 38
      - a. Hutchison Elementary School
      - b. Polly Ryon Middle School
      - c. Terry High School
      - d. Thomas Elementary School

7. Consider approval of Board Calendar for 2016	39
8. Consider adoption of 2016 - 2017 Student/Staff Instructional Calendar	41
9. Consider approval of resolutions proclaiming:	
a. Black History Month	43
b. Career and Technical Education Month	45
c. School Counselor Week	47
10. Consider approval of nomination of candidate for position on the Texas Association of School Boards (TASB) Board of Directors	49
11. Consider designation of Gulf Coast Area Association of School Boards' (GCAASB) Positively Promoting Public Schools Committee	58
12. Consider adoption of the Dean Leaman Junior High School mascot and school colors	60
13. Consider approval of chiller replacement for Campbell Elementary School	61
14. Consider approval of traffic engineering study for the new Elementary #25	64
15. Consider approval of geotechnical study for the new elementary #25	67
<b>B. Goal: Personnel</b>	
1. Consider approval of new appraisers for teaching staff, 2015-2016 school year	74
<b>12. INFORMATION ITEMS</b>	
<b>A. Goal: Planning</b>	
1. Board Policies for First Reading	75
2. Tax Collection Report	220
3. Payments for Construction Projects	226
4. Region 4 Maintenance and Operations Update	227
5. Bond Update	
a. 2011	231
b. 2014	241
6. Transportation Update	249
7. Proposed Budget Calendar	250
8. Possible projects from available 2011 bond funds	252
9. TASB 2014 - 2016 Advocacy Agenda	253
10. HB 2610 and Bell Schedules	254
<b>13. CLOSED SESSION</b>	
<b>A. Adjournment to closed session pursuant to Texas Government Code Sections 551.071, 551.072, 551.074, and 551.082, the Open Meetings Act, for the following purposes: (Time _____)</b>	
1. Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.	255

- a. Approval of personnel recommendations for employment of professional personnel 256
- b. Employment of professional personnel (Information) 259
- c. Employee resignations and retirements (Information) 262
- d. Superintendent's Evaluation and Contract
- 2. Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property
  - a. Land
- 3. Section 551.071 - To meet with the District's attorney to discuss matters in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, including the grievance/complaint hearing.
  - a. Any item listed on the agenda
  - b. Discuss pending, threatened, or potential litigation, including school finance litigation

RECONVENE IN OPEN SESSION

**Action on Closed Session Items  
Future Agenda Items**

ADJOURNMENT: (Time \_\_\_\_\_)

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 an item noticed in this meeting, then such closed session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour or place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Section 551.071-551.084, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.084 - For the purpose of excluding witness or witnesses from a hearing during examination of another witness.

Section 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.



Section 551.082 - For the purpose of considering discipline of a public school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.076 - To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.083 - For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.


Section 551.0821 – For the purpose of deliberating a matter regarding a public school student if personally identifiable information about the student will necessarily be revealed by the deliberation.

Should any final action, final decision or final vote be required in the opinion of the Board with regard to any matter considered in such closed session, then such final action, final decision or final vote shall be at either:

- a. the open meeting covered by this notice upon the reconvening of this public meeting, or
- b. at a subsequent public meeting of the Board upon notice thereof, as the Board may determine.

#### **CERTIFICATE AS TO POSTING OR GIVING OF NOTICE**

On this 15th day of January 2016 at 3:00 p.m., this notice was posted on a bulletin board located at a place convenient to the public in the central administrative offices of the Lamar Consolidated Independent School District, 3911 Avenue I, Rosenberg, Texas 77471, and in a place readily accessible to the general public at all times.

  
Karen Vacek  
Secretary to Superintendent

**Special Meeting**

**Be It Remembered**

**The State of Texas** §  
**County of Fort Bend** §  
**Lamar Consolidated Independent School District** §

**Notice of Special Meeting Held**

On this the 15<sup>th</sup> day of December 2015, the Board of Trustees of the Lamar Consolidated Independent School District of Fort Bend County, Texas met in Special Session (Workshop) in Rosenberg, Fort Bend County, Texas.

**1. CALL TO ORDER AND ESTABLISHMENT OF A QUORUM**

This meeting was duly called to order by the President of the Board of Trustees, Ms. Kathryn Kaminski, at 6:30 p.m.

**Members Present:**

Kathryn Kaminski	President
Kay Danziger	Vice President
Anna Gonzales	Secretary
Tyson Harrell	Member
Melisa Roberts	Member
James Steenbergen	Member

**Members Absent:**

Frank Torres	Member
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**Others Present:**

Thomas Randle	Superintendent
Kevin McKeever	Administrator for Operations
Jill Ludwig	Chief Financial Officer
Laura Lyons	Executive Director of Elementary Education
Leslie Haack	Executive Director of Secondary Education
Kathleen Bowen	Chief Human Resources Officer
Mike Rockwood	Executive Director of Community Relations
David Jacobson	Chief Technology Information Officer
Valerie Vogt	Academic Administrator

**BUSINESS TRANSACTED**

Business properly coming before the Board was transacted as follows: to witness—

**2. Discussion of December 17<sup>th</sup> Regular Board Meeting Agenda Items**

The Board reviewed the December 17<sup>th</sup> Regular Board Meeting agenda items.

**10. ACTION ITEMS**

**10. A GOAL: INSTRUCTIONAL**

**10. A-1 Consider approval of out-of-state student trip requests, including, but not limited to:**

**a. George Ranch High School**

Mr. Steenbergen asked how students qualified for this trip. Ms. Haack said a pre-registration link was created, which allowed families interested in hosting the Foshan students and students interested in traveling to Foshan to register. A parent information night was held, and anyone that was interested in the trip was eligible to go.

Ms. Kaminski asked if these are junior or seniors. Ms. Haack said it is generally sophomores and juniors. This year there are a few freshmen attending, this helps create a pool of host families for the following year.

Ms. Gonzales asked how many years this program has been in place. Ms. Haack said they are entering their third year. Ms. Gonzales asked if this program will be expanded to the students at the other high schools. Ms. Haack said yes, as the program is expanded, seats will open for the other schools. Dr. Randle said Foster High School will be working with Twain.

**10. B GOAL: PLANNING**

**10. B-4 Consider approval of an Order Authorizing the Issuance of Lamar Consolidated Independent School District Unlimited Tax Refunding Bonds, Series 2016; approving the preparation of an official statement; and enacting other provisions relating thereto**

Mr. Steenbergen said he saw nothing that links this back to the actual bond election. Ms. Ludwig said the 2007 and 2008 bond covenants are where this authorization exists to refund bonds. This is strictly a refinancing transaction, it is a refunding of the Series 2007 and 2008 bonds.

Ms. Roberts asked for an explanation. Ms. Ludwig said we will issue bonds that basically replace the old bonds at a lower interest rate which creates a savings. Mr. Palmer said they look at outstanding bonds and look for an opportunity to refinance. He said right now we have bonds in the 5% range and the new bonds will be in the 3.5% rate. This one and half percent of savings translates into debt service savings. We are hoping to save \$20 million in present value savings and about \$30 million in gross savings over time. Ms. Roberts asked when we did this last. Ms. Ludwig answered in 2015.

Ms. Gonzales stated the 3.5% is not certain; the verbiage says it could go up to 4.5%. Mr. Palmer said the 3.5% is not for certain. LCISD will not be in the market until early January and interest rates could increase. If rates move dramatically (increase or decrease), they will come back to the Board.

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Ms. Roberts asked if there is a limit of how often refinancing can occur. Mr. Palmer said that a school district's ability to issue tax exempt bonds is a privilege provided to it by the Federal Government, and they do put a lot of restrictions on how many times they can be refinanced. An advance refunding can only be done one time.

**10. B-5 Consider approval of behavior/autism program software support**

Dr. Harrell asked if we are changing our program or adding to it. Ms. Leach said this is a new program in which a RFP was issued. The plan is to begin small and expand the program.

Mr. Steenbergen asked what the funding source for this purchase is. Ms. Leach said it will be from Federal funds.

**10. B-6 Consider approval of instructional materials, equipment, supplies, and related items**

Ms. Roberts asked if this is an as needed bid. Ms. Leach said yes, our existing bid only consisted of about 40 vendors, the new list consist of 410 vendors.

**10. B-8 Consider approval of renewal of charter bus services**

Mr. Steenbergen asked why AFC was so much higher than the rest, and if they provide something specific above the others. Ms. Leach said it is based on their availability and timing. AFC has a contract with the University of Houston and the rodeo, sometimes they are a little more difficult to schedule. She said they wanted a variety of companies to select from, especially when times become busy with playoff games, etc.

Ms. Roberts asked when we use a charter bus. Dr. Randle said typically outside a 100 mile radius. He said we were fortunate recently that most of the playoff games were at home. Any time they travel to San Antonio, Waco, etc. we try to use charter buses and all the kids are bused on charter buses.

**10. B-9 Consider approval of donations to the district, including, but not limited to:**  
**a. Foster High School**  
**b. Frost Elementary School**  
**c. Hubenak Elementary School**

Mr. Steenbergen asked how we regulate memorials. Dr. Randle said there is not a policy, but typically these have been addressed as they come up.

**10. B-11 Consider approval of architect ranking for three high school practice pools**

Ms. Roberts asked if with the approval of the rankings, this gives permission to start negotiations with the first ranked architect. Dr. Randle said that is correct. She also asked if it is the same for the three highs schools. Dr. Randle said it is the same architect.

**10. B-13 Consider approval of architect ranking for the Satellite Agriculture Barn #3**

Ms. Roberts asked for clarification that the architect ranking changes from the pools. Dr. Randle said yes.

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### 10. B-16 Consider approval of new bus purchase

Ms. Kaminski asked if these buses will be air conditioned. Dr. Randle said yes. She asked about the seat belt law. Mr. Jones said the law that was passed several years ago stated seat belts had to be on the buses if the state gives you the money, and the state has not given the District any money. Mr. Jones said the smaller buses with the lifts do have lap belts installed. Ms. Kaminski asked what is the most number we have on a lift bus. Mr. Jones said it would not approach 39, it is normally called a 53 passenger bus because of the number of rows of seats. It is rated based on total number of seats in the bus plus the wheel chair location. He said this bus gives them room and flexibility; and the bigger bus is a safer bus.

Ms. Danziger asked if these buses are being purchased by the 2014 bond and was it in the bond for them to be air conditioned. Mr. McKeever said yes it is from the 2014 bond and it was not stated.

Ms. Kaminski asked if this is becoming the trend in Texas to go to air conditioned buses. Mr. Jones said that it is, the suppliers do not stock a bus without an air conditioner.

### 10. B-17 Consider approval of purchase agreement with Nevco, Inc. for the baseball scoreboard at Foster High School

Ms. Kaminski asked if we install scoreboards when we build new schools. Dr. Randle said we do and this is a replacement.

### 10. B-19 Discussion and action on a Request for Qualifications (RFQ) for future schools

Ms. Danziger thought this was supposed to just gather information and not an action item. Ms. Roberts said if it was the one she asked to be on the agenda, she wanted just a discussion on where we are for future schools, not necessarily a RFQ. Mr. Steenbergen said this probably came from something he asked about at a previous board meeting. He said the last time we RFQ'd our architects for the school complexes was 2006, he believed it was time to go back to the market to RFQ the architects. Ms. Roberts was wondering what the action item would be. Dr. Randle said this was the interpretation of what the board wanted, this does not mean you have to take any action, it just has to be listed that way if the Board wishes to take action. Dr. Harrell clarified this is to see what our options are to have another RFQ for future projects. Mr. Steenbergen said yes.

## 11. INFORMATION ITEMS

### 11. D GOAL: PLANNING

#### 11. D-6 Bond Update

Mr. Steenbergen said the uncommitted funds totaled almost \$6 million and is this the money we will be able to apply to new projects after approved by the Board. Ms. Ludwig said yes.

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### 11. D-7            Transportation Update

Mr. Steenberg said he appreciated the report and wanted to put a positive spin on this to help advertise for transportation. He said when you look at the student discipline, it sounds bad because there have been 312 discipline referrals in November. But if you calculate the number of student trips, approximately 660,000 student movements; we only had 312 issues out of 660,000. Percentage wise this is not bad. Dr. Randle said sometimes we lose sight of how much interaction we have with students on a day-to-day basis and the success they have. He said our transportation department works really hard.

### 11. D-8            Naming New Schools

Ms. Kaminski asked why we do all of this now if we do not have the locations of all the schools. She said people in different areas may have a special reason for submitting a name in a specific area, but we do not know where these schools are going to be located right now. Mr. Rockwood said that is correct. Historically the Board has looked at this as a district not a location. He referenced Mr. Leaman who the Junior High in the Fulshear area will be named after; he was a well-represented member of Lamar CISD. He said that historically the Board has reviewed names at one time because it gives everyone in the community an opportunity to bring forward nominations and the board looks at this all at once. Otherwise you might name one this month and then a few months later another school needs to be named. This just consolidates the process and allows you to get all the information at one time. Ms. Kaminski asked if the nominations are designated for a certain numbered school. Mr. Rockwood said they are designated for a preference, like an elementary, middle, junior high, or high school. The nominee has options to where they want the Board to look in placing those nominations. Dr. Randle said the people making the nominations will come to the public hearing and share with the Board why they think a school should be named after a particular individual.

### 11. D-9            Demographic Report Review

Ms. Roberts asked if we will have a demographer in the near future. Dr. Randle said they will be here in February and they give an overall update at this time.

## **ADJOURNMENT TO CLOSED SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.071, 551.072, 551.074, and 551.082, THE OPEN MEETINGS ACT, FOR THE FOLLOWING PURPOSES:**

1. Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
  - a. Approval of personnel recommendations for employment of professional personnel
  - b. Employment of professional personnel (Information)
  - c. Employee resignations and retirements (Information)
  - d. Superintendent's Evaluation
  - e. Reassignment of professional personnel (Information)
  - f. Consider employment of Campus Coordinator for Fulshear High School
2. Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property
  - a. Land

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3. Section 551.071 – To meet with the District’s attorney to discuss matters in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, including the grievance/complaint hearing.
  - a. Any item listed on the agenda
  - b. Discuss pending, threatened, or potential litigation, including school finance litigation

The Board adjourned to Closed Session at 7:11 p.m. for the purposes listed above.

**RECONVENE IN OPEN SESSION – ACTION ON CLOSED SESSION**

The Board reconvened in Open Session at 7:45 p.m.

**ADJOURNMENT**

The meeting adjourned at 7:45 p.m.

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**Signed:**

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**Kathryn Kaminski**  
**President of the Board of Trustees**

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**Anna Gonzales**  
**Secretary of the Board of Trustees**

**Regular Meeting**

**Be It Remembered**

**The State of Texas** §  
**County of Fort Bend** §  
**Lamar Consolidated Independent School District** §

**Notice of Regular Meeting Held**

On this the 17<sup>th</sup> day of December 2015, the Board of Trustees of the Lamar Consolidated Independent School District of Fort Bend County, Texas met in Regular Session in Rosenberg, Fort Bend County, Texas.

**1. CALL TO ORDER AND ESTABLISHMENT OF A QUORUM**

This meeting was duly called to order by the President of the Board of Trustees, Ms. Kathryn Kaminski, at 7:00 p.m.

**Members Present:**

Kathryn Kaminski	President
Kay Danziger	Vice President
Anna Gonzales	Secretary
Tyson Harrell	Member
Melisa Roberts	Member
James Steenbergen	Member

**Members Absent:**

Frank Torres	Member
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**Others Present:**

Thomas Randle	Superintendent
Kevin McKeever	Administrator for Operations
Jill Ludwig	Chief Financial Officer
Laura Lyons	Executive Director of Elementary Education
Leslie Haack	Executive Director of Secondary Education
Kathleen Bowen	Chief Human Resources Officer
Mike Rockwood	Executive Director of Community Relations
David Jacobson	Chief Technology Information Officer
Valerie Vogt	Academic Administrator
Rick Morris	Attorney

**BUSINESS TRANSACTED**

Business properly coming before the Board was transacted as follows: to witness—

**2. OPENING OF MEETING**

The prayer was led by Ms. Lyons, and the pledge of allegiance was recited.



**3. STUDENT REPORTS**

**a. Board Bites - Culinary Arts**

Mr. Garrett introduced the Culinary Arts department and student representatives from three of our four high schools:

Terry High School – Teacher, Trudy Townsend with Paulina Barajas, Miranda Jimenez, and Alberto Resendez

George Ranch High School – Teacher, Julie Waumsley with Nicholas Castillo

Foster High School – Teacher, Jocelyn Aventurado with Elliott La Fleur, Adrianna LaMothe, and Caelan de Villiers

**4. RECOGNITIONS/AWARDS**

None

**5. INTRODUCTIONS**

None

**6. AUDIENCE TO PATRONS**

Joe Greenwell thanked the Board for their service they give to the District. He said he noticed in the agenda the Board is going to accept the ranking of the architects for the swimming pools and that the ranking and matrixes were presented to the Facilities Committee on December 2nd. He said the information is not publically available. He asked how the public knows if any of the companies have ever built any pools. He reminded the Board they do not have to go with the top ranked architect. He feels too much of one vendor providing things will lead to corruption. He said if everything is awarded to PBK, the District does not inspire competition because the outsiders know there is no reason to compete. He said he has information from one of the largest swimming pool companies in the country that builds pools for municipalities and school districts across the state, and they will not deal with this District because they think it is rigged.

**7. APPROVAL OF MINUTES**

**A. NOVEMBER 17, 2015 SPECIAL MEETING (WORKSHOP)**

It was moved by Ms. Danziger and seconded by Ms. Gonzales that the Board of Trustees approve the minutes of November 17, 2015 Special Meeting (Workshop). The motion carried unanimously.

**B. NOVEMBER 19, 2015 REGULAR BOARD MEETING**

It was moved by Ms. Gonzales and seconded by Dr. Harrell that the Board of Trustees approve the minutes of November 19, 2015 Regular Board Meeting. The motion carried unanimously.

**8. BOARD MEMBER REPORTS**

**a. Meetings and Events**

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Ms. Roberts reported the Attendance Boundary Committee met. She reported the Board will have the opportunity to approve the ABC Committee that will determine boundaries between Huggins, Hubenak, and Elementary #24. The process is similar to the past.

Ms. Danziger reported the Facilities Committee met. She reported on the status of projects going on throughout the District.

All Board members did a cheer for the George Ranch Longhorns.

**9. SUPERINTENDENT REPORTS**

**a. Meetings and Events**

Dr. Randle said he is very proud of our kids and all of our schools supporting the school that is in the state finals.

**b. Information for Immediate Attention**

**ACTION ITEMS FOR CONSENT OF APPROVAL: 10. A-1; 10. B-1 - 10. B-10; 10. B-12 – 10. B-15; 10. B-17 – 10. B.18; and 10. B-20**

It was moved by Ms. Roberts and seconded by Mr. Steenbergen that the Board of Trustees approve these action items as presented. The motion carried unanimously.

**10. A GOAL: INSTRUCTIONAL**

**10. A-1 Approval of out-of-state student trip requests, including, but not limited to:**

**a. George Ranch High School**

approved out-of-country travel for George Ranch High School students and staff to travel to Foshan, China from January 2 – 16, 2016

**10. B GOAL: PLANNING**

**10. B-1 Approval of budget amendment requests**

approval of budget amendment requests as attached. (See inserted page 25-A.)

**10. B-2 Ratification of Financial and Investment Reports**

ratified the Financial and Investment Reports as presented.

**10. B-3 Renewal of delinquent tax attorney contract**

approved the renewal of the contract with the law firm of Linebarger Goggan Blair and Sampson, LLP (“the Firm”) for delinquent tax attorney services for a three-year period beginning January 1, 2016 and ending December 31, 2018 with automatic one-year renewals unless terminated by the District or the Firm. (See inserted pages 25-B – 25-G.)

**10. B-4 Approval of an Order Authorizing the Issuance of Lamar Consolidated Independent School District Unlimited Tax Refunding Bonds, Series 2016; approving the preparation of an official statement; and enacting other provisions relating thereto**

approved the Order Authorizing the Issuance of Lamar Consolidated Independent School District Unlimited Tax Refunding Bonds, Series 2016. (See inserted pages 26-A – 26-FF.)

**10. B-5 Approval of behavior/autism program software support**

approved Rethink Autism Inc. for behavior and autism program software support for the District at a cost of \$52,500. (See inserted pages 26-GG – 26-PP.)

**10. B-6 Approval of instructional materials, equipment, supplies, and related items**

approved all vendors who responded to the proposal for instructional materials, equipment, supplies, and related items for the District.

**10. B-7 Approval of digital knowledge central interlocal agreement for digital resources**

approved a Region 20 interlocal agreement for 2015-2016 digital resources through their Digital Knowledge Central program. (See inserted page 26-QQ)

**10. B-8 Approval of renewal of charter bus services**

approved the renewal (for Year 3) of Bid #34-2013 to Sam's Limousine and Transportation, Inc., Sierra State Coaches, Inc., A Ambassador Limousine & Transportation, and AFC Transportation.

**10. B-9 Approval of Donations to the District, including, but not limited to:**

- a. Foster High School**
- b. Frost Elementary School**
- c. Hubenak Elementary School**
- d. Jackson Elementary School**

approved donations to the district with addendum.

**10. B-10 Approval of architect ranking for the support services facility**

approved the ranking of architects and authorize the Superintendent to begin contract negotiations for architect services for the Support Services Facility.

**10. B-12 Approval of architect ranking for the Terry High School baseball complex renovations**

approved the ranking of architects and authorize the Superintendent to begin contract negotiations for architect services for the Terry High School Baseball Complex renovations.

**10. B-13 Approval of architect ranking for the Satellite Agriculture Barn #3**

approved the ranking of architects and authorize the Superintendent to begin contract negotiations for architect services for the Satellite Agriculture Barn #3.

**10. B-14 Approval of architect ranking for the Lamar Consolidated and Terry High School band hall expansion**

approved the ranking of architects and authorize the Superintendent to begin contract negotiations for architect services for the band hall expansion at Lamar Consolidated High School and Terry High School.

**10. B-15 Approval of new sidewalk project at Polly Ryon Middle School**

approved Facilities Sources for the installation of a new sidewalk from Polly Ryon Middle School to Antoinette Reading Junior High in the amount of \$44,400.

**10. B-17 Approval of purchase agreement with Nevco, Inc. for the baseball scoreboard at Foster High School**

approved Nevco, Inc. for the installation of the baseball scoreboard at Foster High School in the amount of \$27,450.

**10. B-18 Approval of CenterPoint blanket easement for the new elementary #24**

approved the CenterPoint Energy blanket easement for the installation of overhead and underground service for the new Elementary #24. (See inserted pages 27-A – 27-J.)

**10. B-20 Approval of Attendance Boundary Committee**

approved the membership of the Attendance Boundary Committee (ABC) for 2015-2016 as presented with the proposed timeline using the LCISD Zoning Process, and charge the ABC with setting the boundaries for Elementary #24 for the 2016-2017 school year.

**10. B GOAL: PLANNING**

**10. B-11 Consider approval of architect ranking for three high school practice pools**

It was moved by Ms. Danziger and seconded by Ms. Gonzales that the Board of Trustees approve the ranking of architects and authorize the Superintendent to begin contract negotiations for architect services for the practice pool facilities at Fulshear High School, Foster High School, and George Ranch High School.

Mr. Steenbergen said his concern is that in February we are about to do a demographic report which could cause the Board to reshuffle the priorities of the projects. He is concerned that we will get so far along with the practice pools when in fact we may want to shuffle something and put another elementary school further up on the priority list.

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Ms. Roberts agreed and said waiting for the demographer report would not delay the pools in any way. There may be a situation where our schools are overcrowded.

Ms. Danziger said we are only going to negotiations, this does not have anything to do with working with who will actually build them.

Mr. Steenbergen said his understanding is once we approve the architect then they are allowed to start their design work and interviews. His concern was he did not want to get too much work committed if in fact we have to reprioritize and shuffle projects.

Ms. Leach said even if this is approved today there is a long term of negotiating contracts and legal process. No work will begin until a purchase order is done. We are simply asking for an approval of the ranking. This opens the door and allows the District to begin if this is decided that it is needed. The District will have to come back to the Board to proceed. This is still in our control. This industry is so busy right now, the District tries to lock down architects, engineers, contractors, and sub-contractors as quickly as possible. Mr. Rice said it would be his recommendation for the Board to approve tonight because programming needs to be done for all of these schools, he said this will take a few months to accomplish. If the demographer report indicates something else then the pools can be halted. Dr. Randle reminded the Board that when we go to the voters and tell them we are going to do something, we follow through on that. We will be going back to the voters soon. If we change what we told the voters we would build, then we do not build that, we will lose credibility. Mr. Steenbergen said he is not asking to remove the pools, he is just saying we might need to shuffle priorities under the current Bond.

Dr. Harrell asked what costs the District will incur during the programming phase. Mr. Rice said it is minor in comparison to the full architecture fee for preparation of the contract documents.

Ms. Roberts asked about the programming, what are they looking as a cost estimate for the pools. Mr. Rice said the Bond allocated a little over \$7 million for the construction costs. Allowing them to move forward with the program will help them identify how much pool can the District afford for that money. Ms. Roberts would like to see options for the pools, she is not necessarily looking to spend the \$7 million on pools.

Mr. Steenbergen said the evaluations had nothing to do with the \$7.5 or \$8 million pool; those were the people who had the capability of building swimming pools of all ranges. It was on the basis of providing a facility, basically designed per the requirements of the District and different peoples input.

Ms. Roberts said her point is she does not feel like we need to spend all that money on the pools.

Dr. Randle said the whole goal is to create something that is efficient for our kids and that we have squeezed the budget as much as possible.

Ms. Kaminski said she is getting the idea that the swimming pools were the priority and when the committee came to the Board before the Bond election, they never mentioned the pools. As far as the community choosing the swimming pools, it was the Board who did that. Her concern is the elementary schools needs to be built first.

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Ms. Danziger said she has been contacted from Foster High School parents wanting a pool at the campus due to the distance. She has been looking at it for the fourth grade swim program as well. We are building elementary schools so far north and south it takes time to get the students into town to swim. If the practice pools are built, they can be used. She agrees the elementary schools are needed as well. She would like to have some practice pools in place so the fourth graders and those students in the swimming program would not have to travel so far. It is up to the Board to decide which pool to build and which is most cost effective.

Ms. Leach reminded the Board that we are not really building right now we are designing. This will give the Board some numbers to work with.

The motion carried unanimously.

**10. B-16 Consider approval of new bus purchase**

It was moved by Dr. Harrell and seconded by Ms. Danziger that the Board of Trustees approve Thomas Bus Sales for the purchase of 42 new 77-passenger buses and 12 new 39-passenger lift buses in the amount of \$4,954,070.

Ms. Kaminski asked if they have a plan in place as to who gets the new air conditioned buses. Mr. Jones said they will look at the length of the routes and the length of time the students are on the bus. He said they will split them between the different tracks so that some of the air conditioned buses go to each of the school tracks. Ms. Kaminski asked how many additional buses were purchased because of the new schools. Mr. Jones said some of the new buses are for growth and some are just replacement for older buses.

The motion carried unanimously.

**10. B-19 Discussion and action on a Request for Qualifications (RFQ) for future schools**

Ms. Roberts said for the last few elementary schools we have had PBK as the architect and she understands there is a design that is basically a rubber stamp from one elementary school to the next with a few variations. She would like to know if the District owns the design or if it is owned by the architect. She said a few months ago she asked what we are paying for the design since it is not new anymore. The answer was that the price was 2-3% in comparison to 7-8%. She asked if that is one of the reasons we have not done a RFQ for an architect for elementary schools in a long time. Mr. McKeever said this was done in 2006. Mr. Steenbergen asked why we are not doing a RFQ again. Dr. Randle said the only reason we have replicated most of our schools with tweaks is because you are typically saving around \$400,000 per school. Over the years we have saved about \$6 million on architectural fees alone.

Ms. Danziger asked what happens if we do an RFQ, we separately do our rankings, and it ends up to still be who we have been using. She asked if we are obligated to go to the design they showed or if we can use the design we had been using. Mr. Steenbergen said that the process reaffirms that we have the right company.

Dr. Randle said he is not opposed to going through the process, but he wants it to go on record because it is easy to say how bad things have been with no data.

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Dr. Harrell asked what the cost of an RFQ is to the District. Ms. Leach said the expense is fairly minimal. She said what we have enjoyed about this design concept is the equitability. It makes it easy for her department to pull numbers together quickly to see what it will cost to put furniture in the school. It is easy for Kevin’s team to estimate what the HVAC system is going to cost us. The appearances are the same throughout the schools.

Mr. Morris informed the Board that it looks like the administration is looking for some guidance; therefore, if it is the will of the Board, then it is appropriate for the Board to take action. It will be clear that a majority of the Board supports moving forward with the issue.

It was moved by Mr. Steenbergen and seconded by Ms. Roberts that the Board of Trustees authorize the Purchasing Department to issue a RFQ for the primary school architect contracts. The motion carried unanimously.

**11. INFORMATION ITEMS**

**11. A GOAL: INSTRUCTIONAL**

**11. A-1 2015 Highly Qualified Teacher Report**

**11. B GOAL: COMMUNICATIONS**

**11. B-1 School Board Recognition Month**

(See inserted page 30-A.)

**11. C GOAL: PERSONNEL**

**11. C-1 Report on Board Member Training**

As of this date, the following Lamar CISD Board members have met or exceeded required continuing education hours:

	<b>Current</b>	<b>Accumulated</b>	<b>Total</b>
Kay Danziger	36.25	67.00	103.25
Anna Gonzales	21.00	38.75	59.75
Kathryn Kaminski	48.50	66.75	115.25
Tyson Harrell			23.50
Melisa Roberts			31.50
James Steenbergen			33.50
Frank Torres	3.00	10.00	13.00

**11. D GOAL: PLANNING**

**11. D-1 Stewardship Report**

Dr. Randle informed the Board the administration is presenting the 2015 stewardship report. The report has served as a tool to report on the overall activities, results, and

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outcomes of district operations. The report summarizes the results and activities since January 2015 and highlights major LCISD accomplishments. With more than 30,000 students at 39 campuses, our District is one of the fastest growing school districts and the second largest employer in Fort Bend County. In 2015, the District and every campus achieved the highest possible ratings as part of the Texas Education Agency accountability system, which is “Met Standards”. This report contains information regarding academic improvement, financial strength and organizational excellence. Some of the highlights that will be discussed during the report will be the District having met standard designation, approved a balanced budget, maintain the same low tax rate for fifth consecutive year, named as one of only 425 school districts in the United States and Canada to the 6th Annual AP Honor Role, and selected as the upcoming cover story in the January 2016 issue of Texas School Business magazine

**11. D-2 Lamar Educational Awards Foundation (LEAF) Update**

**11. D-3 Tax Collection Report**

**11. D-4 Payments for Construction Projects**

**11. D-5 Region 4 Maintenance and Operations Update**

**11. D-6 Bond Update**

**11. D-7 Transportation Update**

Ms. Roberts asked if exit interviews are conducted when we have resignations. Dr. Bowen said we do an electronic form all employees of the district. Ms. Roberts said she noticed we hired two and lost two, she was wondering if an exit interview would be helpful to determine why they are leaving. She is being told that moral is still low in transportation.

**11. D-8 Naming New Schools**

**11. D-9 Demographic Report Review**

**ADJOURNMENT TO CLOSED SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.071, 551.072, 551.074, AND 551.082, THE OPEN MEETINGS ACT, FOR THE FOLLOWING PURPOSES:**

1. Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
  - a. Approval of personnel recommendations for employment of professional personnel
  - b. Employment of professional personnel (Information)
  - c. Employee resignations and retirements (Information)
  - d. Superintendent’s Evaluation
  - e. Reassignment of professional personnel (Information)
  - f. Consider employment of Campus Coordinator for Fulshear High School
2. Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property
  - a. Land



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3. Section 551.071 – To meet with the District’s attorney to discuss matters in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, including the grievance/complaint hearing.
  - a. Any item listed on the agenda
  - b. Discuss pending, threatened, or potential litigation, including school finance litigation

The Board adjourned to Closed Session at 8:50 p.m. for the purposes listed above.

**RECONVENE IN OPEN SESSION – ACTION ON CLOSED SESSION**

The Board reconvened in Open Session at 9:24 p.m.

**12. A-1(a) Approval of personnel recommendations for employment of professional personnel**

It was moved by Ms. Danziger and seconded by Dr. Harrell that the Board of Trustees approve personnel as presented with addendum. The motion carried unanimously.

**Employed**

Lowery, Kayse	TBD	Assistant Principal George Ranch High School
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**12. A-1(f) Consider employment of Campus Coordinator for Fulshear High School**

It was moved by Ms. Roberts and seconded by Ms. Danziger that the Board of Trustees approve the recommendation of William Oschler Flemming as the Campus Coordinator for Fulshear High School. The motion carried unanimously.

**FUTURE AGENDA ITEMS**

Information Item on a listing of potential projects to use the uncommitted funds

**ADJOURNMENT**

The meeting adjourned at 9:26 p.m.

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**Signed:**

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**Kathryn Kaminski**  
President of the Board of Trustees

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**Anna Gonzales**  
Secretary of the Board of Trustees

**CONSIDER RATIFICATION OF QUARTERLY INVESTMENT REPORT  
SEPTEMBER 2015 THROUGH NOVEMBER 2015**

**RECOMMENDATION:**

That the Board of Trustees ratify the quarterly investment report as submitted for the quarter ending November 30, 2015.

**IMPACT/RATIONALE:**

This report is required by state law and local policy CDA and includes all the pertinent information regarding the District's current investments. Investment officers for the District will be present at the meeting to answer any questions about the report and the District's cash and investment position.

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer  
Yvonne Dawson, Budget and Treasury Officer  
Michele Reynolds, Director of Finance

Recommended for approval:



Dr. Thomas Randle  
Superintendent

**Lamar Consolidated Independent School District  
Quarterly Report of Investment Activity  
for the quarter ending November 30, 2015**

**Preface**

House Bill 2459 amended the section of the Education Code that dealt with the investment of school district funds. Code Section 2256.023 as amended requires that the Investment Officer of the District prepare and submit to the Board of Trustees a report of investment activity and position on a quarterly basis. The attached report complies, to the best of our knowledge and ability, with the new requirements, and covers the period September 1, 2015 through November 30, 2015.

**Investment Strategy by Fund**

**GENERAL FUND STRATEGY:**

Investments purchased will be limited to those authorized by the District's investment policy, Board Policy CDA (Legal) and CDA (Local), and be diversified by security type and institution. To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. Investments may be made in short term securities to maintain appropriate liquidity levels, avoid market risk, and generate superior returns during periods of rising interest rates. The District will limit its maximum stated maturities to one year, unless specific authority to exceed is given by the Board of Trustees (prior to purchase). The District will determine what the appropriate average weighted maturity of the portfolio should be based on the surrounding economic climate. This determination will be made on a periodic basis, by analysis of economic data, at least annually. Investments should be purchased with the intent of holding until maturity.

Reserve funds may be invested in securities exceeding one year if the maturity of such investments is made to coincide with the expected use of the funds. The ability to invest these types of funds should be disclosed to the Board of Trustees, including appropriate time restrictions, if any exist.

**DEBT SERVICE FUND STRATEGY:**

The investment strategy for the Debt Service Fund is the same as that for the General Fund above, with the following exceptions. The weighted average maturity of investments for the fund may be slightly greater due to the timing of disbursements. The greatest outflow of funds occurs in February and August of each year, when bond interest and/or principal is due. Based on published debt service schedules, investments purchased will mature prior to these obligations and need for funds. Other cash requirements will be considered prior to investment.

The District does not anticipate the existence of significant reserve funds for the Debt Service Fund.

**CAPITAL PROJECTS FUND STRATEGY:**

Generally, the investment strategy for the Capital Projects Fund is the same as that of the General Fund. The remaining proceeds of the 2004, 2005, 2007, 2012, 2014, and 2015 issues are currently invested in Texpool Investment Pool. Proceeds of the 1998, 1999, 2007, 2008, 2012, 2014, and 2015 issues are invested in the Lone Star and the MBIA Texas CLASS Investment Pools. Proceeds of the 2007, 2008, 2012, 2014, and 2015 issue are also invested in TexStar and Texas Term Daily Fund Investment Pools. The yield on the funds varies with the rates for the pools as a whole.

As required by law, the District will monitor the investment earnings on the bond proceeds and comply with federal arbitrage regulations. The Board of Trustees approved an agreement for consulting services with First Southwest Co. to assist the District in this effort.

**FOOD SERVICE, WORKMEN’S COMPENSATION, HEALTH INSURANCE TRUST, AND TRUST AND AGENCY FUNDS STRATEGY:**

The investment strategy for each of these funds is the same as that of the General Fund.

**INVESTMENT POSITION AT NOVEMBER 30, 2015**

Securities are purchased to maximize the investment earnings of the District’s portfolio and to minimize idle cash balances in demand deposit accounts at the depository bank, while maintaining the liquidity required to meet currently maturing obligations such as payroll and scheduled payments for accounts payable and bonded indebtedness.

The attached report provides details of ending cash and investment balances for each of the past three months and interest earned.

**COST TO FAIR MARKET VALUE COMPARISON**

The cost to fair market value comparison follows in a separate section. All investable funds were deposited with authorized investment pools as of November 30, 2015. Pertinent details at November 30, 2015 of each pool in which the District had funds invested follows:

<u>POOL NAME</u>	<u>NET ASSET VALUE %</u>	<u>BOOK VALUE OF POOL</u>	<u>MARKET VALUE OF POOL</u>	<u>LCISD % OF POOL</u>
Texpool	1.00	\$12,046,105,287	\$12,045,039,278	0.6504%

The weighted average maturity of the pool’s portfolio for November 2015 was 44 days.

<u>POOL NAME</u>	<u>NET ASSET VALUE %</u>	<u>BOOK VALUE OF POOL</u>	<u>MARKET VALUE OF POOL</u>	<u>LCISD % OF POOL</u>
Lone Star, Government Overnight Fund	1.00	\$2,789,177,838	\$2,789,383,825	1.5946%

The dollar weighted average maturity of the portfolio for the Government Overnight Fund for November 2015 was 24 days.

MBIA, Texas CLASS	1.00	\$3,120,242,476	\$3,121,849,946	1.3442%
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The dollar weighted average maturity of the portfolio for Texas CLASS Fund for November 2015 was 53 days.

Texas Term, Daily Fund	1.00	\$1,903,514,816	\$1,903,397,719	3.1709%
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The dollar weighted average maturity of the portfolio for TEXAS TERM/DAILY Fund for November 2015 was 29.9 days.

TexStar,	1.00	\$4,985,405,722	\$4,985,138,369	1.2034%
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The dollar weighted average maturity of the portfolio for TEXSTAR Fund for November 2015 was 45 days.

**This report includes all information required by law to be presented to the Board of Trustees on a quarterly basis. We will be pleased to present additional information in this report in the future, if requested. The District's portfolio and investment management strategy is simple and conservative, which facilitates presentation of the required information.**

**We hereby certify that this report is a true and accurate description of the investment portfolio of the Lamar Consolidated Independent School District for the period ending November 30, 2015. This report fully discloses all material aspects of the District's cash and investment position for the quarter then ended. All investments are in compliance with the Public Funds Investment Act (HB 2459) and local investment policy.**

Submitted by:

  
 Jill Ludwig,  
 Chief Financial Officer

Date: 1/13/16

  
 Yvonne Dawson  
 Budget & Treasury Officer

Date: 1/13/16

  
 Michele Reynolds  
 Director of Finance

Date: 1/13/16

LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

QUARTERLY CASH BALANCE AND INVESTMENT REPORT FOR THE PERIOD ENDING NOVEMBER 30, 2015

	<u>9/30/15</u>	<u>10/31/15</u>	<u>11/30/15</u>
<b><u>DEMAND DEPOSIT ACCOUNT BALANCES<sup>1</sup></u></b>			
General Fund	1,583,784	1,227,177	7,334,154
Special Revenue Funds (Combined)	1,285,221	2,483,675	2,642,283
Debt Service Fund	221,806	221,306	221,306
Capital Projects Fund	18,077	14,886	9,402
Workmen's Compensation and Health Insurance Trust Funds	953,511	864,635	1,037,818
Trust and Agency Funds, excluding Student Activity Funds	41,470	41,470	41,470
Student Activity Funds	1,986,233	2,036,290	2,049,273
<b>Total Demand Deposits/Cash on Hand</b>	<b><u>6,090,102</u></b>	<b><u>6,889,439</u></b>	<b><u>13,335,706</u></b>

<sup>1</sup> Balances presented are reconciled balances per book and will differ slightly from actual cash balances reported in the monthly bank statements. Also, totals above include insignificant amounts of cash on hand.

LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

QUARTERLY CASH BALANCE AND INVESTMENT REPORT FOR THE PERIOD ENDING NOVEMBER 30, 2015

	<u>9/30/15</u>	<u>10/31/15</u>	<u>11/30/15</u>
<b><u>INVESTMENT POOLS*</u></b>			
General Fund			
Texpool	63,769,596	57,992,450	43,931,234
Lone Star	2,618,054	2,618,264	2,618,461
Texas CLASS	15,359,893	15,362,682	15,365,721
Food Service Fund			
Texpool	2,819,302	2,819,533	2,819,789
Lone Star	90,505	90,512	90,519
Debt Service Fund			
Texpool	4,365,194	4,422,774	5,215,936
Lone Star	1,887,768	1,887,918	1,888,060
Texas CLASS	942,865	943,036	943,223
TexasTerm/Daily	1,885,479	1,885,720	1,885,948
TexSTAR	3,308,723	3,309,032	3,309,346
Capital Projects Fund			
Texpool	27,281,000	26,388,715	25,683,577
Lone Star	48,408,373	43,693,469	39,159,192
Texas CLASS	25,623,586	25,628,238	25,633,308
TexasTerm/Daily	58,457,522	58,464,987	58,472,051
TexSTAR	56,687,571	56,682,773	56,682,630
Workmen's Compensation and Health Insurance Trust Funds			
Texpool	651,455	1,653,672	603,775
Lone Star	720,976	721,034	721,088
Special Revenue Funds			
Texpool	53,239	53,243	53,248
Student Activity Funds			
Texpool	45,874	45,878	45,882
<b>Total Investment in Pools</b>	<b>314,976,975</b>	<b>304,663,930</b>	<b>285,122,988</b>
<b><u>Summary of Interest Earned by Month</u></b>			
Texpool	6,475	7,867	7,786
Lone Star	4,141	4,183	3,560
Texas CLASS	6,697	7,612	8,295
TexSTAR	4,903	5,597	5,697
Texas Term/Daily	6,444	7,706	7,292
<b>Total Interest Earned from Investment Pools</b>	<b>28,660</b>	<b>32,966</b>	<b>32,630</b>
<b><u>Average Yield by Month</u></b>			
Texpool	0.09	0.10	0.12
Lone Star	0.09	0.09	0.09
Texas CLASS	0.19	0.21	0.24
TexSTAR	0.10	0.11	0.12
Texas Term/Daily	0.13	0.15	0.15

\* See supplemental report attached for balances at November 30, 2015 and details of transactions.

LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
 DETAILS OF TRANSACTIONS FOR INVESTMENT POOLS

INVESTMENT POOLS	09/01/15	DEPOSITS	WITHDRAWALS	09/30/15	DEPOSITS	WITHDRAWALS	10/31/15	DEPOSITS	WITHDRAWALS	11/30/15
General Fund										
		23,968,035	(21,463,818)	63,769,596	12,574,977	(18,352,123)	57,992,450	2,413,784	(16,475,000)	43,931,234
	Texpool	61,265,379		2,618,054	210		2,618,264	197		2,618,461
	Lone Star	2,617,866		15,359,893	2,789		15,362,682	3,039		15,365,721
	Texas CLASS	15,357,440								
Food Service Fund										
	Texpool	3,219,102	(400,000)	2,819,302	231		2,819,533	256		2,819,789
	Lone Star	90,499		90,506	7		90,512	7		90,519
Debt Service Fund										
	Texpool	4,310,892	(71,092)	4,365,194	57,580		4,422,774	793,162		5,215,936
	Lone Star	1,887,633		1,887,768	150		1,887,918	142		1,888,060
	Texas CLASS	942,714		942,865	171		943,036	187		943,223
	Texas Term/Daily	1,885,278		1,885,479	241		1,885,720	228		1,885,948
	TexSTAR	3,308,462		3,308,723	309		3,309,032	314		3,309,346
Capital Projects Fund										
	Texpool	30,630,718	(3,551,805)	27,281,000	2,219	(894,504)	26,388,715	2,371	(707,509)	25,683,577
	Lone Star	53,711,909	(5,307,296)	48,408,373	3,758	(4,718,662)	43,693,469	3,160	(4,537,437)	39,159,192
	Texas CLASS	25,619,493		25,623,586	4,652		25,628,238	5,070		25,633,308
	Texas Term/Daily	58,451,280		58,457,522	7,465		58,464,987	7,064		58,472,051
	TexSTAR	56,720,946	(38,007)	56,687,571	5,288	(10,086)	56,682,773	5,383	(5,526)	56,682,630
Workmen's Compensation and Health Insurance Trust Funds										
	Texpool	1,351,404	(700,000)	651,455	1,977,217	(975,000)	1,653,672	103	(1,050,000)	603,775
	Lone Star	720,924		720,976	58		721,034	54		721,088
Special Revenue Funds										
	Texpool	53,235		53,239	4		53,243	5		53,248
Student Activity Funds										
	Texpool	45,871		45,874	4		45,878	4		45,882
<b>Total Investment in Pools</b>		<b>322,391,035</b>	<b>(31,532,018)</b>	<b>314,976,975</b>	<b>14,637,330</b>	<b>(24,950,375)</b>	<b>304,663,930</b>	<b>3,234,530</b>	<b>(22,775,472)</b>	<b>285,122,988</b>



**CONSIDER APPROVAL OF THE LAMAR CONSOLIDATED INDEPENDENT  
SCHOOL DISTRICT COMPREHENSIVE ANNUAL FINANCIAL REPORT  
FOR THE 2014 - 2015 YEAR**

**RECOMMENDATION:**

That the Board of Trustees consider approval of the Lamar Consolidated Independent School District Comprehensive Annual Financial Report for the 2014-2015 fiscal year as presented.


**IMPACT/RATIONALE:**

A draft of the Lamar CISD Comprehensive Annual Financial Report (CAFR) for the 2014-2015 fiscal year is enclosed for your review. This report is comprised of three sections. The introductory section includes district information and a letter of transmittal. The financial section includes the auditors' report, various financial reports and notes, and required supplementary information. The last section includes unaudited statistical trend data to better help the user of the financial statements to understand the economic conditions under which the District operates.

A representative of Whitley Penn, LLP will be present to comment on the Comprehensive Annual Financial Report and respond to any questions.

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer  
Michele Reynolds, CPA, Director of Finance

Recommended for approval:



Dr. Thomas Randle  
Superintendent

**CONSIDER APPROVAL OF BUDGET AMENDMENT REQUESTS**

**RECOMMENDATION:**

That the Board of Trustees consider approval of budget amendment requests as attached.

**IMPACT/RATIONALE:**

The proposed budget amendments require school board approval because budgeted funds are being reallocated between functional categories and/or new budgets are being established.

**PROGRAM DESCRIPTION:**

Budget amendments are mandated by the state for budgeted funds reallocated from one functional level, and state and/or federal project to another. These budget changes are usually the result of unexpected levels of expenditures in certain categories and amendments are for legal compliance. Other budget amendments are determined by the School Board.

Since the operating budget for Lamar CISD is adopted at the functional level, budget revisions are required for reallocations between functional levels or when new budgets are being established. All necessary budget amendments must be formally adopted by the School Board and recorded in the Board minutes. (TEA Financial Accountability System Resource Guide, Financial Accounting & Reporting, Update 15.0)

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer  
Resource: Yvonne Dawson, RTSBA, Budget and Treasury Officer

Recommended for approval:



Dr. Thomas Randle  
Superintendent

Lamar Junior High is requesting a budget change for new band director to attend in-service.

199-11	Classroom Instruction	(500.00)
199-13	Curriculum and Instr. Staff Development	500.00

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The Accelerated Language Programs department is requesting a budget change to hire consultant for Pre-K training.

199-11	Classroom Instruction	(6,000.00)
199-13	Curriculum and Instr. Staff Development	6,000.00

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The Business Office is requesting a budget change to amend the budget to purchase two chillers for Campbell Elementary.

199-81	Facilities Acquisition & Construction	327,000.00
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The Curriculum Department is requesting a budget change to amend the budget to include funding for the Summer School Now Program. The additional funding will benefit all campuses and target students at risk of failing.

199-11	Classroom Instruction	340,000.00
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**CONSIDER RATIFICATION OF FINANCIAL AND INVESTMENT REPORTS**

**RECOMMENDATION:**

That the Board of Trustees ratify the Financial and Investment Reports as presented.

**PROGRAM DESCRIPTION:**

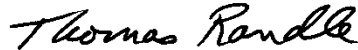
Financial reporting is intended to provide information useful for many purposes. The reporting function helps fulfill government’s duty to be publicly accountable, as well as to help satisfy the needs of users who rely on the reports as an important source of information for decision making.

Financial reports and statements are end products of the reporting process. You will find attached the following reports:

- Ratification of December 2015 Disbursements, all funds
  - List of disbursements for the month by type of expenditure
- Financial Reports
  - Year-to-Date Cash Receipts and Expenditures, General Fund only
  - Investment Report

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer

Recommended for ratification:

  
Dr. Thomas Randle  
Superintendent

## SCHEDULE OF DECEMBER 2015 DISBURSEMENTS

**IMPACT/RATIONALE:**

All disbursements made by the Accounting Department are submitted to the Board of Trustees for ratification on a monthly basis. Disbursements made during the month of December total \$25,845,249 and are shown below by category:

<u>3-Digit Object</u>	<u>Description</u>	<u>Disbursements</u>
611/612	Salaries and Wages, All Personnel	14,381,854
614	Employee Benefits	638,191
621	Professional Services	301,060
623	Education Services Center	78
624	Contracted Maintenance and Repair Services	357,523
625	Utilities	140,285
626	Rentals and Operating Leases	26,908
629	Miscellaneous Contracted Services	558,261
631	Supplies and Materials for Maintenance and Operations	245,889
632	Textbooks and Other Reading Materials	139,844
633	Testing Materials	484
634	Food Service	540,637
639	General Supplies and Materials	1,261,621
641	Travel and Subsistence -- Employee and Student	80,075
649	Miscellaneous Operating Costs/Fees and Dues	535,615
661	Land Purchase and/or Improvements	2,450
662	Building Purchase, Construction, and/or Improvements	6,342,580
663	Furniture & Equipment - \$5,000 or more per unit cost	212,635
129	Misc. Receivable/Alternative Certification Fees	6,600
131	Inventory Purchases	16,862
217	Operating Transfers, Loans and Reimbursements	582
573/575/592	Miscellaneous Refunds/Reimbursements to Campuses	55,215
<b>Total</b>		<b>25,845,249</b>

**PROGRAM DESCRIPTION:**

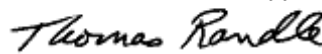
The report above represents all expenditures made during the month of December 2015. The detailed check information is available upon request.

Submitted by,



Michele Reynolds,  
Director of Finance

Recommended for approval:



Dr. Thomas Randle  
Superintendent

**LAMAR CONSOLIDATED I.S.D.  
GENERAL FUND  
YEAR TO DATE CASH RECEIPTS AND EXPENDITURES  
(BUDGET AND ACTUAL)  
AS OF DECEMBER 31, 2015**

<b>CASH RECEIPTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET VARIANCE</b>	<b>PERCENT ACTUAL/ BUDGET</b>
5700-LOCAL REVENUES	136,159,713.00	67,274,543.00	(68,885,170.00)	49.4%
5800-STATE PROGRAM REVENUES	96,167,598.00	45,952,347.00	(50,215,251.00)	47.8%
5900-FEDERAL PROGRAM REVENUES	1,745,000.00	842,867.00	(902,133.00)	48.3%
7900- OTHER RESOURCES	-	655,704.00	655,704.00	
<b>TOTAL- REVENUES</b>	<b>234,072,311.00</b>	<b>114,725,461.00</b>	<b>(119,346,850.00)</b>	<b>49.0%</b>
<b>EXPENDITURES</b>				
6100-PAYROLL COSTS	196,017,515.00	59,033,387.00	136,984,128.00	30.1%
6200-PROFESSIONAL/CONTRACTED SVCS.	16,305,061.00	4,091,543.00	12,213,518.00	25.1%
6300-SUPPLIES AND MATERIALS	12,732,738.00	3,014,551.00	9,718,187.00	23.7%
6400-OTHER OPERATING EXPENDITURES	9,867,050.00	3,258,541.00	6,608,509.00	33.0%
6600-CAPITAL OUTLAY	1,677,786.00	526,964.00	1,150,822.00	31.4%
<b>TOTAL-EXPENDITURES</b>	<b>236,600,150.00</b>	<b>69,924,986.00</b>	<b>166,675,164.00</b>	<b>29.6%</b>

Lamar CISD  
Local Investment Pools  
as of December 31, 2015

ACCOUNT NAME	BEGINNING BALANCE	TOTAL DEPOSIT	TOTAL WITHDRAWAL	TOTAL INTEREST	MONTH END BALANCE
<b>TexPool accounts are as follows:</b>					
Food Service	2,819,789.89	0.00	0.00	446.23	2,820,236.12
General Account	40,805,777.51	7,000,000.00	19,936,677.58	5,972.47	27,875,072.40
Capital Projects Series 2004	8.51	0.00	0.00	0.00	8.51
Health Insurance	138,093.38	3,886,677.59	1,375,000.00	275.98	2,650,046.95
Workmen's Comp	465,682.15	99,999.99	70,000.00	75.19	495,757.33
Property Tax	3,517,140.92	71,612,646.64	0.00	3,872.33	75,133,659.89
Vending Contract Sponsor	475,502.18	0.00	0.00	75.24	475,577.42
Deferred Compensation	2.55	0.00	0.00	0.00	2.55
Debt Service Series 2005	1,607,840.97	0.00	0.00	254.45	1,608,095.42
Debt Service Series 2007	15,657.63	0.00	0.00	2.49	15,660.12
Capital Projects Series 2005	413,472.62	0.00	0.00	65.45	413,538.07
Student Activity Funds	45,880.66	0.00	0.00	7.36	45,888.02
Taylor Ray Donation Account	5,080.40	0.00	0.00	0.78	5,081.18
Capital Projects Series 2007	209,172.15	0.00	0.00	33.12	209,205.27
Common Threads Donation	53,247.82	0.00	0.00	8.47	53,256.29
Debt Service Series 2008	14,397.76	0.00	0.00	2.28	14,400.04
Capital Projects 2012A	3,950,183.35	0.00	292,049.93	592.10	3,658,725.52
Debt Service 2012A	11,273.37	0.00	0.00	1.79	11,275.16
Debt Service 2012B	3,146.50	0.00	0.00	0.47	3,146.97
Capital Projects 2014A	108,720.42	0.00	0.00	17.19	108,737.61
Capital Projects 2014B	51,008.18	0.00	45,513.23	2.39	5,497.34
Debt Service 2014A	2,078,659.74	0.00	0.00	328.94	2,078,988.68
Debt Service 2014B	409,729.24	0.00	0.00	64.83	409,794.07
Debt Service 2013	2,151.92	0.00	0.00	0.31	2,152.23
Debt Service 2013A	20,468.92	0.00	0.00	3.27	20,472.19
Debt Service 2015	180,342.52	0.00	0.00	28.55	180,371.07
Capital Projects 2015	20,951,010.27	0.00	1,602,965.15	3,127.28	19,351,172.40
<b>Lone Star Investment Pool Government Overnight Fund</b>					
Capital Projects Fund	5,022.50	0.00	0.00	0.73	5,023.23
Workers' Comp	721,086.35	0.00	0.00	105.22	721,191.57
Property Tax Fund	32,169.85	0.00	0.00	4.69	32,174.54
General Fund	2,588,701.35	0.00	0.00	377.73	2,589,079.08
Food Service Fund	90,519.40	0.00	0.00	13.21	90,532.61
Debt Service Series 1996	0.01	0.00	0.00	0.00	0.01
Capital Project Series 1998	700.86	0.00	0.00	0.10	700.96
Debt Service Series 1990	0.04	0.00	0.00	0.00	0.04
Debt Service Series 1999	2.43	0.00	0.00	0.00	2.43
Capital Project Series 1999	0.01	0.00	0.00	0.00	0.01
Capital Projects 2007	384.19	0.00	0.00	0.06	384.25
Capital Projects 2008	0.31	0.00	0.00	0.00	0.31
Capital Projects 2012A	208,778.86	0.00	0.00	30.46	208,809.32
Capital Projects 2014A	8,603,251.16	0.00	5,083,178.29	802.61	3,520,072.87
Capital Projects 2014B	1,211,267.33	0.00	1,077,802.82	81.14	133,464.51
Capital Projects 2015	29,129,786.48	0.00	0.00	4,250.48	29,134,036.96
Debt Service Series 2015	1,885,648.41	0.00	0.00	275.14	1,885,923.55
<b>MBIA Texas CLASS Fund</b>					
General Account	15,365,718.29	0.00	0.00	3,827.51	15,369,545.80
Capital Project Series 1998	905.91	0.00	0.00	0.27	906.18
Capital Projects Series 2007	1.00	0.00	0.00	0.00	1.00
Debt Service Series 2007	1.00	0.00	0.00	0.00	1.00
Capital Projects Series 2012A	11,061,377.86	0.00	0.00	2,755.31	11,064,133.17
Capital Projects 2015	14,571,024.59	0.00	0.00	3,629.54	14,574,654.13
Debt Service 2015	943,221.10	0.00	0.00	234.96	943,456.06
<b>TEXSTAR</b>					
Capital Projects Series 2007	742.77	0.00	0.00	0.07	742.84
Debt Service Series 2008	13.86	0.00	0.00	0.00	13.86
Capital Projects Series 2008	1,576,188.88	0.00	38,314.96	245.62	1,538,119.54
Debt Service Series 2012A	40.45	0.00	0.00	0.00	40.45
Debt Service Series 2012B	4,775.92	0.00	0.00	0.76	4,776.68
Capital Projects Series 2012A	12.21	0.00	0.00	0.00	12.21
Debt Service 2013	4,511.28	0.00	0.00	0.75	4,512.03
Capital Projects 2014A	139.53	0.00	0.00	0.00	139.53
Capital Projects 2014B	4,126,588.29	0.00	0.00	654.66	4,127,242.95
Debt Service 2015	3,300,003.43	0.00	0.00	523.51	3,300,526.94
Capital Projects 2015	50,978,959.84	0.00	0.00	8,087.50	50,987,047.34
<b>TEXAS TERM/DAILY Fund</b>					
Capital Projects Series 2007	1,005,259.07	0.00	0.00	192.49	1,005,451.56
Capital Projects Series 2008	140.78	0.00	0.00	0.03	140.81
Capital Projects Series 2012A	464,120.26	0.00	0.00	88.87	464,209.13
Capital Projects Series 2014A	18,023,470.01	0.00	0.00	3,451.14	18,026,921.15
Capital Projects Series 2014B	9,844,654.66	0.00	0.00	1,885.06	9,846,539.72
Debt Service 2015	1,885,947.49	0.00	0.00	361.12	1,886,308.61
Capital Projects 2015	29,134,406.74	0.00	0.00	5,578.66	29,139,985.40
<b>ACCOUNT TYPE</b>			<b>AVG. RATE OF RETURN</b>	<b>CURRENT MONTH EARNINGS</b>	
TEXPOOL ACCOUNT INTEREST			0.19	\$15,258.96	
LONE STAR ACCOUNT INTEREST			0.17	\$5,941.57	
MBIA TEXAS CLASS ACCOUNT INTEREST			0.29	\$10,447.59	
TEXSTAR ACCOUNT INTEREST			0.19	\$9,512.87	
TEXAS TERM/DAILY ACCOUNT INTEREST			0.23	\$11,557.37	
<b>TOTAL CURRENT MONTH EARNINGS</b>				<b>\$52,718.36</b>	
<b>EARNINGS 9-01-15 THRU 11-30-15</b>				<b>\$94,255.76</b>	
<b>TOTAL CURRENT SCHOOL YEAR EARNINGS</b>				<b>\$146,974.12</b>	

**CONSIDER APPROVAL OF RESOLUTION APPROVING LIST OF QUALIFIED  
INVESTMENT BROKER/DEALERS**

**RECOMMENDATION:**

That the Board of Trustees consider approval of the attached resolution approving a list of qualified investment broker/dealers.

**IMPACT/RATIONALE:**

In compliance with the Public Funds Investment Act, Section 2256.025 of the Texas Government Code, the Board of Trustees shall review, revise, and adopt a list of qualified investment broker/dealers that are authorized to engage in direct investment transactions with the District.

**PROGRAM DESCRIPTION:**

Funds are currently on deposit with the District's depository bank and the following approved investment pools:

Texpool	TexStar
LoneStar	TexasTerm/Daily
MBIA, Texas CLASS	

The District intends to continue using the currently authorized investment pools. In addition, investment officers plan to expand the District's investment program to include the purchase of individual securities from those on the list of approved broker/dealers. These securities will include only those authorized by the District's investment policy (see attached excerpt from Board Policy CDA (Local), section entitled "Approved Investment Instruments").

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer  
Yvonne Dawson, RTSBA, Budget and Treasury Officer  
Michele Reynolds, CPA, Director of Finance

Recommended for approval:

*Thomas Randle*

Dr. Thomas Randle  
Superintendent



**RESOLUTION**

**WHEREAS**, Section 2256.025, Texas Government Code, as amended, requires the governing body of the local government to review, revise, and adopt a list of qualified investment brokers that are authorized to engage in investment transactions with the District, and

**WHEREAS**, BOSC, Inc., Citigroup Global Markets, Coastal Securities, JP Morgan Securities, Mesirov Financial, Morgan Stanley, Piper Jaffray & Co., Raymond James, Stifel, Nicolaus & Co., and Wells Fargo Securities, and authorized investment pools (Texpool, LoneStar, MBIA Texas CLASS, TexStar, and TexasTerm/Daily), hereinafter referred to as the investment pools”, may engage in investment transactions with Lamar Consolidated Independent School District, and

**WHEREAS**, the Board of Trustees of Lamar Consolidated Independent School District wish to adopt the investment brokers as qualified investment brokers that are authorized to engage in investment transactions with the District as required by Section 2256.025, Texas Government Code;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Lamar Consolidated Independent School District that the investment brokers are approved as qualified investment brokers that are authorized to engage in investment transactions with the District as required by Section 2256.025, Texas Government Code, as amended.

**PASSED AND ADOPTED**, this the 21<sup>st</sup> day of January 2016.

**LAMAR CONSOLIDATED INDEPENDENT  
SCHOOL DISTRICT**

**By:** \_\_\_\_\_  
Kathryn Kaminski  
President, Board of Trustees

**ATTEST:**

**By:** \_\_\_\_\_  
Anna Gonzales  
Secretary, Board of Trustees

**CONSIDER APPROVAL OF DONATIONS TO THE DISTRICT**

**RECOMMEDATION:**

That the Board of Trustees approve donations to the District.

**IMPACT/RATIONALE:**

Policy CDC (Local) states that the Board of Trustees must approve any donation with a value in excess of \$2,500.

**PROGRAM DESCRIPTION:**

Hutchison PTA donated \$5,312 for field trips for Hutchison Elementary School.

Ryon Community Organization donated \$4,079 to furnish and install high performance window film and window treatments in the cafeteria to be used for theatrical productions, etc. at Polly Ryon Middle School.

Westheimer Lakes POA donated \$5,400 in support of the JROTC at Terry High School.

Thomas Elementary PTO donated \$35,009.13 to purchase a backstop, soccer goals, outdoor classroom, shade structure, and tables for Thomas Elementary School.

Recommended for approval:



Dr. Thomas Randle  
Superintendent

**CONSIDER APPROVAL OF BOARD CALENDAR FOR 2016**

**RECOMMENDATION:**

That the Board of Trustees approve the proposed Board Calendar for 2016.

**IMPACT/RATIONALE:**

The Board of Trustees has major responsibilities and activities at certain times during the year. This calendar outlines a timeline for when these major responsibilities and activities should occur. Upon approval, this calendar will be followed unless the Board President and Superintendent agree upon changes.

Recommended for approval:



Dr. Thomas Randle  
Superintendent

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD CALENDAR  
2016**

January	Audit Report Hearing on AEIS Report School Calendar Superintendent's Evaluation
March	Administrative Contracts
April	Employee Contracts
May	Graduations
June	Budget Workshop
July	Superintendent's Formative Conference Monitor Progress of District Goals Budget Workshop
August	Board Member Training Report Budget Workshop Public Hearing on Budget Budget Adoption for 2016 – 2017 Teacher Appraisal Calendar Current Year Final Budget Amendments Public Hearing on Tax Rate Adoption of Tax Rate for 2016
September	District Improvement Plans Campus Improvement Plans School FIRST Report
October	Board/Superintendent Team Building
December	Board Member Training Report

**CONSIDER ADOPTION OF 2016-2017 STUDENT/STAFF  
INSTRUCTIONAL CALENDAR**

**RECOMMENDATION:**

That the Board of Trustees approve the student/staff instructional calendar (attached) for 2016-2017, as recommended by the District-wide Student Improvement Council (DSIC).

**IMPACT/RATIONALE:**

At a meeting held on November 4, the DSIC—a district-wide committee of teachers, parents, community members and administrators—reviewed two calendar proposals developed by the administration. The DSIC members were asked to discuss the two proposals with their campus staff/communities and to submit any new recommendations. One additional recommendation was submitted. The District also adjusted one of its options based upon feedback from the November DSIC meeting.

The DSIC met on January 13 and Calendar Option C was the option selected to bring to the Board for approval with 35 votes. Option A received 14 votes. Option B received 4 votes. Those favoring Option C expressed a desire to have a full week off at Thanksgiving and preferred not to have two staff development days immediately following the Winter Break.

**PROGRAM DESCRIPTION:**

The calendar presented for adoption is based on the instructional requirements of the District and follows state legislative guidelines. The administration will review before adding six/nine weeks begin and end dates, early release days, grading periods and non-work days.

Submitted by: Mike Rockwood, Executive Director of Community Relations

Recommended for approval:



Dr. Thomas Randle  
Superintendent

## INSTRUCTIONAL CALENDAR

- Student and Staff Holiday
- Staff Development and Student Holiday
- Workday/Student Holiday
- Ⓢ Six/Nine Weeks Begins/Ends
- ▲ New Teacher Staff Development Day
- Teacher DMA Day and Student Holiday
- ◆ Bad Weather Make-Up Day (if needed)
- ◆ Workday Make-Up Day (if needed)
- ⚡ Early Release Day (K-5) - 11:30 a.m.
- ⚡ Early Release Day (6-12) - 11:30 a.m.

### STUDENT & STAFF HOLIDAYS

- Sept. 5 • Labor Day
- Sept. 23 • Fort Bend Fair Day
- Nov. 21-25 • Thanksgiving Break
- Dec. 19-30 • Winter Break
- Jan. 16 • MLK Day
- Mar. 13-17 • Spring Break
- April 17 • Easter Break
- May 29 • Memorial Day
- July 4 • Independence Day

### STAFF DEVELOPMENT & STUDENT HOLIDAYS

- August 8 -10 (New Teachers)
- August 11-12, 15-18, January 2, February 20, April 14

### GRADING PERIODS

#### ( ) ELEMENTARY (K-5) & MIDDLE SCHOOL

##### (6) GRADING PERIODS

First Semester: xx Instructional Days

1st Nine Weeks:

2nd Nine Weeks:

Second Semester: xx Instructional Days

3rd Nine Weeks:

4th Nine Weeks:

#### ( ) SECONDARY (7-12) GRADING PERIODS

First Semester: xx Instructional Days

1st Six weeks:

2nd Six Weeks:

3rd Six Weeks:

Second Semester: xx Instructional Days

4th Six Weeks:

5th Six Weeks:

6th Six Weeks:

TOTAL INSTRUCTIONAL DAYS - 176

# 2016-2017

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

AUGUST

S	M	T	W	T	F	S
	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

S	M	T	W	T	F	S
				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

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29

NOVEMBER

S	M	T	W	T	F	S
		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

S	M	T	W	T	F	S
				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

S	M	T	W	T	F	S
	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

S	M	T	W	T	F	S
			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				

FEBRUARY

S	M	T	W	T	F	S
						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

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	24	25	26	27	28	29

APRIL

S	M	T	W	T	F	S
		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		

MAY

S	M	T	W	T	F	S
					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

JUNE

**CONSIDER APPROVAL OF RESOLUTION PROCLAIMING  
BLACK HISTORY MONTH**

**RECOMMENDATION:**

That the Board of Trustees approve the attached resolution proclaiming February 2016 as “Black History Month” in the Lamar Consolidated Independent School District.

**IMPACT/RATIONALE:**

National Black History Month is celebrated during February each year to recognize the rich heritage and significant contributions of persons of African-American heritage, both past and present.

Lamar CISD schools plan a wide variety of special activities to observe Black History Month during February.

Submitted by: Mike Rockwood, Executive Director of Community Relations

Recommended for Approval:



Dr. Thomas Randle  
Superintendent

## Resolution

WHEREAS, **Black History Month** is celebrated throughout the United States during the month of February; and

WHEREAS, **Black History Month** recognizes the rich heritage and significant contributions to our lives by African-Americans; and

WHEREAS, schools are in a unique position to share an appreciation of the heritage and accomplishments of African-Americans among children from all races and backgrounds; and

WHEREAS, Lamar CISD schools commemorate **Black History Month** with special activities and observances;

NOW, THEREFORE, BE IT RESOLVED that the Trustees of the Lamar Consolidated Independent School District declare **February 2016** as **Black History Month** in the Lamar Consolidated Independent School District and encourage members of our community to share in this celebration of American heritage.

Adopted this 21<sup>st</sup> day of January, 2016.

**BLACK  
HISTORY**  
MONTH

---

Kathryn Kaminski, President

---

Anna Gonzales, Secretary



**CONSIDER APPROVAL OF RESOLUTION PROCLAIMING  
CAREER AND TECHNICAL EDUCATION MONTH**

**RECOMMENDATION:**

That the Board of Trustees approve the attached resolution proclaiming February 2016 as “Career and Technical Education Month” in the Lamar Consolidated Independent School District.

**IMPACT/RATIONALE:**

The growing Texas population is becoming less rural, more global and more diverse. Our students need to be aware of, and prepared for, all opportunities in the work place. Specialized training is imperative. The knowledge necessary for a skilled-labor force in Texas starts with Career and Technical Education (CTE) at the secondary level.

Knowing that CTE plays a critical role in student development, proclaiming February 2016 as “Career and Technical Education Month” will provide the community with a clear statement that CTE is valued and very important in the Lamar CISD.

**PROGRAM DESCRIPTION:**

From a beginning with a limited number of vocational training programs, CTE has evolved into a broad system encompassing a variety of challenging fields. CTE features diverse subjects that are constantly evolving due to a changing global economy.

Today’s CTE provides students:

- Academic subject matter taught with a relevance to the real world;
- Employability skills, from job-related abilities to workplace ethics;
- Career pathways that link secondary and post-secondary education; and
- Education for training related to workplace training, skill upgrades and career advancement.

For the fall of 2015, Lamar CISD had approximately 5,528 students participating in CTE courses from grades 7-12.

Submitted by: Joel Garrett, Director of Career and Technical Education

Recommended for approval:



Dr. Thomas Randle  
Superintendent

## Resolution

WHEREAS, the Association for Career and Technical Education has designated February 1-29, 2016 as **Career and Technical Education Month**; and

WHEREAS, profound economic and technological changes in our society are reflected in the structure and nature of work, placing new and additional responsibilities on our educational system; and

WHEREAS, career and technical education provides a career connection and is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America's leadership in the international marketplace; and

WHEREAS, career and technical education gives high school students experience in practical, meaningful applications of skills such as reading, writing and mathematics, improving the quality of their education, motivating potential dropouts and giving all students leadership opportunities; and

WHEREAS, the ever-increasing cooperative efforts of career and technical educators, business and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for careers that are expected to experience the largest and fastest growth in the next decade;

THEREFORE, be it resolved, that the Board of Trustees of the Lamar Consolidated Independent School District declare February 1-29, 2016 as **Career and Technical Education Month** and urge all citizens to become familiar with the services and benefits offered by career and technical education programs and to support these programs to enhance work skills and productivity.

Adopted this 21<sup>st</sup> day of January, 2016.

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Kathryn Kaminski, President

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Anna Gonzales, Secretary

**CONSIDER APPROVAL OF RESOLUTION PROCLAIMING  
SCHOOL COUNSELOR WEEK**

**RECOMMENDATION:**

That the Board of Trustees approve the attached resolution proclaiming the week of February 8 – 12, 2016 as "School Counselor Week" in the Lamar Consolidated Independent School District.

**IMPACT/RATIONALE:**

Professional counselors are valuable members of the educational teams in schools. They contribute to the development of children through guidance, counseling, consultation, coordination, assessment, and program management.

School counselors also work with parents, teachers, administrators, and the community to optimize student learning. They are important resource persons in understanding and responding to student behavior.

School counselors respond daily to crises in students' lives. These crises include issues such as suicide, abuse, drug and alcohol use, pregnancy, and family problems.

Submitted by: Mike Rockwood, Executive Director of Community Relations

Recommended for Approval:



Dr. Thomas Randle  
Superintendent

## Resolution

WHEREAS, **School Counselors** help students in public and private schools to reach their full potential; and

WHEREAS, **School Counselors** are committed to helping students explore their abilities, strengths, interests and talents as these traits relate to career awareness and development; and

WHEREAS, **School Counselors** help parents focus on ways to further the educational, personal and social growth of their children; and

WHEREAS, **School Counselors** work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

WHEREAS, **School Counselors** identify and utilize community resources that enhance and supplement comprehensive school counseling programs and help students become productive members of society.

NOW THEREFORE, BE IT RESOLVED that the Trustees of the Lamar Consolidated Independent School District recognize the importance of school counseling programs, which are an integral part of the educational process that enables all students to achieve success in school and declare the week of February 8 – 12, 2016 as School Counselor Week in the Lamar Consolidated Independent School District.

Adopted this 21<sup>st</sup> day of January, 2016.

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Kathryn Kaminski, President

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Anna Gonzales, Secretary

**CONSIDER APPROVAL OF NOMINATION OF CANDIDATE FOR POSITION ON THE  
TEXAS ASSOCIATION OF SCHOOL BOARDS (TASB) BOARD OF DIRECTORS**

**RECOMMEDATION:**

That the Board of Trustees approve the nomination of \_\_\_\_\_ for Position A on the Texas Association of School Boards (TASB) Board of Directors.

**IMPACT/RATIONALE:**

In November 2015, Region 4, Position A, on the TASB Board became vacant when Ron Crier was not reelected to the Spring ISD Board. This vacancy may be filled by the TASB Board until the next Delegate Assembly in 2016.

**PROGRAM DESCRIPTION:**

The TASB Board of Directors is charged with carrying out the policies established by the Delegate Assembly of the Association. The individual Director is expected to attend five meetings of the Board each year with one of the meetings being at the same time as the annual state convention in the fall. In addition, the Director will be asked to serve on a standing committee that will meet on an as-needed basis, normally in conjunction with a Board meeting.

Recommended for approval:



Dr. Thomas Randle  
Superintendent



Texas Association of School Boards  
P.O. Box 400 • Austin, Texas 78767-0400 • 512.467.0222 • 800.580.8272

*Serving Texas Schools Since 1949*

January 6, 2016

Dear Board Presidents, Superintendents, and Superintendent Secretaries, Region 4

This is a reminder that your local board has been invited to submit a nominee to fill the interim position for TASB Region 4 on the TASB Board of Directors.

Region 4, Position A, on the TASB Board recently became vacant when Ron Crier was not reelected to the Spring ISD Board. This vacancy may be filled by the TASB Board until the next Delegate Assembly in 2016.

A TASB Director represents his or her region on the Board, guiding the organization in fulfilling its mission to provide advocacy, visionary leadership, and high-quality services to you, our members.

If your local school board would like to nominate a candidate to fill this interim position, please follow the attached instructions and complete and return the attached forms. **Nominations must be received in the TASB Headquarters no later than Friday, March 4, 2016.** If you have questions or need further information, please contact Sheri Hicks at 800.580.8272, ext. 2800.

We appreciate your participation in TASB's governance process and your ongoing commitment to Texas public schools!

Sincerely,

Andra Self  
TASB Nominations Committee Chair

## INSTRUCTIONS FOR TASB BOARD NOMINATIONS

### About the TASB Board of Directors

The TASB Board of Directors is charged with carrying out the policies established by the Delegate Assembly. The individual Director is expected to attend four Board meetings of the Board with one of the meetings being at the same time as the annual TASA/TASB Convention. In addition, the Director will be asked to serve on a standing committee that will meet as needed in conjunction with Board meetings. The Director should be a capable, experienced school board member who can assist in providing the Association with outstanding leadership.

### How to Nominate a Candidate to the TASB Board

To nominate an individual from your local school board, please complete the following attached forms:

- A. Active member's nomination and candidate's willingness to serve
- B. Nominated individual's biographical information
- C. Candidate questionnaire

**The completed materials must be received in the TASB Austin office no later than Friday, March 4, 2016.** Nominations that do not meet the deadline cannot be accepted.

TASB will e-mail the nominated individual and the superintendent a confirmation that the forms have been received.

If an acknowledgment is not received, contact Sheri Hicks or Susan Tabbee at 800.580.8272, ext. 3573, or [susan.tabbee@tasb.org](mailto:susan.tabbee@tasb.org).

### The Next Steps

The candidate will be introduced to the Nominations Committee at its meeting on Thursday – Friday, March 31 - April 1 at the TASB Headquarters in Austin. **Immediately after the nominations period closes, candidates will be notified of their interview times.**

If you have questions or need further information, please contact Sheri Hicks or Susan Tabbee at 800.580.8272, ext. 3573, or [susan.tabbee@tasb.org](mailto:susan.tabbee@tasb.org).

We appreciate your participation in this nomination process.



# TASB NOMINATION FORM

This is to serve as the nomination of a member of our local board to fill a position on the TASB Board of Directors.

### CANDIDATE INFORMATION

NAME: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

Our school district's board of trustees understands:

1. Expenses incurred for the candidate to attend the Nominations Committee interview will be the responsibility of the candidate's local school district.
2. The local board's nomination of one of its trustees shall be considered the district's endorsement for that Director position.
3. A TASB Director's attendance at regular TASB Board meetings is important.
4. Lodging and transportation expenses incurred by TASB Directors attending regular spring, summer and December Board meetings are reimbursed by the Association and transportation expenses and three nights' lodging incurred attending the Convention Board meeting are reimbursed by the Association.

This nomination was approved by our board of trustees at a duly called meeting on \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Signature of board president or officer)

NAME: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

### WILLINGNESS TO SERVE (To Be Completed By The Candidate)

I, \_\_\_\_\_, confirm my willingness to serve, if elected, as a member of the TASB Board of Directors for Region \_\_\_\_\_, Position \_\_\_\_\_.

\_\_\_\_\_  
(Signature of candidate)

This form is to be used to nominate a member of your Local Board as a candidate to fill a position on the TASB Board of Directors.

**Must be received in the TASB Austin Headquarters on or before MARCH 4, 2016.**

**RETURN TO:** TASB, Inc.  
Attn: Board and Management Services  
P.O. Box 400  
Austin, Texas 78767-0400  
**E-mail: [susan.tabbee@tasb.org](mailto:susan.tabbee@tasb.org)**  
FAX: 512.467.3554





# TASB BOARD CANDIDATE BIOGRAPHICAL SKETCH

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ RESIDENCE PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ FAX NUMBER (if applicable): \_\_\_\_\_

We communicate with our Board members primarily via e-mail and the Internet. Please list your preferred active email address.

E-MAIL: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

LOCAL TERM EXPIRES: \_\_\_\_\_ YEARS ON BOARD: \_\_\_\_\_  
(Month/year)

Upon expiration of current term on your local board, will you seek reelection?

Yes\_\_\_\_ No\_\_\_\_

BOARD POSITIONS HELD/DATES: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_ Dates: \_\_\_\_\_

EDUCATION-HIGH SCHOOL: \_\_\_\_\_ COLLEGE: \_\_\_\_\_

OTHER EDUCATION: \_\_\_\_\_ DEGREES: \_\_\_\_\_

HOBBIES/SPECIAL INTERESTS: \_\_\_\_\_

BUSINESS/PROFESSIONAL/CIVIC GROUP MEMBERS (Offices held and dates): \_\_\_\_\_

ADDITIONAL COMMENTS (Use reverse side if additional space is required.): \_\_\_\_\_

**Please attach a short bio and include a current picture in jpeg format.**

Additional Comments: (Use reverse side if additional space is required.)



# TASB BOARD CANDIDATE QUESTIONNAIRE

NAME: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

POSITION: \_\_\_\_\_

I affirm that my board has approved my candidacy, and the Nominations Form has been submitted to TASB (or is included in this mailing) as evidence.

1. What motivates you to serve on the TASB Board?

2. What contributions can you make?

3. Service as a TASB Director is a very rewarding experience, but it is a time-consuming endeavor. Please address your commitment to serve as a Director.

4. Please provide evidence of your leadership abilities.

5. If selected, what are some unique characteristics or perspectives you bring to the Board?

6. Describe the characteristics of a good board member. What are at least three or four behaviors of a good board member?



10. Additional information: What else would you like for us to know about you?

---

(Signature of candidate)

---

(Date)

This form is to be used by a candidate interested in filling a position on the TASB Board of Directors.

**Must be received in the TASB Austin Headquarters on or before**  
**MARCH 4, 2015**

**RETURN TO:** TASB, Inc.  
Attn: Board and Management Services  
P.O. Box 400  
Austin, Texas 78767-0400  
**E-mail: [susan.tabbee@tasb.org](mailto:susan.tabbee@tasb.org)**  
FAX: 512.467.3554

**CONSIDER DESIGNATION OF GULF COAST AREA ASSOCIATION OF SCHOOL  
BOARDS' (GCAASB) POSITIVELY PROMOTING PUBLIC SCHOOLS COMMITTEE**

**RECOMMENDATION:**

That the Board of Trustees designate \_\_\_\_\_ to work with Gulf Coast Area Association of School Boards' (GCAASB) Positively Promoting Public Schools Committee.

**IMPACT/RATIONALE:**

The GCAASB Executive Board determined that since public education is under attack from the legislature, taxpayers, and even parents, a broader, unified and positive effort must be undertaken by all school districts in the Gulf Coast area. While local school districts and their school board and administrative leadership team are to be commended on their efforts to promote public education in their respective communities, the GCAASB Executive Board has seen that county-wide and region-wide efforts, like the "Go-Public!" campaign in Bexar County, provide another and stronger voice when actions are unified.

Recommended for approval:



Dr. Thomas Randle  
Superintendent

Following is the information requested regarding the Positively Promoting Public Schools Committee:

The Gulf Coast Area Association of School Boards Executive Board has determined that since public education is under attack from the legislature, taxpayers, and even parents, a broader, unified and positive effort must be undertaken by all school districts in the Gulf Coast area. While local school districts and their school board and administrative leadership team are to be commended on their efforts to promote public education in their respective communities, the GCAASB Executive Board has seen that county-wide and region-wide efforts, like the "Go Public!" campaign in Bexar County, provide another and stronger voice when actions are unified.

Each school board is asked to designate one of its members to attend a meeting of the Positively Promoting Public Schools Committee to determine how the GCAASB can develop that broad, unified and positive effort to promote public education throughout the Gulf Coast area. That meeting will be held in the latter half of February at Region 4 ESC. Tentatively, sub-committees will be formed to focus on specific efforts, and the number of sub-committee meetings and location of those meetings will be determined by the sub-committee members. It is anticipated that the efforts will not be limited to just school boards, but will involve the cooperation and participation of superintendents, public information staff, and other public education supporters.

The name, mailing address, e-mail address, and best contact telephone number of the Board-designated trustee is to be e-mailed to GCAASB Executive Secretary Jerry Smith at [GCSchoolBoards@aol.com](mailto:GCSchoolBoards@aol.com) by not later than Friday, January 29 so that the organizational meeting can be scheduled.

GCAASB Director Bob Covey, who is a member of the Cypress-Fairbanks ISD Board of Trustees, is chairing the Positively Promoting Public Schools Committee.

Should you require additional information, please contact Mr. Covey at 713-304-2274 or Mr. Smith at 832-722-0213.

Jerry Smith, Executive Secretary  
Gulf Coast Area Association of School Boards  
20015 Legend Oak Dr., Humble, TX 77346-1746  
832-722-0213  
[GCSchoolBoards@aol.com](mailto:GCSchoolBoards@aol.com)  
***Proud of Our Public Schools!!!***

**CONSIDERATION ADOPTION OF THE DEAN LEAMAN JUNIOR HIGH SCHOOL  
MASCOT AND SCHOOL COLORS**

**RECOMMENDATION:**

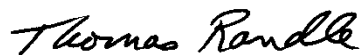
That the Board of Trustees approve Chargers as the mascot and purple and black as the school colors for Dean Leaman Junior High campus.

**IMPACT/RATIONALE:**

Sharing the same mascot – determined by student feedback – provides a symbol representing the school community. This, in turn, builds a sense of belonging. “Once a Charger, always a Charger.” Students entering Dean Leaman Junior High campus will see themselves as “Chargers” and carry that into Churchill Fulshear Jr. High School. Current schools that employ this philosophy are George Ranch High School (Longhorns), Southlake Carroll (Dragons), Katy High School (Tigers), Needville (Blue Jays), and El Campo (Ricebirds).

Submitted by: Dan Ward, Principal, Churchill Fulshear Jr. High School  
Michael Semmler, Principal, Dean Leaman Junior High  
Leslie Haack, Executive Director of Secondary Education

Recommended for approval:



Dr. Thomas Randle  
Superintendent



**CONSIDER APPROVAL OF CHILLER REPLACEMENT FOR  
CAMPBELL ELEMENTARY SCHOOL**

**RECOMMENDATION:**

That the Board of Trustees approve Texas Air Systems for the purchase and installation of two (2) 210 ton chillers for Campbell Elementary School in the amount of \$327,400 and amend budgets as necessary.

**IMPACT/RATIONALE:**

The procurement method is an interlocal contract with TIPS-USA Purchasing Cooperative. (Contract # 1032615) The current two (2) 210 ton units are failing and are requiring attention daily. The chillers were installed in 2000, at original construction. Both chillers are experiencing coil corrosion, compressors leaking internally, and the computer boards are obsolete. The lead time to purchase a new chiller is approximately eight weeks. This will allow installation during spring break 2016.

**PROGRAM DESCRIPTION:**

Upon approval Texas Air Systems will begin the process to install the new chillers at Campbell Elementary.

Submitted by: Kevin McKeever, Administrator for Operations  
Aaron Morgan, Director of Maintenance & Operations (Region 4)

Recommended for approval:



Dr. Thomas Randle  
Superintendent



# QUOTATION

12650 Directors Dr., Suite #600  
 Stafford, Texas 77477  
 Office: (832) 342-7000  
 Cell: (832) 274-5790  
 Bruce Colborne

**Project:** *Campbell Elementary School Chillers*      **Quote Date:** **1/7/2016**  
**Customer:** *Paul Gutowsky, RTSBA, ATEM*              **Addendum:** **None**

## PRICING SUMMARY

QTY	MARK FOR	DESCRIPTION	TOTAL
2	CH-1, 2	210 Ton Air Cooled Chillers and Chilled Water Pumps (Spring Break Project)	\$ 315,400.00
Add for overtime if the project has to be completed over a weekend			\$ 12,000.00

**This proposal is in accordance with the TIPS Contract and will be processed thru the TIPS "Buy Board". The Texas AirSystems contract number is: 1032615**

## 2- QUANTECH AIR COOLED SCREW CHILLERS

Unit Construction and Description:

- All Aluminum Microchannel Coils
- Rotary Screw Compressors with Variable Speed Drives
- Service Isolation Valves
- Dual Refrigerant Circuits
- Unit mounted Non-Fused Disconnect Switch with Lockable Handle
- Louvered Enclosure Panels (Around Condenser Only)
- Low Sound Fans
- R-134A Refrigerant
- Water Box Heaters with separate 115 Volt circuits
- Shipping Bag to protect against freight damage

Controls Standard on Units:

- BACnet, Native Unit Communication
- Controls Transformer

Services and Warranties:

- Standard 12 Month Warranty on Parts and labor
- Five Year Warranty on Compressor (parts only no labor)
- Startup Services
- Freight to Jobsite

## 2- CHILLER WATER PUMPS

Unit Construction and Description:

- End Suction Pumps
- Open Drip Proof Motors, 1750 RPM
- Suction diffusers
- Check Valves
- Flex Connects
- Isolation Valves

## 2- INSTALLATION OF: CHILLERS, PUMPS and PIPING

### Installation Description:

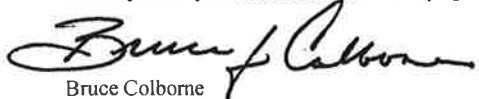
- Remove existing
  - Chillers
  - Pumps
  - Insulation as required
  - Drain chilled water system
  - Piping as required
  - Electrical as required
- Rigging
  - New Chillers
  - New Pumps
  - Piping and Piping supports
- Installation
  - New Chillers
  - New Pumps
  - New Chilled Water Piping as required
  - New Chilled Water Pipe Insulation as required
  - New Electrical Junction Box at Chiller pad
  - New Chilled Water Isolation Valves at pumps and chillers
  - New Glass Thermometers in chilled water supply and return lines
  - New Electronic Flow Switches
  - New Pressure Ports, BAS Wells, Drains, Vents and flex connects at the chillers
  - New 2" Fiberglass Insulation with Aluminum Jacket (Outside) and Painted Jacket (Inside)
  - New Rubber in Shear Isolation pads for chillers
  - Fill and Leak Check the system
  - All work will be done in a professional and workmanship man
  - Site will be cleaned of all construction debris
  - Permits and Inspections
- Improvements to System
  - Temporary Chilled water taps for rental hook up including
    - Full Size piping drops
    - Service Valves
    - Blind Flanges
    - Insulation as required
  - Additional service valves in supply chilled water lines to building at each chiller
  - Electronic flow switches at each chiller
  - Low sound condenser fans

Not Included: Items not specifically listed above, field testing and balancing, new electrical components or switch gear, refrigerant warranty, water treatment or inhibitors.

### Project Notes:

1. Chillers will be removed and disposed of with considerations of refrigerant and oil disposal requirements
2. The building HVAC system will be down while the chilled loop is open for this project
3. Water Treatment and inhibitors are not included in this scope.
4. No painting is included in this scope

Thank you for your consideration on this project.



Bruce Colborne  
VP Business Development  
Texas AirSystems, Inc.  
12650 Directors Drive, Ste. 600  
Stafford, Texas 77477

- 1) This quotation is subject to change without notice and void after 15 days.
- 2) Add to the prices quoted any sales tax payable on the transaction under any effective Federal or State statute.
- 3) F.O.B. Factory, FFA, Per Mutually Agreed Schedule. No material to be returned without written authorization.
- 4) PAYMENT TERMS: Net 30 Days, Upon Receipt of Satisfactory Credit Information
- 5) TAS equipment will be supplied based upon approved submittal data
- 6) Retainage is not allowed. TAS is a material supplier, and will be supplying the entire purchase order value upon delivery of equipment
- 7) Payment to TAS cannot be conditioned on receipt of payment from the owner to a contractor, construction manager, or customer
- 8) TAS standard warranty, parts only, is for 12 months from start up date, not to exceed 18 months from ship date
- 9) TAS is responsible and accountable only for the acts and omissions of TAS
- 10) Insurance certificates and bonds can/will be provided upon request.

**CONSIDER APPROVAL OF TRAFFIC ENGINEERING STUDY  
FOR THE NEW ELEMENTARY #25**

**RECOMMENDATION:**

That the Board of Trustees approve Traffic Engineers, Inc. for the traffic engineering study for the new Elementary #25 in the amount of \$13,000.

**IMPACT/RATIONAL:**

The traffic engineering study is a professional service that the District must contract directly. These funds were allocated within the 2014 Bond Budget.

**PROGRAM DESCRIPTION:**

The traffic engineering study will generate reports that provide traffic flow patterns the architect needs to complete the construction specifications. These reports are crucial in the design and construction of the new Elementary #25.

Submitted By: Kevin McKeever, Administrator for Operations  
Steve Hoyt, Vanir/Rice & Gardner Consultants, Inc., A Joint Venture

Recommended for approval:



Dr. Thomas Randle  
Superintendent

# ***TRAFFIC ENGINEERS, INC.***

INNOVATIVE TRANSPORTATION SOLUTIONS

801 Congress  
Suite 325  
Houston, TX 77002

Voice (713) 270-8145  
Fax (281) 809-0807  
www.trafficengineers.com

Texas Registration Number F-003158

January 8, 2016

Mr. Kevin McKeever  
Administrator of Operations  
Lamar Consolidated ISD  
3911 Ave I  
Rosenberg, Texas 77471

Re: Proposal for Traffic Study for LCISD Elementary School #25

Dear Mr. McKeever:

This letter constitutes our proposal to conduct a Traffic Study for the proposed LCISD Elementary School #25 located at the northeast corner of South Firethorne Drive and Joan Collier Trace.

## ***Scope of Services***

### **Task 1 - Data Collection**

Traffic Engineers, Inc. will conduct 24-hour traffic counts at the following locations:

- South Firethorne Drive, east of Joan Collier Trace
- Joan Collier Trace, north of South Firethorne Drive

The following information will be provided by LCISD/PBK:

- Year school will open
- Arrival and dismissal times
- Number of students
- Number of staff
- Number of buses (regular routes and special needs)
- Number of day care vans
- Names of existing schools that generate approximately the same amount of parent traffic expected to be generated by the future Elementary School #25
- Approximate attendance zone

A site visit will be conducted to collect pertinent information for the study. Traffic Engineers, Inc. will observe dismissal at the existing school(s) identified by LCISD that generate approximately the same amount of parent traffic expected to be generated at the future elementary school. The total number of parents and the maximum queue of parents will be used to determine the amount of on-site stacking needed at Elementary School #25.

**Task 2 - Trip Generation and Distribution**

The amount of traffic expected to be generated by Elementary School #25 will be estimated based on the information obtained from LCISD/PBK in Task 1 and data collected at the existing schools.

The traffic volumes will be distributed to the following intersections:

- South Firethorne Drive and Joan Collier Trace
- Joan Collier Trace at Student drop-off/pick-up driveway
- South Firethorne Drive at Bus/staff driveway

**Task 3 - Traffic Impact Analysis**

The school site plan will be evaluated with respect to on-site traffic circulation. The amount of on-site storage needed for the student drop-off/pick-up area, the bus loading/unloading area and staff parking lot will be analyzed.

Traffic projections will be developed for Build-out conditions for the opening year of the elementary school assuming ultimate enrollment with portable buildings.

The impact of the school generated traffic on the adjacent roadways will also be analyzed to ensure adequate off-site circulation.

**Task 4 - Study Findings**

A report will be prepared documenting the findings and recommendations for on-site and off-site circulation. The study will be submitted to the City of Fulshear and Fort Bend County.

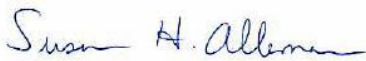
**Compensation and Schedule**

Based on our estimate of hours required to complete this project, compensation of \$13,000 is proposed on a lump sum basis.

A draft report will be submitted to LCISD/PBK for review by March 7, 2015.

Please contact me at (713) 446-4442 or at [susan@trafficengineers.com](mailto:susan@trafficengineers.com) if you have any questions regarding this proposal.

Sincerely,



Susan H. Alleman  
Principal

Accepted by:

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

Date \_\_\_\_\_

**CONSIDER APPROVAL OF GEOTECHNICAL STUDY  
FOR THE NEW ELEMENTARY #25**

**RECOMMENDATION:**

That the Board of Trustees approve Terracon, Inc. for the geotechnical engineering services for the design of the new Elementary #25 in the amount of \$6,100.

**IMPACT/RATIONAL:**

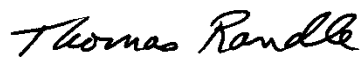
Geotechnical Engineering Services are a professional service that the District must contract directly. These funds were allocated within the 2014 Bond Budget.

**PROGRAM DESCRIPTION:**

Geotechnical services will generate reports that provide foundation design criteria the architect needs to complete the construction specifications. These reports are crucial in the design and construction of the new Elementary #25.

Submitted By: Kevin McKeever, Administrator for Operations  
Steve Hoyt, Vanir/Rice & Gardner Consultants, Inc., A Joint Venture

Recommended for approval:



Dr. Thomas Randle  
Superintendent

January 8, 2016

Lamar Consolidated Independent School District  
c/o PBK Architects  
11 Greenway Plaza Suite 2210  
Houston, Texas 77046

Attn: Mr. Lorin Pargoud  
Project Executive

Re: Cost Estimate for Geotechnical Engineering Services  
LCISD Elementary School No. 25  
Joan Collier Trace and South Firethorne Road  
Fort Bend County, Texas  
Terracon Document No. P92165019

Dear Mr. Pargoud

Terracon Consultants, Inc. (Terracon) understands that we have been selected based on qualifications to provide Geotechnical Engineering Services for the above referenced project. This document outlines our understanding of the scope of services to be performed by Terracon for this project and provides an estimate of the cost of our services.

## 1.0 PROJECT INFORMATION

Item	Description
<b>Site location</b>	The project site is on a tract of land, approximately 13.54 acres in size, located northeast of the intersection of Joan Collier Trace and South Firethorne Road in Fort Bend County, Texas.
<b>Existing conditions</b>	Based on available aerial photographs, the project site appears to be vacant at the time of this proposal. Additionally, a drainage ditch appears to cross the site in an east/west direction.
<b>Proposed improvements</b>	Single-story school building with a footprint area of approximately 90,000 square feet.
<b>Building construction (assumed)</b>	Steel-frame construction with either a structurally suspended and supported floor slab system or a grade-supported floor slab.
<b>Building foundation system (assumed)</b>	Drilled-and-underreamed footings.
<b>Finished floor elevation (assumed)</b>	Within approximately one to two feet above existing grade.



Item	Description
<i>Continued from Page 1.</i>	
Maximum structural loads (assumed)	<ul style="list-style-type: none"> <li>■ Column loads: 100 to 150 kips.</li> <li>■ Floor slab pressure: 125 pounds per square foot.</li> </ul>

If our understanding of the project is not accurate, please let us know so that we may adjust our scope of services and estimated cost, if necessary.

## 2.0 SCOPE OF SERVICES

A brief summary of the services to be provided by Terracon is presented in the following paragraphs.

Field Program. The field program for this project is planned to consist of drilling seven test borings to depths of 20 feet in the area of the proposed school building along with five test borings to depths of 5 feet in the proposed pavement areas. The total drilling footage is planned to be 165 feet.

The borings will be located in the field by measuring from the site boundaries and on-site features shown on the drawing provided to us. The layout of the borings will be approximate. The boring depths will be measured from existing grade.

The drilling services for this project will be performed by a drilling subcontractor or Terracon's in-house drillers. During drilling, soil samples will generally be collected utilizing either open-tube samplers or the Standard Penetration Test. Once the samples have been collected and classified in the field, they will be properly prepared and placed in appropriate sample containers for transport to our laboratory. The borings will be backfilled with soil cuttings upon completion of drilling.

We plan to use truck-mounted drilling equipment to access the boring locations. The scope of services stated herein assumes that the site can be accessed during normal business hours and does not include services associated with site clearing, surveying of boring locations, location of underground utilities, or use of special equipment for unusually soft or wet surface conditions. If such conditions are known to exist on the site, Terracon should be notified so that we may adjust our scope of services and estimated fees, if necessary.

Terracon will notify Texas 811, a free utility locating service, to help locate public utilities within dedicated public utility easements. If underground utilities are known to exist within the site, Terracon should be notified so that we may review utility plans to help avoid the existing lines. Terracon cannot be responsible for damage to unmarked and/or unlocated utilities for which we are unaware or that are improperly located.

Laboratory Testing. The sample classifications will be reviewed and a laboratory testing program will be assigned which will be specific to the project requirements and the subsurface conditions observed. The testing program could include, but may not be limited to, moisture contents, unit dry weights, Atterberg Limits, compressive strength tests, and grain-size analyses.

Engineering Report. The results of our field and laboratory programs will be evaluated by a professional Geotechnical Engineer licensed in the State of Texas. Based on the results of our evaluation, an engineering report will be prepared which details the results of the testing performed and provides Boring Logs and a Boring Location Plan. The report will also provide Geotechnical Engineering recommendations which will address the following:

- Site and subgrade preparation;
- Foundation design and construction; and
- Pavement design guidelines.

Schedule. We can initiate our field program within five to seven working days following authorization to proceed, if site access and weather conditions will permit. We anticipate completion of our services and submittal of our final report within about three weeks after completion of our field services. In situations where information is needed prior to submittal of our report, we can provide verbal information or recommendations for specific project requirements directly after we have completed our field and laboratory programs.

### **3.0 COMPENSATION**

For the scope of services outlined in this document, we estimate a cost of \$5,600. If the site is soft and/or wet at the time of our field program, the use of an all-terrain vehicle (ATV) drilling rig may be necessary to access the boring locations. If ATV drilling equipment is utilized to perform the field program, we estimate an additional cost of \$500. Therefore, the total cost for our scope of services would be \$6,100. The cost of our services will not exceed these figures without approval of the client.

Additional consultation (such as attendance on a project conference call, engineering analysis, review of project documents, etc.) requested will be performed on a time-and-materials basis. A Project Engineer billing rate of \$125 per hour will apply. The fee to provide additional consultation services will be in excess of the above provided fee to complete the geotechnical study and will not be incurred without prior approval of the client.



#### 4.0 AUTHORIZATION

Environmental Considerations. In an effort to reduce the potential for cross-contamination of subsurface media and exposure of site workers to contaminants that might be present at the site, Terracon requests that prior to mobilization to the site, the Client inform Terracon of known or suspected environmental conditions at or adjacent to the site. If adverse environmental conditions are present, additional expenses may be necessary to properly protect site workers and abandon borings that penetrate affected groundwater-bearing units.

If Terracon is not informed of potentially adverse environmental conditions prior to the geotechnical services, Terracon will not be responsible for cross-contamination of groundwater aquifers, soil contamination, or any modification to the environmental conditions to the site that may occur during our geotechnical services. The geotechnical scope of services described above is based on our assumption that the site does not pose environmental risks to the personnel conducting the geotechnical exploration services.

Agreement for Services. We have included a copy of our "Agreement for Services." If you agree to the conditions set forth in this document, please sign and return a copy of the accompanying Agreement for Services and an Access Agreement, if applicable, to our office. If you have any questions regarding the terms and conditions in the agreement, or any other aspect of this letter, please feel free to contact us.

We appreciate the opportunity to provide this cost estimate and look forward to the opportunity of working with you.

Sincerely,

**Terracon Consultants, Inc.**

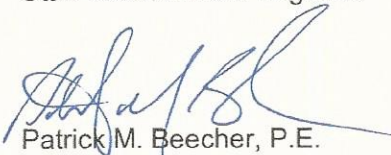
(Texas Firm Registration No. F-3272)



Andrew C. Haskell, E.I.T.  
Staff Geotechnical Engineer



Andrew J. Muras, P.E.  
Project Engineer



Patrick M. Beecher, P.E.  
Senior Project Manager

Attachment: Agreement for Services



limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

- 10. CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client agrees to the level or amount of testing performed and the associated risk. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by services not performed due to a failure to request or schedule Consultant's services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of tests (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Material unless specifically provided in the Services, and that Client is responsible for directing such disposition. In the event that test samples obtained during the performance of Services (i) contain substances hazardous to health, safety, or the environment, or (ii) equipment used during the Services cannot reasonably be decontaminated, Client shall sign documentation (if necessary) required to ensure the equipment and/or samples are transported and disposed of properly, and agrees to pay Consultant the fair market value of this equipment and reasonable disposal costs. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site. Accordingly, Client waives any claim against Consultant and agrees to indemnify and save Consultant, its agents, employees, and related companies harmless from any claim, liability or defense cost, including attorney and expert fees, for injury or loss sustained by any party from such exposures allegedly arising out of Consultant's non-negligent performance of services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

Consultant: Terracon Consultants, Inc.  
 By: *Andrew J Muras* Date: 1/8/2016  
 Name/Title: Andrew J Muras / Project Engineer  
 Address: 11555 Clay Road Suite 100  
Houston, TX 77043  
 Phone: (713) 690-8989 Fax: (713) 690-8787  
 Email: Andrew.Muras@terracon.com

Client: \_\_\_\_\_  
 By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name/Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Reference Number: P92165019



## AGREEMENT FOR SERVICES

This **AGREEMENT** is between PBK Architects ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the LCISD Elementary School No. 25 project ("Project"), as described in the Project Information section of Consultant's Proposal dated 01/06/2016 ("Proposal") unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant's services is described in the Scope of Services section of the Proposal ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. When Consultant subcontracts to other individuals or companies, then consultant will collect from Client on the Subcontractors' behalf. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Compensation section of the Proposal unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties. For a limited time period not to exceed three months from the date of the report, Consultant will issue additional reports to others agreed upon with Client, however Client understands that such reliance will not be granted until those parties sign and return Consultant's reliance agreement and Consultant receives the agreed-upon reliance fee.
- 6. LIMITATION OF LIABILITY.** CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single

**CONSIDER APPROVAL OF NEW APPRAISERS FOR  
TEACHING STAFF, 2015-2016 SCHOOL YEAR**

**RECOMMENDATION:**

That the Board of Trustees approve the 2015-2016 appraiser(s) who have recently become certified or are new to Lamar Consolidated Independent School District (LCISD).

**IMPACT/RATIONALE:**

Rules adopted by the State Board of Education indicate that the local District Board of Trustees must approve appraisers other than the teacher's supervisor.

**PROGRAM DESCRIPTION:**

Listed below are staff members who are new to LCISD or have recently become certified as appraisers for the 2015-2016 school year.

Kayse Lowery

Submitted by: Dr. Kathleen M. Bowen, Chief Human Resources Officer  
Courtney Beard, Personnel Specialist

Recommended for approval:



Dr. Thomas Randle  
Superintendent



**INFORMATION ITEM: BOARD POLICIES -- FIRST READING**

The following local policies are attached for review:

- Localized Policy Manual Update 102
- Localized Policy Manual Update 103

Local policies are customized to provide a procedure or guidelines to enforce the legal policies and district guidelines.

Resource Person: Dr. Thomas Randle, Superintendent



## Localized Policy Manual

# Update 102

Please remember: Log in to [myTASB.tasb.org](http://myTASB.tasb.org) and open *Policy Service Resource Library: Local Manual Updates* to download a PDF of this update packet, annotated copies of the (LOCAL) policies, editable (LOCAL) text, and more.

### Lamar CISD

Update 102 addresses several recent changes in state and federal law; such as amendments to the Texas Administrative Code on special education services, community and student engagement, and community-based fine arts programs; and revised federal rules on the definition of spouse under the Family and Medical Leave Act. As part of Update 102, TASB Policy Service engaged an outside law firm with expertise in bond issues and investments to conduct a periodic review of the legal and local policies addressing bonds and investments. Another significant change at Update 102 includes a reorganization of the DE series of policies addressing compensation to focus the series on the primary component—the board-adopted compensation plan.

Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the district. They should NOT be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both the administration and the board to ensure that they reflect the practices of the district and the intentions of the board. Board action is needed to adopt, revise, or repeal (LOCAL) policy.

In addition to the updated policies, your Localized Update 102 packet contains:

- **INSTRUCTIONS** . . . providing specific, policy-by-policy directions on how this update, if accepted as prepared, should be incorporated into your Localized Policy Manual.
- **EXPLANATORY NOTES** . . . summarizing changes to the policies in each code. Please note that, where appropriate, the Explanatory Notes ask you to **verify that a particular policy reflects your current practice and to advise us of changes needed** so that our records and your manual accurately track the district's practice.

*Vantage Points—A Board Member's Guide to Update 102* may be found in the separately wrapped package accompanying this packet. *Vantage Points* offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update—as a prelude to studying the detailed Explanatory Notes and policy text within the packet. **Please distribute the enclosed copies of *Vantage Points* to your board members** at the earliest possible opportunity, preferably with their review copies of this update.

Update 102 policies are so identified in the lower left-hand corner of each policy page. If you have any questions concerning this update, please call your policy consultant, Mary Kay Spellman, at 800-580-7529 or 512-467-0222.



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## Regarding board action on Update 102 . . .

- Board action on Localized Update 102 must occur within a properly posted, open meeting of the board and may be addressed on the agenda posting as “Policy Update 102, affecting (LOCAL) policies (see attached list of codes).” Policy On Line districts have access to a list of the (LOCAL) policies included in the update through the Local Manual Updates application in myTASB. Other districts may generate a list of the (LOCAL) policy codes added, revised, or deleted (and the titles/subtitles of those policies) using the Instruction Sheet as a guide and attach that list to the posting. BoardBook compilers should use “Policy Update 102, affecting (LOCAL) policies” as the agenda item and, as agenda sub-items, the code and name of each of the (LOCAL) policies affected by the update.
- A suggested motion for board action on Localized Update 102 is as follows:  
*“I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 102 [with the following changes:]”*
- The board’s action on Localized Update 102 must be reflected in board minutes. The Instruction Sheet—annotated to reflect any changes made by the board—and the Explanatory Notes for the update should be filed with the minutes where they make up the authoritative record of your board’s actions. Include a copy of new, replaced, or rescinded (LOCAL) policies.
- In constructing the separate historical record of the manual, the emphasis is on tracking the history of individual policies. For guidance on maintaining this record, please refer to the *Administrator’s Guide to Policy Management* available in the myTASB Policy Service Resource Library at [http://www.tasb.org/services/policy/mytasb/admin\\_guide/index.aspx](http://www.tasb.org/services/policy/mytasb/admin_guide/index.aspx).

## Regarding manual maintenance and administrative regulations . . .

- **Notify your policy consultant of any changes made by the board so that Policy Service records—forming the basis for subsequent updating recommendations—exactly mirror your manual.**
- The update should be incorporated into each of the district’s Localized Policy Manuals as soon as practicable. You will need to notify us of the board’s action on Update 102 so that your district’s Localized Policy Manual as it appears on TASB’s web server can be updated. Policy On Line staff may be reached by phone (800-580-7529 or 512-467-0222), by fax (512-467-3618, using the Update 102 Adoption Notification Form enclosed), by e-mail ([pol-support@tasb.org](mailto:pol-support@tasb.org)), or through the Policy On Line Administrator Tools (<https://www.tasb.org/apps/PolicyAdmin>).
- Administrative procedures and documents—including formal (REGULATIONS), handbooks, and guides—that may be affected by Update 102 policy changes should be inspected and revised by the district as needed.

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

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## CURRENT

### EMPLOYMENT REQUIREMENTS AND RESTRICTIONS MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB  
(LOCAL)

#### EMPLOYEE IMMUNIZATIONS

Employees who serve populations for which risk of exposure to various infectious diseases is reported shall be given the opportunity for appropriate immunizations at District expense. Employees who decline such immunizations shall be required to sign releases in regard to infectious disease.

#### EXAMINATIONS DURING EMPLOYMENT

The Superintendent or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

1. Interferes with the employee's ability to perform essential job functions; or
2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

The District may designate the physician to perform the examination. If the District designates the physician, the District shall pay the cost of the examination. The District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the Superintendent or designee shall determine whether the employee has an impairment. If so, the Superintendent or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the Superintendent or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability, the Superintendent or designee shall evaluate the employee's eligibility for leave. [See DEC(LOCAL)]

[See DAA for information on disabilities and reasonable accommodation]

#### PLACEMENT ON TEMPORARY DISABILITY AT EMPLOYEE'S REQUEST

The Superintendent or designee shall have authority to place an employee on temporary disability leave at the employee's request, as appropriate, when the employee's condition interferes with the performance of regular duties.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB  
(LOCAL)

BY BOARD AUTHORITY	Based on the Superintendent's recommendation that an employee be involuntarily placed on temporary disability leave, the Board shall place an employee on temporary disability leave if the Board determines, in consultation with the physician who performed the medical examination, that the educator's condition interferes with the performance of regular duties.
	[See DEC(LEGAL)]
OTHER REQUIREMENTS	Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities. Bus drivers shall comply with legal requirements. [See DBA]

REVISED

Lamar CISD  
079901

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB  
(LOCAL)

**EMPLOYEE  
IMMUNIZATIONS**

EMPLOYEE  
IMMUNIZATIONS

Employees who serve populations for which risk of exposure to various infectious diseases is reported shall be given the opportunity for appropriate immunizations at District expense. Employees who decline such immunizations shall be required to sign releases in regard to infectious disease.

**EXAMINATIONS  
DURING  
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The District may designate the physician to perform the examination. If the District designates the physician, the District shall pay the cost of the examination. The District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the Superintendent or designee shall determine whether the employee has an impairment. If so, the Superintendent or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the Superintendent or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability, the Superintendent or designee shall evaluate the employee's eligibility for leave. [See DEC(LOCAL)]

[See DAA for information on disabilities and reasonable accommodation]

**PLACEMENT ON  
TEMPORARY  
DISABILITY**

AT EMPLOYEE'S  
REQUEST

The Superintendent or designee shall have authority to place an **eligible** employee on temporary disability leave at the employee's request, as appropriate, when the employee's condition interferes with the performance of regular duties.

DATE ISSUED: ~~5/29/2015~~4/27/2010  
**UPDATE 102**LDU-2010.01  
DBB(LOCAL)-X

1 of 2

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB  
(LOCAL)

BY BOARD  
AUTHORITY

Based on the Superintendent's recommendation that an **eligible** employee be involuntarily placed on temporary disability leave, the Board shall place an employee on temporary disability leave if the Board determines, in consultation with the physician who performed the medical examination, that the **employee's educator's** condition interferes with the performance of regular duties. **[For employees who are eligible for temporary disability leave, see DEC(LOCAL)]**

**In accordance with DGBA, an employee may file a complaint disputing placement on temporary disability leave. As part of the complaint process, the employee may present testimony or other relevant information to the Board regarding the employee's fitness to perform regular duties.**

~~{See DEC(LEGAL)}~~

OTHER  
REQUIREMENTS

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities. Bus drivers shall comply with legal requirements. [See DBA]

## CURRENT

COMPENSATION AND BENEFITS  
WAGE AND HOUR LAWS

DEA  
(LOCAL)

	<p>The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.</p>
PAY ADMINISTRATION	<p>The Superintendent shall administer the compensation plans consistent with the budget approved by the Board. The Superintendent or designee shall classify each job title within the compensation plans based on the qualifications and duties of the position. Within these classifications, the Superintendent or designee shall determine appropriate pay for new employees and employees re-assigned to different positions.</p>
ANNUAL PAY INCREASES	<p>The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine annual increases for individual employees, within budgeted amounts.</p>
MID-YEAR PAY INCREASES CONTRACT EMPLOYEES	<p>A contract employee's pay shall not be increased after performance on the contract has begun unless there is a change in the employee's job assignment or duties that warrants additional compensation. Any such changes in pay during the term of the contract shall require Board approval. [See DEAB for public hearing requirements]</p>
NONCONTRACT EMPLOYEES	<p>The Superintendent may grant a pay increase to a noncontract employee after duties have begun only when there is a change in the employee's job assignment or duties, or when an adjustment in the market value of the job warrants additional compensation. The Superintendent shall report any such pay increases to the Board at the next regular meeting.</p>
CLASSIFICATION OF POSITIONS	<p>The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).</p>
EXEMPT	<p>The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.</p> <p>An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.</p>

COMPENSATION AND BENEFITS  
WAGE AND HOUR LAWS

DEA  
(LOCAL)

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the FLSA, as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the District's compensation plans.

NONEXEMPT

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

WORKWEEK  
DEFINED

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

COMPENSATORY  
TIME

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

ACCRUAL

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 24 hours. If an employee has a balance of more than 24 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.

USE

If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

PAY SCHEDULE

The wages or salary of an employee shall begin at the time he or she reports for duty. The Superintendent or designee shall develop a uniform pay schedule for all employees.

ANNUALIZED SALARY  
REQUIRED

The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly or bimonthly payments, beginning with the first pay period of the school year.

COMPENSATION AND BENEFITS  
WAGE AND HOUR LAWS

DEA  
(LOCAL)

**EARLY SEPARATION** If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, "separation from service" shall be as defined in IRS regulation 26 CFR 1.409A-1(h).

A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:

1. An employee who is retiring under the Texas Teacher Retirement System shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. If the employee is eligible and elects to continue enrollment in the District's group health coverage for one or more months of the summer, the employee's share of premiums shall be withheld from the final paycheck.
2. All other employees shall be paid according to the annualized salary provisions above.

[For provisions on continuation of coverage after resignation, see CRD(LEGAL)]

**DISASTER PAY** The emergency closing of schools during a disaster for any cause shall be at the discretion of the Superintendent. During an emergency closing, all nonexempt employees shall continue to be paid for their regular duty schedule regardless of whether the employees are required to report to work.

Nonexempt employees who are required to work during an emergency closing shall be paid at the rate of one and a half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.





REVISED

Lamar CISD  
079901

COMPENSATION AND BENEFITS  
COMPENSATION PLAN ~~WAGE AND HOUR LAWS~~

DEA  
(LOCAL)

	<p>The Superintendent shall recommend <del>an annual</del> <b>an annual</b> <del>to the Board for approval</del> compensation <del>plan</del> <b>plans</b> for all District employees. <del>The compensation plan</del> <b>Compensation plans</b> may include wage and salary structures, stipends, benefits, and incentives. <b>[See also DEAA]</b> <del>The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]</del></p>
<p>PAY ADMINISTRATION</p>	<p>The Superintendent shall <del>implement</del> <b>administer</b> the compensation <del>plan and establish procedures for plan administration</del> <b>plans</b> consistent with the budget <del>approved by the Board</del>. The Superintendent or designee shall classify each job title within the compensation <del>plan</del> <b>plans</b> based on the qualifications, <del>and duties, and market value</del> of the position.</p>
<p>ANNUALIZED SALARY</p>	<p><del>The District</del> <b>Within these classifications, the Superintendent or designee shall determine appropriate pay all salaried</b> for new employees <b>over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried and employees hired during the school year shall be paid in accordance with administrative regulations</b> <del>reassigned to different positions.</del></p>
<p>ANNUAL PAY INCREASES</p>	<p>The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine <b>pay adjustments</b> <del>annual increases</del> for individual employees, <b>within the approved budget following established procedures.</b> <del>budgeted amounts.</del></p>
<p>MID-YEAR PAY INCREASES CONTRACT EMPLOYEES</p>	<p>A contract employee's pay <del>may</del> <b>shall not</b> be increased after performance on the contract has begun <b>only if authorized by the compensation plan of the District or unless there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation.</b> Any such changes in pay <b>that do not conform with the compensation plan</b> <del>during the term of the contract</del> shall require Board approval. <b>[See DEA(LEGAL)DEAB for provisions on pay increases and public hearing requirements]</b></p>
<p>NON-CONTRACT NON-CONTRACT EMPLOYEES</p>	<p>The Superintendent may grant a pay increase to a noncontract employee after duties have begun <b>because of</b> <del>only when there is a change in the employee's job assignment or to address pay equity</del> <b>duties, or when an adjustment in the market value of the job warrants additional compensation.</b> The Superintendent shall report any such pay increases to the Board at the next regular meeting.</p>

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DEA(LOCAL)-X

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COMPENSATION AND BENEFITS  
COMPENSATION PLAN WAGE AND HOUR LAWS

DEA  
(LOCAL)

<b>PAY DURING CLOSING</b>	<p>The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).</p>
<b>CLASSIFICATION OF POSITIONS</b>	
<b>EXEMPT</b>	<p>The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.</p> <p>An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.</p> <p>The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the FLSA, as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the District's compensation plans.</p>
<b>NONEXEMPT</b>	<p>Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.</p> <p>A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.</p>
<b>WORKWEEK DEFINED</b>	<p>For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday.</p>
<b>COMPENSATORY TIME</b>	<p>At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.</p>
<b>ACCRUAL</b>	<p>Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 24 hours. If an employee has a balance of more than 24 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.</p>
<b>USE</b>	

COMPENSATION AND BENEFITS  
COMPENSATION PLAN WAGE AND HOUR LAWS

DEA  
(LOCAL)

	<p>If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay.</p> <p>Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.</p>
PAY SCHEDULE	<p>The wages or salary of an employee shall begin at the time he or she reports for duty. The Superintendent or designee shall develop a uniform pay schedule for all employees.</p>
ANNUALIZED SALARY REQUIRED	<p>The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly or bimonthly payments, beginning with the first pay period of the school year.</p>
EARLY SEPARATION	<p>If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, "separation from service" shall be as defined in IRS regulation 26 CFR 1.409A-1(h).</p> <p>A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:</p> <ol style="list-style-type: none"><li>1. An employee who is retiring under the Texas Teacher Retirement System shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. If the employee is eligible and elects to continue enrollment in the District's group health coverage for one or more months of the summer, the employee's share of premiums shall be withheld from the final paycheck.</li><li>2. All other employees shall be paid according to the annualized salary provisions above.</li></ol> <p>[For provisions on continuation of coverage after resignation, see CRD(LEGAL)]</p>
DISASTER PAY	<p>The emergency closing of schools during a disaster for any cause shall be at the discretion of the Superintendent. During an emergency closing <b>for which the workdays are not scheduled to be made up at a later date, all exempt, all nonexempt</b> employees shall continue to be paid for their regular duty schedule regardless</p>

of whether the employees are required to report to work. **The Board shall, by resolution or other Board action, set the parameters for payment during closings and reflect the purpose served by the expenditure. [See EB for the authority to close schools] Makeup days may be scheduled at the District's option.**

Nonexempt employees who are required to work during an emergency closing shall be paid at the rate of one and ~~one~~-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. **[See DEAB]** The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings. **Nonexempt employees who are not required to report to work must use compensatory time earned previously, use accrued leave time, or must make up work hours missed. The District may waive the requirement to make up the hours missed in certain situations.**

COMPENSATION PLAN AND BENEFITS  
INCENTIVES AND STIPENDS

DEAA  
(LOCAL)

Form:

STIPEND

At the annual compensation plan of the District. [See DEA]

~~THE SUPERINTENDENT SHALL RECOMMEND A STIPEND PAY SCHEDULE AS PART OF MASTER TEACHER STIPENDS~~

~~The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DK(LOCAL)] The employees school-year, a master teacher shall be compensated paid the stipend for these assignments according to any month in which the compensation plan of teacher performed the District prescribed duties for more than ten days. [See DBA]~~

~~If the number of master teachers exceeds the grants allocated, the District shall first fund the stipends for master teachers in their second or third year in the master program, as required by law. The District shall distribute the remaining funds among newly assigned master teachers based on:~~

LOCAL CRITERIA

1. Length of time teaching in the subject area.
2. Seniority in the District, as measured from the employee's most recent date of hire.

Form:

EDUCATOR INCENTIVE AND INNOVATION PROGRAMS

The Superintendent shall have authority to submit incentive plans and grant applications for incentive and innovation programs to TEA or other granting organizations, on behalf of the Board. Incentive plans shall address teacher eligibility, including any exclusions.

Locally developed incentive programs, if any, shall be addressed in the compensation plan of the District. [See also DEA regarding stipends for noncontractual supplemental duties.]

Form:



# ADD

Lamar CISD  
079901

COMPENSATION PLAN  
WAGE AND HOUR LAWS

DEAB  
(LOCAL)

## CLASSIFICATION OF POSITIONS

The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

### EXEMPT

The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

### NONEXEMPT

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

### WORKWEEK DEFINED

For purposes of FLSA compliance, the workweek for District employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. Saturday.

### COMPENSATORY TIME

Nonexempt employees may receive compensatory time off, or overtime pay, for overtime worked.

### ACCRUAL

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District's option, the District shall pay the employee for the compensatory time.

### USE

If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.

A nonexempt employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The Dis-

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Lamar CISD  
079901

COMPENSATION PLAN  
WAGE AND HOUR LAWS

DEAB  
(LOCAL)

trict may require an employee to use compensatory time when in the best interest of the District.

PAY SCHEDULE

The wages or salary of an employee shall begin at the time he or she reports for duty. The Superintendent or designee shall develop a uniform pay schedule for all employees.

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ADOPTED:

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## CURRENT

### REDUCTION IN FORCE FINANCIAL EXIGENCY

DFFA  
(LOCAL)

#### PLAN TO REDUCE PERSONNEL COSTS

If the Superintendent determines that there is a need to reduce personnel costs, the Superintendent shall develop, in consultation with the Board as necessary, a plan for reducing costs that may include one or more of the following:

- Salary reductions [see DEAB]
- Furloughs, if the District has received certification from the Commissioner of a reduction in funding under Education Code 42.009 [see CBA and DEAB]
- Reductions in force of contract personnel due to financial exigency, if the District meets the standard for declaring a financial exigency as defined by the Commissioner [see CEA and provisions at REDUCTION IN FORCE DUE TO FINANCIAL EXIGENCY, below]
- Reductions in force of contract personnel due to program change [see DFFB]
- Other means of reducing personnel costs

A plan to reduce personnel costs may include the reduction of personnel employed pursuant to employment arrangements not covered at APPLICABILITY, below.

- See DCD for the termination at any time of at-will employment.
- See DFAB for the termination of a probationary contract at the end of the contract period.
- See DFCA for the termination of a continuing contract.
- See DCE for the termination at the end of the contract period of a contract not governed by Chapter 21 of the Education Code.

#### REDUCTION IN FORCE DUE TO FINANCIAL EXIGENCY APPLICABILITY

The following provisions shall apply when a reduction in force due to financial exigency requires:

1. The nonrenewal or termination of a term contract;
2. The termination of a probationary contract during the contract period; or
3. The termination of a contract not governed by Chapter 21 of the Education Code during the contract period.

#### DEFINITIONS

Definitions used in this policy are as follows:

REDUCTION IN FORCE  
FINANCIAL EXIGENCY

DFFA  
(LOCAL)

1. "Nonrenewal" shall mean the termination of a term contract at the end of the contract period.
2. "Discharge" shall mean termination of a contract during the contract period.

GENERAL GROUNDS

A reduction in force may take place when the Superintendent recommends and the Board adopts a resolution declaring a financial exigency. [See CEA] A determination of financial exigency constitutes sufficient reason for nonrenewal or sufficient cause for discharge.

EMPLOYMENT AREAS

When a reduction in force is to be implemented, the Superintendent shall recommend the employment areas to be affected.

Employment areas may include, for example:

1. Elementary grades, levels, subjects, departments, or programs.
2. Secondary grades, levels, subjects, departments, or programs, including career and technical education subjects.
3. Special programs, such as gifted and talented, bilingual/ESL programs, special education and related services, compensatory education, or migrant education.
4. Disciplinary alternative education programs (DAEPs) and other discipline management programs.
5. Counseling programs.
6. Library programs.
7. Nursing and other health services programs.
8. An educational support program that does not provide direct instruction to students.
9. Other Districtwide programs.
10. An individual campus.
11. Any administrative position, unit, or department.
12. Programs funded by state or federal grants or other dedicated funding.
13. Other contractual positions.

The Superintendent's recommendation may address whether any employment areas should be:

REDUCTION IN FORCE  
FINANCIAL EXIGENCY

DFFA  
(LOCAL)

1. Combined or adjusted (e.g., "elementary programs" and "compensatory education programs" can be combined to identify an employment area of "elementary compensatory education programs"); and/or
2. Applied on a Districtwide or campus-wide basis (e.g., "the counseling program at [named elementary campus]").

The Board shall determine the employment areas to be affected.

CRITERIA FOR  
DECISION

The Superintendent or designee shall apply the following criteria to the employees within an affected employment area when a reduction in force will not result in the nonrenewal or discharge of all staff in the employment area. The criteria are listed in the order of importance and shall be applied sequentially to the extent necessary to identify the employees who least satisfy the criteria and therefore are subject to the reduction in force. For example, if all necessary reductions can be accomplished by applying the first criterion, it is not necessary to apply the second criterion, and so forth.

1. Qualifications for Current or Projected Assignment: Certification, multiple or composite certifications, bilingual certification, licensure, endorsement, highly qualified status, and/or specialized or advanced content-specific training or skills for the current or projected assignment.
2. Performance: Effectiveness, as reflected by:
  - a. The most recent formal appraisal and, if available, consecutive formal appraisals from more than one year [see DNA]; and
  - b. Any other written evaluative information, including disciplinary information, from the last 36 months.

If the Superintendent or designee at his or her discretion decides that the documented performance differences between two or more employees are too insubstantial to rely upon, he or she may proceed to apply the remaining criteria in the order listed below.

3. Extra Duties: Currently performing an extra-duty assignment, such as department or grade-level chair, band director, athletic coach, or activity sponsor.
4. Professional Background: Professional education and work experience related to the current or projected assignment.
5. Seniority: Length of service in the District, as measured from the employee's most recent date of hire.

REDUCTION IN FORCE  
FINANCIAL EXIGENCY

DFFA  
(LOCAL)

SUPERINTENDENT RECOMMENDATION	The Superintendent shall recommend to the Board the nonrenewal or discharge of the identified employees within the affected employment areas.
BOARD VOTE	After considering the Superintendent's recommendations, the Board shall determine the employees to be proposed for nonrenewal or discharge, as appropriate.  If the Board votes to propose nonrenewal of one or more employees, the Board shall specify the manner of hearing in accordance with DFBB(LOCAL).  If the Board votes to propose discharge of one or more employees, the Board shall determine whether the hearing will be conducted by a TEA-appointed hearing examiner [see DFD] or will be a local hearing under Education Code 21.207 [see DFBB].
NOTICE	The Superintendent or designee shall provide each employee written notice of the proposed nonrenewal or discharge, as applicable. The notice shall include:  <ol style="list-style-type: none"><li data-bbox="548 932 1078 961">1. The proposed action, as applicable;</li><li data-bbox="548 989 1321 1018">2. A statement of the reason for the proposed action; and</li><li data-bbox="548 1045 1382 1108">3. Notice that the employee is entitled to a hearing of the type determined by the Board.</li></ol>
CONSIDERATION FOR AVAILABLE POSITIONS	An employee who has received notice of proposed nonrenewal or discharge may apply for available positions for which he or she wishes to be considered. The employee is responsible for reviewing posted vacancies, submitting an application, and otherwise complying with District procedures.  If the employee meets the District's objective criteria for the position and is the most qualified internal applicant, the District shall offer the employee the position until:  <ol style="list-style-type: none"><li data-bbox="548 1457 1382 1520">1. Final action by the Board to end the employee's contract, if the employee does not request a hearing.</li><li data-bbox="548 1547 1419 1644">2. The evidentiary hearing by the independent hearing examiner, the Board, or other person designated in DFBB(LOCAL), if the employee requests a hearing.</li></ol>
HEARING REQUEST NONRENEWAL: TERM CONTRACT	An employee receiving notice of proposed nonrenewal of a term contract may request a hearing in accordance with DFBB.

REDUCTION IN FORCE  
FINANCIAL EXIGENCY

DDFA  
(LOCAL)

DISCHARGE: CHAPTER 21 CONTRACT	An employee receiving notice of proposed discharge from a contract governed by Chapter 21 of the Education Code may request a hearing. The hearing shall be conducted in accordance with DFD or the nonrenewal hearing process in DFBB, as determined by the Board and specified in the notice of proposed discharge.
DISCHARGE: NON- CHAPTER 21 CONTRACT	An employee receiving notice of proposed discharge during the period of an employment contract not governed by Chapter 21 of the Education Code may request a hearing before the Board or its designee in accordance with DCE.
FINAL ACTION HEARING REQUESTED	If the employee requests a hearing, the Board shall take final action after the hearing in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.
NO HEARING REQUESTED	If the employee does not request a hearing, the Board shall take final action in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.



# REVISED

Lamar CISD  
079901

## REDUCTION IN FORCE FINANCIAL EXIGENCY

DFFA  
(LOCAL)

### PLAN TO REDUCE PERSONNEL COSTS

If the Superintendent determines that there is a need to reduce personnel costs, the Superintendent shall develop, in consultation with the Board as necessary, a plan for reducing costs that may include one or more of the following:

- Salary reductions [see **DEA**];~~DEAB~~
- Furloughs, if the District has received certification from the Commissioner of a reduction in funding under Education Code 42.009 [see CBA and **DEA**];~~DEAB~~
- Reductions in force of contract personnel due to financial exigency, if the District meets the standard for declaring a financial exigency as defined by the Commissioner [see CEA and provisions at REDUCTION IN FORCE DUE TO FINANCIAL EXIGENCY, below];
- Reductions in force of contract personnel due to program change [see DFFB]; or
- Other means of reducing personnel costs.

A plan to reduce personnel costs may include the reduction of personnel employed pursuant to employment arrangements not covered at APPLICABILITY, below.

- See DCD for the termination at any time of at-will employment.
- See DFAB for the termination of a probationary contract at the end of the contract period.
- See DFCA for the termination of a continuing contract.
- See DCE for the termination at the end of the contract period of a contract not governed by Chapter 21 of the Education Code.

### REDUCTION IN FORCE DUE TO FINANCIAL EXIGENCY

#### APPLICABILITY

The following provisions shall apply when a reduction in force due to financial exigency requires:

1. The nonrenewal or termination of a term contract;
2. The termination of a probationary contract during the contract period; or
3. The termination of a contract not governed by Chapter 21 of the Education Code during the contract period.

### DEFINITIONS

Definitions used in this policy are as follows:

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UPDATE 10298  
DFFA(LOCAL)-A

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REDUCTION IN FORCE  
FINANCIAL EXIGENCY

DFFA  
(LOCAL)

1. "Nonrenewal" shall mean the termination of a term contract at the end of the contract period.
2. "Discharge" shall mean termination of a contract during the contract period.

GENERAL GROUNDS

A reduction in force may take place when the Superintendent recommends and the Board adopts a resolution declaring a financial exigency. [See CEA] A determination of financial exigency constitutes sufficient reason for nonrenewal or sufficient cause for discharge.

EMPLOYMENT AREAS

When a reduction in force is to be implemented, the Superintendent shall recommend the employment areas to be affected.

Employment areas may include, for example:

1. Elementary grades, levels, subjects, departments, or programs.
2. Secondary grades, levels, subjects, departments, or programs, including career and technical education subjects.
3. Special programs, such as gifted and talented, bilingual/ESL programs, special education and related services, compensatory education, or migrant education.
4. Disciplinary alternative education programs (DAEPs) and other discipline management programs.
5. Counseling programs.
6. Library programs.
7. Nursing and other health services programs.
8. An educational support program that does not provide direct instruction to students.
9. Other **District-wide** ~~Districtwide~~ programs.
10. An individual campus.
11. Any administrative position, unit, or department.
12. Programs funded by state or federal grants or other dedicated funding.
13. Other contractual positions.

The Superintendent's recommendation may address whether any employment areas should be:

REDUCTION IN FORCE  
FINANCIAL EXIGENCY

DFFA  
(LOCAL)

1. Combined or adjusted (e.g., “elementary programs” and “compensatory education programs” can be combined to identify an employment area of “elementary compensatory education programs”); and/or
2. Applied on a **District-wide**~~Districtwide~~ or campus-wide basis (e.g., “the counseling program at [named elementary campus]”).

The Board shall determine the employment areas to be affected.

CRITERIA FOR  
DECISION

The Superintendent or designee shall apply the following criteria to the employees within an affected employment area when a reduction in force will not result in the nonrenewal or discharge of all staff in the employment area. The criteria are listed in the order of importance and shall be applied sequentially to the extent necessary to identify the employees who least satisfy the criteria and therefore are subject to the reduction in force. For example, if all necessary reductions can be accomplished by applying the first criterion, it is not necessary to apply the second criterion, and so forth.

1. **Qualifications for Current or Projected Assignment:** Certification, multiple or composite certifications, bilingual certification, licensure, endorsement, highly qualified status, and/or specialized or advanced content-specific training or skills for the current or projected assignment.
2. **Performance:** Effectiveness, as reflected by:
  - a. The most recent formal appraisal and, if available, consecutive formal appraisals from more than one year [see DNA]; and
  - b. Any other written evaluative information, including disciplinary information, from the last 36 months.

If the Superintendent or designee at his or her discretion decides that the documented performance differences between two or more employees are too insubstantial to rely upon, he or she may proceed to apply the remaining criteria in the order listed below.

3. **Extra Duties:** Currently performing an extra-duty assignment, such as department or grade-level chair, band director, athletic coach, or activity sponsor.
4. **Professional Background:** Professional education and work experience related to the current or projected assignment.
5. **Seniority:** Length of service in the District, as measured from the employee’s most recent date of hire.

REDUCTION IN FORCE  
FINANCIAL EXIGENCY

DDFA  
(LOCAL)

SUPERINTENDENT RECOMMENDATION	The Superintendent shall recommend to the Board the nonrenewal or discharge of the identified employees within the affected employment areas.
BOARD VOTE	After considering the Superintendent's recommendations, the Board shall determine the employees to be proposed for nonrenewal or discharge, as appropriate.  If the Board votes to propose nonrenewal of one or more employees, the Board shall specify the manner of hearing in accordance with DFBB(LOCAL).  If the Board votes to propose discharge of one or more employees, the Board shall determine whether the hearing will be conducted by a TEA-appointed hearing examiner [see DFD] or will be a local hearing under Education Code 21.207 [see DFBB].
NOTICE	The Superintendent or designee shall provide each employee written notice of the proposed nonrenewal or discharge, as applicable. The notice shall include:  <ol style="list-style-type: none"><li data-bbox="570 932 1073 959">1. The proposed action, as applicable;</li><li data-bbox="570 980 1308 1008">2. A statement of the reason for the proposed action; and</li><li data-bbox="570 1029 1365 1100">3. Notice that the employee is entitled to a hearing of the type determined by the Board.</li></ol>
CONSIDERATION FOR AVAILABLE POSITIONS	An employee who has received notice of proposed nonrenewal or discharge may apply for available positions for which he or she wishes to be considered. The employee is responsible for reviewing posted vacancies, submitting an application, and otherwise complying with District procedures.  If the employee meets the District's objective criteria for the position and is the most qualified internal applicant, the District shall offer the employee the position until:  <ol style="list-style-type: none"><li data-bbox="570 1425 1365 1497">1. Final action by the Board to end the employee's contract, if the employee does not request a hearing.</li><li data-bbox="570 1518 1408 1614">2. The evidentiary hearing by the independent hearing examiner, the Board, or other person designated in DFBB(LOCAL), if the employee requests a hearing.</li></ol>
HEARING REQUEST NONRENEWAL: TERM CONTRACT	An employee receiving notice of proposed nonrenewal of a term contract may request a hearing in accordance with DFBB.

REDUCTION IN FORCE  
FINANCIAL EXIGENCY

DFFA  
(LOCAL)

DISCHARGE: CHAPTER 21 CONTRACT	An employee receiving notice of proposed discharge from a contract governed by Chapter 21 of the Education Code may request a hearing. The hearing shall be conducted in accordance with DFD or the nonrenewal hearing process in DFBB, as determined by the Board and specified in the notice of proposed discharge.
DISCHARGE: NON- CHAPTER 21 CONTRACT	An employee receiving notice of proposed discharge during the period of an employment contract not governed by Chapter 21 of the Education Code may request a hearing before the Board or its designee in accordance with DCE.
FINAL ACTION HEARING REQUESTED	If the employee requests a hearing, the Board shall take final action after the hearing in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.
NO HEARING REQUESTED	If the employee does not request a hearing, the Board shall take final action in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.



## CURRENT

### EMPLOYEE STANDARDS OF CONDUCT SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

#### REASONABLE SUSPICION SEARCHES

The District reserves the right to conduct searches when the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business.

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**Note:** The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

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#### APPLICABILITY

This local policy applies to every employee (hereinafter referred to as "covered employee") of the District who operates a commercial motor vehicle and who has a commercial driver's license (CDL).

#### CDL ALCOHOL AND DRUG TESTING

Testing shall be performed for alcohol by using an evidential breath testing (EBT) machine, or certain other breath and saliva testing devices referred to in the Department of Transportation (DOT) federal regulations.

Urine testing shall be for five specific classes of controlled substances: marijuana, opiates, phencyclidine (PCP), amphetamines, and cocaine.

#### ACKNOWLEDGEMENT

Each covered employee shall be asked to acknowledge in writing that the employee has received and read the notice that states that the employee's position has been designated for alcohol/controlled substances testing, and that refusal to submit to testing will result in initiation of disciplinary action, up to and including dismissal. If the covered employee refuses to sign the acknowledgement, the employee's supervisor shall note on the acknowledgement form that the employee received the notice. This acknowledgement, which is advisory only, shall be centrally collected for easy retrieval by the department of human resources. A covered employee's failure to sign the notice shall not preclude testing that employee, or otherwise affect the implementation of these provisions.

#### PREEMPLOYMENT / PREASSIGNMENT

Satisfactory completion of controlled substances testing is a requirement for employment for all individuals who will be driving a commercial motor vehicle and who have or will have a commercial driver's license. Any individual who tests positive for any controlled substances will not be employed as a driver.

#### RANDOM TESTING

The total number of unannounced tests based on random selections during the 12 months following implementation of the testing program must be equal to not less than 50 percent of covered

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

employees for drug testing and not less than 25 percent of covered employees for alcohol testing.

POSTACCIDENT  
TESTING

The District may require alcohol/controlled substances testing of covered employees involved in any accident while operating a commercial vehicle.

SUPERVISOR  
TRAINING

The District shall provide annual training for supervisory personnel who have the authority to make reasonable suspicion determinations. Supervisors shall receive general employee drug program awareness training in addition to the required supervisor training.

DISCIPLINARY  
ACTIONS

A covered employee who tests positive for alcohol (concentration of 0.02 or greater) or controlled substances will be terminated as a driver. If a covered employee is also employed with the District in another position, such results may be grounds for termination of employment with the District.

TESTING

In examining specimens for the presence of controlled substances (NIDA-5 drug classes), the laboratory shall use cutoff levels that conform to the standards of the National Institute on Drug Abuse (NIDA) referred to as the Substance Abuse and Mental Health Services Agency (SAMHSA). Listed below are the controlled substances that will be tested followed by their cutoff level for the screen and gas chromatography/mass spectrometry (GC/MS) confirmation:

Drug Group	Drug or Metabolite	Initial Test Level ng/ml	GC/MS Confirmation
Amphetamine	Amphetamine	1000 ng/ml	500 ng/ml
	Methamphetamine	1000 ng/ml	500 ng/ml
Cocaine	Benzoylecgonine	300 ng/ml	150 ng/ml
Marijuana	delta-9-COOH	50 ng/ml	15 ng/ml
Opiate	Codeine	300 ng/ml	300 ng/ml
	Total Morphine	300 ng/ml	300 ng/ml
Phencyclidine	PCP	25 ng/ml	25 ng/ml

ADMINISTRATIVE  
INFORMATION

The current name and address of consulting firms, testing labs, and medical review officers (MRO), utilized by the District shall be posted in the transportation and human resources departments.

CONFIDENTIALITY

Records shall be kept in a secure location and access to them shall be strictly controlled. All records shall be kept for a minimum of five years. These records will not be made part of the covered employee personnel files. The legitimate privacy rights of an em-

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

ployee warrant strict limitations on the availability of an employee's drug testing results and rehabilitation information. The release of an individual's drug testing results and any information about the employee's rehabilitation program is permitted only with the specific written consent of the individual involved. However, supervisors and managers may be informed regarding necessary restrictions on the employee's work or duties in accord with policy DHE. In addition, this information must be released to the administrator or the representative of a state agency upon request as part of an accident investigation. Statistical data related to drug testing and rehabilitation that is not name-specific and training records must be made available to the administrator or the representative of a state agency upon request.

The records of an employee who failed a test for alcohol/controlled substances shall be kept for five years and shall show the type of test failed, records that demonstrate rehabilitation, if any, and will include the information identified below:

1. The functions performed by the employee who failed an alcohol/controlled substances test.
2. The levels of alcohol or prohibited controlled substances that were detected in the employee who failed the test(s).
3. The disposition of each employee who failed an alcohol/controlled substances test.





EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

REASONABLE  
SUSPICION  
SEARCHES

The District reserves the right to conduct searches when the District has reasonable suspicion cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. Searches that reveal a violation of the District's standards of conduct may result in disciplinary action. [See DH]

**Note:**— The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

FEDERALLY  
REQUIRED DOT  
TESTING PROGRAM

In accordance with DOT rules, the District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles, including school buses. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The Superintendent shall designate a District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

DRUG-RELATED  
VIOLATIONS

The following constitute drug-related violations under the DOT rules:

1. Refusing to submit to a required test for alcohol or controlled substances.
2. Providing an adulterated, diluted, or a substituted specimen on an alcohol or controlled substances test.
3. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
4. Testing positive for controlled substances in a post-accident test.
5. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
6. Testing positive for controlled substances in a random test.
7. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

8. Testing positive for controlled substances in a reasonable suspicion test.

An \_\_\_\_\_  
\_\_\_\_\_

APPLICABILITY

This local policy applies to every employee (hereinafter referred to as "covered employee") of the District who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above shall not be eligible for reinstatement as a driver, and who has a commercial driver's license (CDL).

CDL-ALCOHOL  
RESULTS BETWEEN  
0.02 AND 0.04 DRUG  
TESTING

In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, Testing shall be suspended from driving duties performed for at least 24 hours.

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at DISTRICT-IMPOSED CONSEQUENCES, below.]

REASONABLE  
SUSPICION DOT  
TESTING

Only supervisors specifically trained in accordance with alcohol by using an evidential breath testing (EBT) machine, or certain other breath and saliva testing devices referred to in the Department of Transportation (DOT) federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

DISTRICT-IMPOSED  
CONSEQUENCES

In addition to the consequences established by federal law, a District employee confirmed to have violated the District's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, shall be subject to District-imposed discipline, as determined by his or her supervisor and the Superintendent. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive func-

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

	<p>tions, up to and including termination of employment. [See DF series]</p> <p>In cases where a driver is also employed in a nondriving capacity by the District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the District may be considered. Urine testing shall be for five specific classes of controlled substances: marijuana, opiates, phencyclidine (PCP), amphetamines, and cocaine.</p>
ACKNOWLEDGEMENT	<p>Each covered employee shall be asked to acknowledge in writing that the employee has received and read the notice that states that the employee's position has been designated for alcohol/controlled substances testing, and that refusal to submit to testing will result in initiation of disciplinary action, up to and including dismissal. If the covered employee refuses to sign the acknowledgement, the employee's supervisor shall note on the acknowledgement form that the employee received the notice. This acknowledgement, which is advisory only, shall be centrally collected for easy retrieval by the department of human resources. A covered employee's failure to sign the notice shall not preclude testing that employee, or otherwise affect the implementation of these provisions.</p>
PREEMPLOYMENT / PREASSIGNMENT	<p>Satisfactory completion of controlled substances testing is a requirement for employment for all individuals who will be driving a commercial motor vehicle and who have or will have a commercial driver's license. Any individual who tests positive for any controlled substances will not be employed as a driver.</p>
RANDOM TESTING	<p>The total number of unannounced tests based on random selections during the 12 months following implementation of the testing program must be equal to not less than 50 percent of covered employees for drug testing and not less than 25 percent of covered employees for alcohol testing.</p>
POSTACCIDENT TESTING	<p>The District may require alcohol/controlled substances testing of covered employees involved in any accident while operating a commercial vehicle.</p>
SUPERVISOR TRAINING	<p>The District shall provide annual training for supervisory personnel who have the authority to make reasonable suspicion determinations. Supervisors shall receive general employee drug program awareness training in addition to the required supervisor training.</p>
DISCIPLINARY ACTIONS	<p>A covered employee who tests positive for alcohol (concentration of 0.02 or greater) or controlled substances will be terminated as a</p>

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

TESTING

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In examining specimens for the presence of controlled substances (NIDA-5 drug classes), the laboratory shall use cutoff levels that conform to the standards of the National Institute on Drug Abuse (NIDA) referred to as the Substance Abuse and Mental Health Services Agency (SAMHSA). Listed below are the controlled substances that will be tested followed by their cutoff level for the screen and gas chromatography/mass spectrometry (GC/MS) confirmation:

Drug Group	Drug or Metabolite	Initial Test Level ng/ml	GC/MS Confirmation
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	Methamphetamine	1000 ng/ml	500 ng/ml
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Marijuana	delta-9-COOH	50 ng/ml	15 ng/ml
Opiate	Codeine	300 ng/ml	300 ng/ml
	Total Morphine	300 ng/ml	300 ng/ml
Phencyclidine	PCP	25 ng/ml	25 ng/ml

ADMINISTRATIVE  
INFORMATION

The current name and address of consulting firms, testing labs, and medical review officers (MRO), utilized by the District shall be posted in the transportation and human resources departments.

CONFIDENTIALITY

Records shall be kept in a secure location and access to them shall be strictly controlled. All records shall be kept for a minimum of five years. These records will not be made part of the covered employee personnel files. The legitimate privacy rights of an employee warrant strict limitations on the availability of an employee's drug testing results and rehabilitation information. The release of an individual's drug testing results and any information about the employee's rehabilitation program is permitted only with the specific written consent of the individual involved. However, supervisors and managers may be informed regarding necessary restrictions on the employee's work or duties in accord with policy DHE. In addition, this information must be released to the administrator or the representative of a state agency upon request as part of an accident investigation. Statistical data related to drug testing and rehabilitation that is not name specific and training records must be made available to the administrator or the representative of a state agency upon request.

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

The records of an employee who failed a test for alcohol/controlled substances shall be kept for five years and shall show the type of test failed, records that demonstrate rehabilitation, if any, and will include the information identified below:

1. The functions performed by the employee who failed an alcohol/controlled substances test.
2. The levels of alcohol or prohibited controlled substances that were detected in the employee who failed the test(s).
- 3.9. The disposition of each employee who failed an alcohol/controlled substances test.



## CURRENT

### STUDENT RIGHTS AND RESPONSIBILITIES STUDENT CONDUCT

FNC  
(LOCAL)

#### STUDENT HANDBOOK — STUDENT CODE OF CONDUCT

The District's rules of conduct and discipline, maintained in the student handbook and/or the Board-adopted Student Code of Conduct, are established to achieve and maintain order in the schools, and to teach respect toward others and responsible behavior. [See FO series]

#### EXTRACURRICULAR ACTIVITIES: STANDARDS OF BEHAVIOR

With the approval of the principal and Superintendent, a sponsor or a coach of an extracurricular activity may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. [See FO]

#### PROHIBITED HARASSMENT

A student shall not engage in prohibited harassment, including sexual harassment, of:

1. Another student, as defined at FFH.
2. A District employee, as defined at DIA.

While subject to the disciplinary control of the District, a student shall not engage in prohibited harassment, including sexual harassment, of another person, including a Board member, vendor, contractor, volunteer, or parent.

A student who violates this prohibition shall be subject to appropriate discipline in accordance with the Student Code of Conduct.

#### BEHAVIORAL STANDARDS

The following specific policies address student conduct in the areas of:

1. Use of District technology resources — CQ
2. Attendance — FEC
3. Bullying — FFI
4. School-sponsored publications — FMA
5. Appropriate attire and grooming — FNCA
6. Damage to school property — FNCB
7. Prohibited organizations and hazing — FNCC
8. Tobacco use — FNCD
9. Use of personal telecommunications devices and other electronic devices — FNCE
10. Drug and alcohol use — FNCF
11. Weapons — FNCG
12. Assault — FNCH
13. Disruptions — FNCI, GKA





# DELETE

Lamar CISD  
079901

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FNC  
(LOCAL)

STUDENT HANDBOOK  
— STUDENT CODE OF  
CONDUCT

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EXTRACURRICULAR  
ACTIVITIES:  
STANDARDS OF  
BEHAVIOR

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BEHAVIORAL  
STANDARDS

The following specific policies address student conduct in the areas of:

1. — Use of District technology resources — CQ
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6. — Damage to school property — FNCB
7. — Prohibited organizations and hazing — FNCC
8. — Tobacco use — FNCD
9. — Use of personal telecommunications devices and other electronic devices — FNCE
10. — Drug and alcohol use — FNCF
11. — Weapons — FNCG
12. — Assault — FNCH
13. — Disruptions — FNCI, GKA

DATE ISSUED: 5/15/2011  
UPDATE 90  
FNC(LOCAL)-A

ADOPTED:

1 of 1



**STUDENT DISCIPLINE**

FO  
(LOCAL)

**GENERAL GUIDELINES** A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student's age;
  - c. The frequency of misconduct;
  - d. The student's attitude;
  - e. The potential effect of the misconduct on the school environment;
  - f. Requirements of Chapter 37 of the Education Code; and
  - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

**STUDENT CODE OF CONDUCT**

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's Web site and/or as hard copy to students, parents, teachers, administrators, and to others on request.

**REVISIONS**

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

**'PARENT' DEFINED**

Throughout the Student Code of Conduct and discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

**CORPORAL PUNISHMENT**

Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

STUDENT DISCIPLINE

FO  
(LOCAL)

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

GUIDELINES

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal or designee.
3. Corporal punishment shall be administered only by an employee who is the same sex as the student.
4. The instrument to be used in administering corporal punishment shall be approved by the principal.
5. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

DISCIPLINARY  
RECORDS

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

PHYSICAL RESTRAINT

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

STUDENT DISCIPLINE

FO  
(LOCAL)

EXTRACURRICULAR  
STANDARDS OF  
BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. Extracurricular behavioral standards shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.



# REVISED

Lamar CISD  
079901

## STUDENT DISCIPLINE

FO  
(LOCAL)

### STUDENT CODE OF CONDUCT

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. **Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.**

### REVISIONS

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

### EXTRACURRICULAR STANDARDS OF BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

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UPDATE 10294  
FO(LOCAL)-A

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STUDENT DISCIPLINE

FO  
(LOCAL)

'PARENT' DEFINED

Throughout the Student Code of Conduct and discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

**GENERAL DISCIPLINE  
GUIDELINES**

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student's age;
  - c. The frequency of misconduct;
  - d. The student's attitude;
  - e. The potential effect of the misconduct on the school environment;
  - f. Requirements of Chapter 37 of the Education Code; and
  - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

~~STUDENT CODE OF  
CONDUCT~~

~~At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:~~

- ~~1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and~~
- ~~2. Made available on the District's Web site and/or as hard copy to students, parents, teachers, administrators, and to others on request.~~

~~REVISIONS~~

~~Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.~~

~~'PARENT' DEFINED~~

~~Throughout the Student Code of Conduct and discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.~~

STUDENT DISCIPLINE

FO  
(LOCAL)

CORPORAL  
PUNISHMENT

Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

GUIDELINES

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal or designee.
3. Corporal punishment shall be administered only by an employee who is the same sex as the student.
4. The instrument to be used in administering corporal punishment shall be approved by the principal.
5. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

DISCIPLINARY  
RECORDS

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

PHYSICAL RESTRAINT

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.

STUDENT DISCIPLINE

FO  
(LOCAL)

**A DISTRICT  
EMPLOYEE MAY  
RESTRAIN A STUDENT  
WITH A DISABILITY  
WHO RECEIVES  
SPECIAL EDUCATION  
SERVICES ONLY IN  
ACCORDANCE WITH  
LAW. [SEE  
FOF(LLEGAL)]EXTRAC  
URRICULAR  
STANDARDS OF  
BEHAVIOR**

5. Protect property from serious damage.

~~With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. Extracurricular behavioral standards shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.~~

~~A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.~~

~~Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.~~

~~A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.~~



## Localized Policy Manual

# Update 103

Please remember: Log in to [my.tasb.org](http://my.tasb.org) and open *Policy Service Resource Library: Local Manual Updates* to download a PDF of this update packet, annotated copies of the (LOCAL) policies, editable (LOCAL) text, and more.

### Lamar CISD

Update 103 represents the first of two post-legislative updates and encompasses changes in law from the 84th Legislative Session that have an immediate effect on the governance and management of the district. Local policies included in Update 103 address several topics, such as training requirements for district peace officers, the use of prepaid meal card/accounts for students, employee conflicts of interest and standards of conduct, harassment and discrimination, e-cigarettes, and student attendance. In addition to the local policies affected by the legislative session, Update 103 includes local policy recommendations to address the new Education Department General Administrative Regulations (EDGAR).

Update 104 will be issued in spring 2016 and will address remaining legislative changes from the session.

Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the district. They should NOT be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both the administration and the board to ensure that they reflect the practices of the district and the intentions of the board. Board action is needed to adopt, revise, or repeal (LOCAL) policy.

In addition to the updated policies, your Localized Update 103 packet contains:

- **INSTRUCTIONS** . . . providing specific, policy-by-policy directions on how this update, if accepted as prepared, should be incorporated into your Localized Policy Manual.
- **EXPLANATORY NOTES** . . . summarizing changes to the policies in each code. Please note that, where appropriate, the Explanatory Notes ask you to **verify that a particular policy reflects your current practice and to advise us of changes needed** so that our records and your manual accurately track the district's practice.

*Vantage Points—A Board Member's Guide to Update 103* may be found in the separately wrapped package accompanying this packet. *Vantage Points* offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update—as a prelude to studying the detailed Explanatory Notes and policy text within the packet. **Please distribute the enclosed copies of *Vantage Points* to your board members** at the earliest possible opportunity, preferably with their review copies of this update.

Update 103 policies are so identified in the lower left-hand corner of each policy page. If you have any questions concerning this update, please call your policy consultant, Mary Kay Spellman, at 800-580-7529 or 512-467-0222.

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## Regarding board action on Update 103 . . .

- Board action on Localized Update 103 must occur within a properly posted, open meeting of the board and may be addressed on the agenda posting as “Policy Update 103, affecting (LOCAL) policies (see attached list of codes).” Policy On Line districts have access to a list of the (LOCAL) policies included in the update through the Local Manual Updates application in myTASB. Other districts may generate a list of the (LOCAL) policy codes added, revised, or deleted (and the titles/subtitles of those policies) using the Instruction Sheet as a guide and attach that list to the posting. BoardBook compilers should use “Policy Update 103, affecting (LOCAL) policies” as the agenda item and, as agenda sub-items, the code and name of each of the (LOCAL) policies affected by the update.
- A suggested motion for board action on Localized Update 103 is as follows:  
*“I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 103 [with the following changes:]”*
- The board’s action on Localized Update 103 must be reflected in board minutes. The Instruction Sheet—annotated to reflect any changes made by the board—and the Explanatory Notes for the update should be filed with the minutes where they make up the authoritative record of your board’s actions. Include a copy of new, replaced, or rescinded (LOCAL) policies.
- In constructing the separate historical record of the manual, the emphasis is on tracking the history of individual policies. For guidance on maintaining this record, please refer to the *Administrator’s Guide to Policy Management* available in the myTASB Policy Service Resource Library at <https://www.tasb.org/Services/Policy-Service/myTASB/Guidance-for-Policy-Administrators.aspx>.

## Regarding manual maintenance and administrative regulations . . .

- **Notify your policy consultant of any changes made by the board so that Policy Service records—forming the basis for subsequent updating recommendations—exactly mirror your manual.**
- The update should be incorporated into each of the district’s Localized Policy Manuals as soon as practicable. You will need to notify us of the board’s action on Update 103 so that your district’s Localized Policy Manual as it appears on TASB’s web server can be updated. Policy On Line staff may be reached by phone (800-580-7529 or 512-467-0222), by fax (512-467-3618, using the Update 103 Adoption Notification Form enclosed), by e-mail ([pol-support@tasb.org](mailto:pol-support@tasb.org)), or through the Policy On Line Administrator Tools (<https://www.tasb.org/apps/PolicyAdmin>).
- Administrative procedures and documents—including formal (REGULATIONS), handbooks, and guides—that may be affected by Update 103 policy changes should be inspected and revised by the district as needed.

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

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**ETHICS  
CONFLICT OF INTEREST DISCLOSURES**

**BBFA  
(EXHIBIT)**

See the following pages for forms that may be used for compliance with disclosure requirements:

Exhibit A: Affidavit Disclosing Substantial Interest in a Business Entity or Real Property, as defined in Local Government Code 171.002 — 2 pages

Exhibit B: Affidavit Disclosing Interest in Property, under Government Code Chapter 553, Subchapter A — 1 page

**ADDITIONAL DISCLOSURE:** The conflicts disclosure statement required of members of the Board and the Superintendent by Local Government Code 176.003-.004 is available on the Texas Ethics Commission Web site at <http://www.ethics.state.tx.us>. See DBD(LOCAL) to determine if the Board has extended this filing requirement to other employees.



EXHIBIT A

AFFIDAVIT DISCLOSING SUBSTANTIAL INTEREST  
IN A BUSINESS ENTITY OR REAL PROPERTY

STATE OF TEXAS  
COUNTY OF FORT BEND

I, \_\_\_\_\_ (*name*), as a local public official of Lamar Consolidated Independent School District, make this affidavit and on my oath state the following:

1. I, or a person(s) related to me in the first degree, have a substantial interest in:
  - a business entity, as those terms are defined in Local Government Code Sections 171.001-.002, that would experience a special economic effect distinguishable from its effect on the public by a vote or decision of the Board.

or

  - real property for which it is reasonably foreseeable that the Board's action or my action will have a special economic effect on the value of the property distinguishable from its effect on the public.

2. The business entity or real property is

\_\_\_\_\_  
(*name/address of business or description of property*).

\_\_\_\_\_  
(*"I" or name of relative and relationship*) (have)(has) a substantial interest in this business entity or real property as follows:  
(*check all that apply*)

- Ownership of ten percent or more of the voting stock or shares of the business entity.
  - Ownership of ten percent or more of the fair market value of the business entity.
  - Ownership of \$15,000 or more of the fair market value of the business entity.
  - Funds received from the business entity exceed ten percent of \_\_\_\_\_ (*my, her, his*) gross income for the previous year.
  - Real property is involved and \_\_\_\_\_ (*I, she, he*) (have)(has) an equitable or legal ownership with a fair market value of at least \$2,500.
3. The statements in this affidavit are based on my personal knowledge and are true and correct.
  4. Upon the filing of this affidavit with the Board's official record keeper, I affirm that I shall abstain from participation in any decision involving this business entity or real property, unless permitted according to Local Government Code 171.004(c).



ETHICS  
CONFLICT OF INTEREST DISCLOSURES

BBFA  
(EXHIBIT)

Signed \_\_\_\_\_ (date)

Signature of official \_\_\_\_\_

Title \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF FORT BEND

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_, Notary Public, State of Texas

EXHIBIT B

AFFIDAVIT DISCLOSING INTEREST IN PROPERTY

STATE OF TEXAS  
COUNTY OF FORT BEND

I, \_\_\_\_\_ (name of affiant), (check one of the following)

as an officer of, or

as a Board candidate for,

Lamar Consolidated Independent School District make this affidavit and on my oath state the following:

1. I have a legal or equitable interest in property to be acquired with public funds, either by purchase or condemnation. The property is fully described as follows:

\_\_\_\_\_

2. The nature, type, and amount of interest, including percentage of ownership, I have in the property is:

\_\_\_\_\_

3. I acquired my interest in the property on \_\_\_\_\_ (date).

4. The information stated in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code.

Signed \_\_\_\_\_ (date)

Signature of affiant \_\_\_\_\_

Office or public title \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF FORT BEND

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_, Notary Public, State of Texas

**NOTE:** This affidavit must be filed with the county clerk(s) of the county or counties in which the property is located and of the county in which the public servant or candidate resides within ten days before the date on which the property is to be acquired by purchase or condemnation.



ETHICS  
CONFLICT OF INTEREST DISCLOSURES

BBFA  
(EXHIBIT)

See the following pages for forms that may be used for compliance with disclosure requirements:

Exhibit A: Affidavit Disclosing Substantial Interest in a Business Entity or Real Property, as defined in Local Government Code 171.002 — 2 pages

Exhibit B: Affidavit Disclosing Interest in Property, under Government Code Chapter 553, Subchapter A — 1 page

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COUNTY OF FORT BEND

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  - a business entity, as those terms are defined in Local Government Code Sections 171.001-.002, that would experience a special economic effect distinguishable from its effect on the public by a vote or decision of the Board.

or

  - real property for which it is reasonably foreseeable that the Board's action or my action will have a special economic effect on the value of the property distinguishable from its effect on the public.
  
2. The business entity or real property is \_\_\_\_\_  
(name/address of business or description of property).  
\_\_\_\_\_  
(“I” or name of relative and relationship) (have)(has) a substantial interest in this business entity or real property as follows:  
(check all that apply)
  - Ownership of ten percent or more of the voting stock or shares of the business entity.
  - Ownership of ten percent or more of the fair market value of the business entity.
  - Ownership of \$15,000 or more of the fair market value of the business entity.
  - Funds received from the business entity exceed ten percent of \_\_\_\_\_ (my, her, his) gross income for the previous year.
  - Real property is involved and \_\_\_\_\_ (I, she, he) (have)(has) an equitable or legal ownership with a fair market value of at least \$2,500.
  
3. The statements in this affidavit are based on my personal knowledge and are true and correct.
  
4. Upon the filing of this affidavit with the Board's official record keeper, I affirm that I shall abstain from participation in any decision involving this business entity or real property, unless permitted according to Local Government Code 171.004(c).

ETHICS  
CONFLICT OF INTEREST DISCLOSURES

BBFA  
(EXHIBIT)

Signed \_\_\_\_\_ (date)

Signature of official \_\_\_\_\_

Title \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF FORT BEND

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_, Notary Public, State of Texas

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AFFIDAVIT DISCLOSING INTEREST IN PROPERTY

STATE OF TEXAS  
COUNTY OF FORT BEND

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Signed \_\_\_\_\_ (date)

Signature of affiant \_\_\_\_\_

Office or public title \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF FORT BEND

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_, Notary Public, State of Texas

**NOTE:** This affidavit must be filed with the county clerk(s) of the county or counties in which the property is located and of the county in which the public servant or candidate resides within ten days before the date on which the property is to be acquired by purchase or condemnation.





Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

**HARMONY WITH LAW** No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

**SEVERABILITY** If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

**POLICY DEVELOPMENT** Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

**OFFICIAL POLICY MANUAL** The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the Superintendent's office, and the Superintendent or designee shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual.

**ADOPTION AND AMENDMENT** Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

**TASB LOCALIZED UPDATES** After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual distributed throughout the District, the version contained in the official policy manual shall be regarded as authoritative.



# REVISED

Lamar CISD  
079901

## BOARD POLICIES

BF  
(LOCAL)

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

### ORGANIZATION

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

**At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.**

### TERMS

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

**[See AB for District name terminology.]**

### HARMONY WITH LAW

**Newly enacted law is applicable when effective.** No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

### SEVERABILITY

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

### POLICY DEVELOPMENT

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

### OFFICIAL POLICY MANUAL

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the central administration Superintendent's office, and the Superintendent or designee shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual.

### ADOPTION AND AMENDMENT

Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.

DATE ISSUED: 4/10/20/2015-1996  
UPDATE 10354  
BF(LOCAL)-B

ADOPTED:

1 of 2

BOARD POLICIES

BF  
(LOCAL)

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB LOCALIZED  
UPDATES

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual distributed throughout the District, the version contained in the official policy manual shall be regarded as authoritative.

FISCAL MANAGEMENT GOALS AND OBJECTIVES  
FINANCIAL ETHICS

CAA  
(LOCAL)

All Trustees, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources.

---

**Note:** See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:  
for Board members—BBF  
for employees—DH
- Financial conflicts of interest:  
for public officials—BBFA  
for all employees—DBD
- Financial conflicts involving federal funds: CBB
- Systems for monitoring the District's investment program: CDA
- Budget planning and evaluation: CE
- Compliance with accounting regulations: CFC
- Activity fund management: CFD
- Criminal history record information for employees: DC
- Disciplinary action for fraud by employees: DCD, DCE, and DF series

---

FRAUD AND  
FINANCIAL  
IMPROPRIETY

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

DEFINITION

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.

FISCAL MANAGEMENT GOALS AND OBJECTIVES  
FINANCIAL ETHICS

CAA  
(LOCAL)

4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. [See DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by state or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.

FINANCIAL CONTROLS  
AND OVERSIGHT

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

FRAUD PREVENTION

The Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

REPORTS

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

PROTECTION  
FROM  
RETALIATION

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

FISCAL MANAGEMENT GOALS AND OBJECTIVES  
FINANCIAL ETHICS

CAA  
(LOCAL)

FRAUD  
INVESTIGATIONS

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

RESPONSE

If an investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor.

When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

ANALYSIS OF FRAUD

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.





All Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources.

**Note:** See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:  
for Board members—BBF  
for employees—DH
- Financial conflicts of interest:  
for public officials—BBFA  
for all employees—DBD  
for vendors—CHE
- Compliance with state and federal grant and award requirements: CB, CBB
- Financial conflicts and gifts and gratuities regarding involving federal funds: CB, CBB
- Systems for monitoring the District's investment program: CDA
- Budget planning and evaluation: CE
- Compliance with accounting regulations: CFC
- Activity fund management: CFD
- Criminal history record information for employees: DBAA, DC
- Disciplinary action for fraud by employees: DCD, DCE, and DF series

FRAUD AND  
FINANCIAL  
IMPROPRIETY

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

DEFINITION

Fraud and financial impropriety shall include but not be limited to::

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

DATE ISSUED:  
~~10/20/2015~~ 10/16/2005  
UPDATE 10376  
CAA(LOCAL)-A

FISCAL MANAGEMENT GOALS AND OBJECTIVES  
FINANCIAL ETHICS

CAA  
(LOCAL)

3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. [See CB, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

FINANCIAL CONTROLS  
AND OVERSIGHT

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

FRAUD PREVENTION

The Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

REPORTS

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with

FISCAL MANAGEMENT GOALS AND OBJECTIVES  
FINANCIAL ETHICS

CAA  
(LOCAL)

	<p>law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.</p>
PROTECTION FROM RETALIATION	<p>Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]</p>
FRAUD INVESTIGATIONS	<p>In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.</p>
RESPONSE	<p>If an investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.</p> <p>If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor.</p> <p>When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.</p> <p>The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.</p>
FEDERAL AWARDS DISCLOSURE	<p>The District shall disclose, in a timely manner in writing to the federal awarding agency or pass-through entity, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting a federal grant award. [See CBB]</p>
ANALYSIS OF FRAUD	<p>After any investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.</p>

DATE ISSUED:  
10/20/2015/16/2005  
UPDATE 10376  
CAA(LOCAL)-A

ADOPTED:

3 of 3



GRANTS AND AWARDS    The Superintendent shall be authorized to:

1.    Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;
2.    Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
3.    Approve grant and award amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

FEDERAL AWARDS

CONFLICT OF  
INTEREST

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" shall have the same meaning as "family member" as described in Chapter 176 of the Government Code. [See BBFA]

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

STATE AND FEDERAL REVENUE SOURCES

CB  
(LOCAL)

GIFTS AND  
GRATUITIES

Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award and shall not accept:

1. Any single item with a value at or above \$50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFB, CBB, DBD. In the event of a violation of these requirements, see CAA and DH.]

**SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL**

**CKE  
(LOCAL)**

**SCHOOL RESOURCE  
OFFICERS**

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





**REVISED**

Lamar CISD  
079901

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

~~SCHOOL RESOURCE  
OFFICERS~~  
SCHOOL  
RESOURCE OFFICERS

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

TRAINING

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

DATE ISSUED: 10/20/20158/7/2014  
UPDATE 103400  
CKE(LOCAL)-B

ADOPTED:

1 of 1



## ADD

Lamar CISD  
079901

FOOD SERVICES MANAGEMENT

CO  
(LOCAL)

The Superintendent shall develop regulations regarding the use of a prepaid meal card or account to purchase meals served at school. The regulations shall address:

1. The length of the grace period during which a student may continue to purchase meals with a meal card or account that is exhausted or insufficient; and
2. Parent notification in the event of an exhausted card or account, including a schedule for repayment.

No fees or interest shall be charged in connection with meals purchased with an exhausted card or account.

DATE ISSUED: 10/20/2015  
UPDATE 103  
CO(LOCAL)-A

ADOPTED:

1 of 1



## CURRENT

### EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CONFLICT OF INTEREST

DBD  
(LOCAL)

DISCLOSURE — GENERAL STANDARD	An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.
SPECIFIC DISCLOSURES SUBSTANTIAL INTEREST	<p>The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.</p> <p>Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.</p>
INTEREST IN PROPERTY	The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.
CONFLICTS DISCLOSURE STATEMENT	No employee other than the Superintendent shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003–.004.
ANNUAL FINANCIAL MANAGEMENT REPORT	<p>The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.</p> <p>[See BBFA]</p>
GIFTS	An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA]
ENDORSEMENTS	An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.
SALES	An employee shall not use his or her position with the District to attempt to sell products or services.
NONSCHOOL EMPLOYMENT	An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a poten-

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

tial conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

An employee shall not at any time engage in any outside employment that:

1. Affects his or here usefulness as an employee in the District.
2. Makes time or energy demands that would interfere with the employee's effectiveness in performing regular assigned duties.
3. Compromises or embarrasses the District.
4. Adversely affects his or her employment status or professional standing.
5. Conflicts with assigned duties.

An employee shall not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

PRIVATE TUTORING     An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

REVISED

Lamar CISD  
079901

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

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*Note:* For conflicts of interest and gifts and gratuities related to federal grants and awards, see CB and CBB.

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DISCLOSURE-----  
GENERAL STANDARD

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

SPECIFIC  
DISCLOSURES  
SUBSTANTIAL  
INTEREST

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

INTEREST IN  
PROPERTY

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

CONFLICTS  
DISCLOSURE  
STATEMENT

~~No employee other than the Superintendent shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003-.004.~~

ANNUAL FINANCIAL  
MANAGEMENT  
REPORT

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[See BBFA]

GIFTS

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]

ENDORSEMENTS

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

DATE ISSUED:  
10/20/2015/11/18/2008  
UPDATE 10382  
DBD(LOCAL)-X

1 of 2



EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

SALES

An employee shall not use his or her position with the District to attempt to sell products or services.

~~NONSCHOOL  
EMPLOYMENT~~

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

~~NONSCHOOL  
EMPLOYMENT~~

An employee shall not at any time engage in any outside employment that:

1. Affects his or her usefulness as an employee in the District.
2. Makes time or energy demands that would interfere with the employee's effectiveness in performing regular assigned duties.
3. Compromises or embarrasses the District.
4. Adversely affects his or her employment status or professional standing.
5. Conflicts with assigned duties.

An employee shall not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

~~PRIVATE TUTORING  
PRIVATE TUTORING~~

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

**EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST**

**DBD  
(EXHIBIT)**

See the following pages for forms to be used by employees for disclosing potential conflicts of interest:

Exhibit A: Affidavit Disclosing Substantial Interest in a Business Entity or in Real Property, as defined in Local Government Code 171.002 — 2 pages

Exhibit B: Affidavit Disclosing Interest in Property, under Government Code Chapter 553, Subchapter A — 1 page

**ADDITIONAL DISCLOSURE:** The Superintendent and any other employees identified by Board policy as being required to file the conflicts disclosure statement, in accordance with Local Government Code 176.003–.004, may access that form on the Texas Ethics Commission Web site at <http://www.ethics.state.tx.us>.



EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(EXHIBIT)

EXHIBIT A

AFFIDAVIT DISCLOSING SUBSTANTIAL INTEREST  
IN A BUSINESS ENTITY OR IN REAL PROPERTY

STATE OF TEXAS  
COUNTY OF FORT BEND

I, \_\_\_\_\_ (*name*), as an employee of Lamar Consolidated Independent School District, make this affidavit and on my oath state the following:

1. I have a substantial interest in:

- a business entity, as those terms are defined in Local Government Code Sections 171.001-.002, that would experience a special economic effect distinguishable from its effect on the public by an action of the Board or the District. [See BBFA]

or

- real property for which it is reasonably foreseeable that an action of the Board or District will have a special economic effect on the value of the property distinguishable from its effect on the public.

2. The business entity or real property is

\_\_\_\_\_  
(*name/address of business or description of property*).

I \_\_\_\_\_ have a substantial interest in this business entity or real property as follows: (*check all that apply*)

- Ownership of ten percent or more of the voting stock or shares of the business entity.
- Ownership of ten percent or more of the fair market value of the business entity.
- Ownership of \$15,000 or more of the fair market value of the business entity.
- Funds received from the business entity exceed ten percent of my gross income for the previous year.
- Real property is involved and I have an equitable or legal ownership with a fair market value of at least \$2,500.

3. The statements in this affidavit are based on my personal knowledge and are true and correct.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(EXHIBIT)

Signed \_\_\_\_\_ (date)

Signature of employee \_\_\_\_\_

Title \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF FORT BEND

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_, Notary Public, State of Texas

**NOTE:** This affidavit should be filed with the Superintendent, Board President, or a designee before the Board takes action concerning the business entity or real property.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(EXHIBIT)

EXHIBIT B

AFFIDAVIT DISCLOSING INTEREST IN PROPERTY

STATE OF TEXAS  
COUNTY OF FORT BEND

I, \_\_\_\_\_ (name), as Superintendent of Lamar Consolidated Independent School District, make this affidavit and on my oath state the following:

1. I have a legal or equitable interest in property to be acquired with public funds, either by purchase or condemnation. The property is described as follows:

\_\_\_\_\_.

2. The nature, type, and amount of interest, including percentage of ownership, I have in the property is:

\_\_\_\_\_.

3. I acquired my interest in the property on \_\_\_\_\_ (date).

4. The information stated in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code.

Signed \_\_\_\_\_ (date)

Signature of Superintendent \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF FORT BEND

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_, Notary Public, State of Texas

**NOTE:** This affidavit must be filed with the county clerk(s) of the county or counties in which the property is located and of the county in which the Superintendent resides within ten days before the date on which the property is to be acquired by purchase or condemnation.



EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(EXHIBIT)

See the following pages for forms to be used by employees for disclosing potential conflicts of interest:

Exhibit A: Affidavit Disclosing Substantial Interest in a Business Entity or in Real Property, as defined in Local Government Code 171.002 — 2 pages

Exhibit B: Affidavit Disclosing Interest in Property, under Government Code Chapter 553, Subchapter A — 1 page

ADDITIONAL DISCLOSURE: The conflicts disclosure statement required of the Superintendent and, as applicable, other District employees by Local Government Code 176.003 is available on the Texas Ethics Commission website at <http://www.ethics.state.tx.us>.





EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(EXHIBIT)

EXHIBIT A

AFFIDAVIT DISCLOSING SUBSTANTIAL INTEREST  
IN A BUSINESS ENTITY OR IN REAL PROPERTY

STATE OF TEXAS  
COUNTY OF FORT BEND

I, \_\_\_\_\_ (*name*), as an employee of  
Lamar Consolidated Independent School District, make this affidavit and on my oath state  
the following:

1. I have a substantial interest in:
  - a business entity, as those terms are defined in Local Government Code Sections 171.001-.002, that would experience a special economic effect distinguishable from its effect on the public by an action of the Board or the District. [See BBFA]

or

  - real property for which it is reasonably foreseeable that an action of the Board or District will have a special economic effect on the value of the property distinguishable from its effect on the public.

2. The business entity or real property is

\_\_\_\_\_  
(*name/address of business or description of property*).

I \_\_\_\_\_ have a substantial interest in this business entity or  
real property as follows: (*check all that apply*)

- Ownership of ten percent or more of the voting stock or shares of the business entity.
  - Ownership of ten percent or more of the fair market value of the business entity.
  - Ownership of \$15,000 or more of the fair market value of the business entity.
  - Funds received from the business entity exceed ten percent of my gross income for the previous year.
  - Real property is involved and I have an equitable or legal ownership with a fair market value of at least \$2,500.
3. The statements in this affidavit are based on my personal knowledge and are true and correct.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(EXHIBIT)

Signed \_\_\_\_\_ (date)

Signature of employee \_\_\_\_\_

Title \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF FORT BEND

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_, Notary Public, State of Texas

**NOTE:** This affidavit should be filed with the Superintendent, Board President, or a designee before the Board takes action concerning the business entity or real property.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(EXHIBIT)

EXHIBIT B

AFFIDAVIT DISCLOSING INTEREST IN PROPERTY

STATE OF TEXAS  
COUNTY OF FORT BEND

I, \_\_\_\_\_ (name), as Superintendent of Lamar Consolidated Independent School District, make this affidavit and on my oath state the following:

1. I have a legal or equitable interest in property to be acquired with public funds, either by purchase or condemnation. The property is described as follows:  
\_\_\_\_\_
2. The nature, type, and amount of interest, including percentage of ownership, I have in the property is:  
\_\_\_\_\_
3. I acquired my interest in the property on \_\_\_\_\_ (date).
4. The information stated in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code.

Signed \_\_\_\_\_ (date)

Signature of Superintendent \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF FORT BEND

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_, Notary Public, State of Texas

**NOTE:** This affidavit must be filed with the county clerk(s) of the county or counties in which the property is located and of the county in which the Superintendent resides within ten days before the date on which the property is to be acquired by purchase or condemnation.



**EMPLOYEE STANDARDS OF CONDUCT**

**DH  
(LOCAL)**

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

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

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

**VIOLATIONS OF  
STANDARDS OF  
CONDUCT**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

**ELECTRONIC MEDIA**

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, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

**USE WITH  
STUDENTS**

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.

Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

**PERSONAL USE**

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

	<p>federal law or District policy, or 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.</p>
<p>SAFETY REQUIREMENTS</p>	<p>Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.</p>
<p>HARASSMENT OR ABUSE</p>	<p>An employee shall not engage in prohibited harassment, including sexual harassment, of:</p> <ol style="list-style-type: none"><li>1. Other employees. [See DIA]</li><li>2. Students. [See FFH; see FFG regarding child abuse and neglect]</li></ol> <p>While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.</p> <p>An employee shall report child abuse or neglect as required by law. [See FFG]</p>
<p>RELATIONSHIPS WITH STUDENTS</p>	<p>An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]</p>
<p>TOBACCO USE</p>	<p>An employee shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]</p>
<p>ALCOHOL AND DRUGS</p>	<p>An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:</p> <ol style="list-style-type: none"><li>1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.</li><li>2. Alcohol or any alcoholic beverage.</li><li>3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.</li><li>4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.</li></ol>

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

	<p>An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance or alcohol.</p>
EXCEPTIONS	<p>An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.</p> <p>An employee who consumes an alcoholic beverage served at a school-related activity or event that takes place off District property and at which alcohol may be legally served shall not be considered to be in violation of this policy so long as the employee does not have specific assigned duties at the event.</p>
NOTICE	<p>Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]</p> <p>A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.</p>
ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS	<p>An employee shall 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 the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:</p> <ol style="list-style-type: none"><li>1. Crimes involving school property or funds;</li><li>2. 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;</li><li>3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or</li><li>4. Crimes involving moral turpitude, which include:<ul style="list-style-type: none"><li>• Dishonesty; fraud; deceit; theft; misrepresentation;</li><li>• Deliberate violence;</li><li>• Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;</li><li>• Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;</li></ul></li></ol>



EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

- Felony driving while intoxicated (DWI); or
- Acts constituting abuse or neglect under the Texas Family Code.

DRESS AND  
GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

REVISED

Lamar CISD  
079901

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

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

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

VIOLATIONS OF  
STANDARDS OF  
CONDUCT

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

WEAPONS  
PROHIBITED

The District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

~~ELECTRONIC MEDIA~~  
EXCEPTIONS

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

ELECTRONIC MEDIA

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

USE WITH  
STUDENTS

~~USE WITH~~  
~~STUDENTS~~

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and

DATE ISSUED: 10/20/201531/2013  
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EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

3. Other matters deemed appropriate by the Superintendent or designee.

Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

~~PERSONAL USE~~  
~~PERSONAL USE~~

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or 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.

SAFETY  
REQUIREMENTS

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

HARASSMENT OR  
ABUSE

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

RELATIONSHIPS WITH  
STUDENTS

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO AND  
E-CIGARETTES USE

An employee shall not **smoke** or use tobacco products or **e-cigarettes** on District ~~property~~**premises**, in District vehicles, or ~~at school~~ or school-related activities. [See also GKA]

ALCOHOL AND DRUGS

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on **District property**~~at school~~ or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug,

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

EXCEPTIONS

It shall not be considered a violation of this policy if the employee:

~~MANUFACTURESEX~~  
~~CEPTIONS~~

~~An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities; or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.~~

1. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian;  
or

~~Consumes~~~~An employee who consumes an alcoholic beverage served at a school-related activity or event that takes place off District property and at which alcohol may be legally served, shall not be considered to be in violation of this policy so long as the employee does not have specific assigned duties at the event.~~

NOTICE

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]

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

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

ARRESTS,  
INDICTMENTS,  
CONVICTIONS,  
AND OTHER  
ADJUDICATIONS  
AND  
OTHER  
ADJUDICATIONS

An employee shall 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 the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - 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;
  - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - Felony driving while intoxicated (DWI); or
  - Acts constituting abuse or neglect under the Texas Family Code.

DRESS AND  
GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

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**Note:** This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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STATEMENT OF  
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED  
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING  
PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF  
DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX  
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District des-

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

ignates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Kathleen M. Bowen  
Position: Chief Human Resources Officer  
Address: 3911 Avenue I, Rosenberg, TX 77471  
Telephone: (832) 223-0300

ADA / SECTION 504  
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Kathleen M. Bowen  
Position: Chief Human Resources Officer  
Address: 3911 Avenue I, Rosenberg, TX 77471  
Telephone: (832) 223-0400

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE  
REPORTING  
PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct 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.

NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

INVESTIGATION OF  
THE REPORT

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



EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

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

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

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

CONCLUDING THE  
INVESTIGATION

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

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

DISTRICT ACTION

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

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

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

APPEAL

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

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY

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



# REVISED

Lamar CISD  
079901

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

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**Note:** This policy addresses discrimination, harassment, and retaliation involving District employees. ~~In this policy, the term "employees" includes former employees and applicants for employment.~~ For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG

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## DEFINITIONS

Solely for purposes of this policy, the term "employees" includes former employees, applicants for employment, and unpaid interns.

## STATEMENT OF NONDISCRIMINATIONS ~~TATEMENT OF~~ NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

## DISCRIMINATION ~~DISCRIMINATION~~

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

## HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

## EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

## SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually

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UPDATE ~~103LDU-2015.01~~  
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EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED  
CONDUCT  
PROHIBITED  
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING  
PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION  
OF  
DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

TITLE IX COORDINATOR	Reports of discrimination based on sex, including sexual harassment, may be directed to the <b>designated Title IX coordinator</b> . <b>[See DIA(EXHIBIT)]</b> <del>Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:</del> Name: <del>_____ Kathleen M. Bowen</del> Position: <del>_____ Chief Human Resources Officer</del> Address: <del>_____ 3911 Avenue I, Rosenberg, TX 77471</del> Telephone: <del>(832) 223-0300</del>
ADA / SECTION 504 COORDINATOR	Reports of discrimination based on disability may be directed to the <b>designated ADA/Section 504 coordinator</b> . <b>[See DIA(EXHIBIT)]</b> <del>The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</del>
SUPERINTENDENT	Name: <del>_____ Kathleen M. Bowen</del> Position: <del>_____ Chief Human Resources Officer</del> Address: <del>_____ 3911 Avenue I, Rosenberg, TX 77471</del> Telephone: <del>(832) 223-0400</del>
SUPERINTENDENT	The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.
ALTERNATIVE REPORTING PROCEDURES	An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.
ALTERNATIVE REPORTING PROCEDURES	A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.
TIMELY REPORTING	Reports of prohibited conduct 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.
NOTICE OF REPORT	Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

INVESTIGATION OF  
THE REPORT

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

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

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

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

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

CONCLUDING THE  
INVESTIGATION

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

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

DISTRICT ACTION

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

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

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

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(LOCAL)

- APPEAL                      A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.  
  
                                    The complainant may have a right to file a complaint with appropriate state or federal agencies.
- RECORDS RETENTION      Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]
- ACCESS TO POLICY         This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.





**ADD**

EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(EXHIBIT)

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Kathleen M. Bowen  
Position: Chief Human Resources Officer  
Address: 3911 Avenue I, Rosenberg, TX 77471  
Telephone: (832) 223-0302

The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Kathleen M. Bowen  
Position: Chief Human Resources Officer  
Address: 3911 Avenue I, Rosenberg, TX 77471  
Telephone: (832) 223-0302



**ATTENDANCE  
COMPULSORY ATTENDANCE**

**FEA  
(LOCAL)**

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

**STUDENTS AGE 18  
AND OVER**

A student who voluntarily attends school after the student's 18th birthday shall be required to attend school until the end of the school year.

**HIGHER EDUCATION  
VISITS**

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. A student shall be required to submit verification of such visits in accordance with administrative regulations.

**EARLY VOTING OR  
ELECTION CLERK**

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk. A student shall be required to submit verification of service in accordance with administrative regulations.

**WITHDRAWAL FOR  
NONATTENDANCE**

The District may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

For withdrawal of students 18 or older, see FEA(LEGAL).

**STUDENTS IN  
HOMESCHOOLS**

When the District becomes aware that a student is being or will be homeschooled, the Superintendent or designee may request in writing a letter of notification from the parents of their intention to homeschool using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

If the parents refuse to submit a letter of notification or if the District has evidence that the school-age child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.



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ATTENDANCE  
COMPULSORY ATTENDANCE

FEA  
(LOCAL)

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

EXCUSED ABSENCES

In addition to excused absences required by law, the District shall excuse absences for the following purposes.

HIGHER  
EDUCATION VISITS  
~~STUDENTS AGE 18  
AND OVER  
HIGHER EDUCATION  
VISITS~~

~~A student who voluntarily attends school after the student's 18th birthday shall be required to attend school until the end of the school year.~~

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. A student shall be required to submit verification of such visits in accordance with administrative regulations.

EARLY VOTING OR  
ELECTION CLERK  
~~EARLY VOTING OR  
ELECTION CLERK~~

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk. A student shall be required to submit verification of service in accordance with administrative regulations.

[For extracurricular activity absences, see FM.]

WITHDRAWAL FOR  
NONATTENDANCE

The District may initiate withdrawal of a student under the age of 1948 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 1948 or older, see FEA(LEGAL).]-

STUDENTS IN  
HOMESCHOOLS

When the District becomes aware that a student is being or will be homeschooled, the Superintendent or designee may request in writing a letter of notification from the parents of their intention to homeschool using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

If the parents refuse to submit a letter of notification or if the District has evidence that the school-age child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

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UPDATE 10398  
FEA(LOCAL)-A

ADOPTED:

1 of 1



ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(LOCAL)

ATTENDANCE  
COMMITTEES

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements.

PARENTAL NOTICE  
OF EXCESSIVE  
ABSENCES

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

METHODS FOR  
REGAINING CREDIT  
OR AWARDING A  
FINAL GRADE

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

Students who have lost credit or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

PERSONAL ILLNESS

When a student's absence for personal illness exceeds five consecutive days, the principal or attendance committee may require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single



day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

GUIDELINES ON  
EXTENUATING  
CIRCUMSTANCES

The attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

DAYS OF  
ATTENDANCE

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for this purpose. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS]

TRANSFERS /  
MIGRANT  
STUDENTS

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

BEST INTEREST  
STANDARD

3. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

DOCUMENTATION

4. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

CONSIDERATION OF  
CONTROL

5. The committee shall consider whether the absences were for reasons out of the student's or parent's control.

STUDENT'S  
ACADEMIC RECORD

6. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

INFORMATION  
FROM STUDENT OR  
PARENT

7. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

IMPOSING  
CONDITIONS FOR  
AWARDING CREDIT  
OR A FINAL GRADE

The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:

1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(LOCAL)

3. Maintaining the attendance standards for the rest of the semester.
4. Taking an examination to earn credit. [See EHDB]
5. Attending a flexible school day program.
6. Attending summer school.

In all cases, the student must also earn a passing grade in order to receive credit.

APPEAL PROCESS

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL) beginning at Level Three.



REVISED

Lamar CISD  
079901

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(LOCAL)

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

CONSIDERATION OF  
ALL ABSENCES

All absences shall be considered in determining whether a student has attended the required percentage of days under this policy.

ATTENDANCE  
COMMITTEES

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements.

PARENTAL NOTICE  
OF EXCESSIVE  
ABSENCES

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

METHODS FOR  
REGAINING CREDIT  
OR AWARDING A  
FINAL GRADE

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

~~METHODS FOR  
REGAINING CREDIT  
OR AWARDING A  
FINAL GRADE~~

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than **30 days after the last day of classes.**~~30 days after the last day of classes.~~

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

Students who have lost credit or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

PERSONAL ILLNESS

When a student's absence for personal illness exceeds ~~five~~ five consecutive days, the principal or attendance committee may require that the student present a statement from a physician or

DATE ISSUED: 10/20/201534/2013  
UPDATE 10398  
FEC(LOCAL)-A

1 of 3

health clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

GUIDELINES ON  
EXTENUATING  
CIRCUMSTANCES

The attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

DAYS OF  
ATTENDANCE

1. ~~All absences shall be considered in determining whether a student has attended the required percentage of days. If~~ makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for award of credit or final grade. ~~this purpose. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS.]]~~

TRANSFERS /  
MIGRANT  
STUDENTS

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

~~BEST INTEREST  
STANDARD~~

~~1. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.~~

DOCUMENTATION

4.3. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

CONSIDERATION OF  
CONTROL

5.4. The committee shall consider whether the absences were for reasons out of the student's or parent's control.

STUDENT'S  
ACADEMIC RECORD

6.5. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

INFORMATION  
FROM STUDENT OR  
PARENT

7.6. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

BEST INTEREST  
STANDARD

7. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the

best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

IMPOSING  
CONDITIONS FOR  
AWARDING CREDIT  
OR A FINAL GRADE

The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:

1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.
3. Maintaining the attendance standards for the rest of the semester.
4. Taking an examination to earn credit. [See EHDB]
5. Attending a flexible school day program.
6. Attending summer school.

In all cases, the student must also earn a passing grade in order to receive credit.

APPEAL PROCESS

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).) ~~beginning at Level Three.~~



COMMUNITY RELATIONS  
CONDUCT ON SCHOOL PREMISES

GKA  
(LOCAL)

Principals and other designated employees are authorized to:

1. Refuse entry onto school grounds to persons who do not have legitimate business at the school;
2. Request any unauthorized person or any person engaging in unacceptable conduct to leave the school grounds;
3. Request assistance of law enforcement officers in cases of emergency; and
4. Seek prosecution for violations of law as permitted by statute.

OFF-CAMPUS  
ACTIVITIES

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

PROHIBITIONS  
ELECTRONIC  
CIGARETTES

The District prohibits the use of electronic cigarettes or any other electronic vaporizing device on District property at all times.

WEAPONS

The District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

EXCEPTION

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities.





# REVISED

Lamar CISD  
079901

COMMUNITY RELATIONS  
CONDUCT ON SCHOOL PREMISES

GKA  
(LOCAL)

Principals and other designated employees are authorized to::

1. Refuse entry onto school grounds to persons who do not have legitimate business at the school;
2. Request any unauthorized person or any person engaging in unacceptable conduct to leave the school grounds;
3. Request assistance of law enforcement officers in cases of emergency; and
4. Seek prosecution for violations of law as permitted by statute.

OFF-CAMPUS  
ACTIVITIES

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

PROHIBITIONS

TOBACCO AND  
E-CIGARETTES

The District prohibits **smoking and the use of tobacco products and e-electronic cigarettes** ~~or any other electronic vaporizing device~~ on District property, **in District vehicles, or -at school-related activities** ~~all times~~.

PROHIBITIONS

ELECTRONIC  
WEAPONS

The District prohibits the **unlawful** use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

EXCEPTION

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. **[See FOD]**

DATE ISSUED: 10/205/8/2015  
UPDATE 103LDU-2015.04  
GKA(LOCAL)-AX

ADOPTED:

1 of 1



RELATIONS WITH GOVERNMENTAL ENTITIES  
STATE AND LOCAL GOVERNMENTAL AUTHORITIES

GRA  
(LOCAL)

CHILD ABUSE  
INVESTIGATION

When a representative of the Department of Family and Protective Services or another lawful authority desires to question or interview a student at school as part of a child abuse investigation, the principal shall cooperate fully with the official's requests regarding the conditions of the interview or questioning.

OTHER QUESTIONING  
OF STUDENTS

When law enforcement officers or other lawful authorities desire to question or interview a student at school for any purpose other than a child abuse investigation, the following guidelines shall apply:

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents shall not be notified.
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

STUDENTS TAKEN  
INTO CUSTODY

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student [see GRA] and then shall deliver over the student.

The principal shall immediately notify the Superintendent and ordinarily shall notify the parents or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents at that time, the principal shall not notify the parents.



# REVISED

Lamar CISD  
079901

RELATIONS WITH GOVERNMENTAL ENTITIES  
STATE AND LOCAL GOVERNMENTAL AUTHORITIES

GRA  
(LOCAL)

CHILD ABUSE  
INVESTIGATION

When a representative of the Department of Family and Protective Services or another lawful authority ~~requests~~desires to question or interview a student at school as part of a child abuse investigation, the principal shall cooperate fully with the official's requests regarding the conditions of the interview or questioning.

~~OTHER~~  
OTHER  
QUESTIONING OF  
STUDENTS

When law enforcement officers or other lawful authorities ~~re-~~questdesire to question or interview a student at school for any purpose other than a child abuse investigation, the following guidelines shall apply:

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's ~~parent~~parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, the ~~parent~~parents shall not be notified.
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

STUDENTS TAKEN  
INTO CUSTODY

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student [~~see GRA~~] and then shall deliver over the student.

The principal shall immediately notify the Superintendent and ordinarily shall notify the ~~parent~~parents or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the ~~parent~~parents at that time, the principal shall not notify the parent.

[See FO for notification requirements by the campus behavior coordinator under Education Code Chapter 37.]~~parents.~~

DATE ISSUED: 10/20/2015~~4/27/2010~~  
UPDATE 103LDU-2010.01  
GRA(LOCAL)-A

ADOPTED:

1 of 1



**INFORMATION ITEM: TAX COLLECTION REPORT  
(AS OF DECEMBER 31, 2015)**

- Exhibit "A" gives the LCISD collections made during the month of December 31, 2015.
- Exhibit "B" gives the total LCISD collections made this school year from September 1, 2015 through August 31, 2016.
- Exhibit "C" shows the LCISD collections made month-by-month of the 2015-16 roll as compared to prior years. Through December 31, 2015, LCISD had collected 49.0 % of the 2015-16 roll.
- Exhibit "D" shows the total collections made as compared to the amount that was budgeted for 2015-2016.
- Exhibit "E" shows the LCISD tax collection analysis for the last six years.

Resource Person: Jill Ludwig, CPA, RTSBA, Chief Financial Officer



**Lamar Consolidated ISD  
Tax Collections  
December 2015**

<b>Year</b>	<b>Taxes Paid</b>	<b>Penalty &amp; Interest</b>	<b>Collection Fees</b>	<b>Total Payments</b>	<b>General Fund Taxes Paid</b>	<b>General Fund P &amp; I &amp; Collection Fees</b>	<b>Debt Service Taxes Paid</b>	<b>Debt Service P &amp; I &amp; Collection Fees</b>
15	\$ 82,397,968.89	\$ -	\$ -	\$ 82,397,968.89	\$ 61,651,025.48	\$ -	\$ 20,746,943.41	\$ -
14	\$ 78,864.82	\$ 19,105.40	\$ 19,995.85	\$ 117,966.07	\$ 59,007.51	\$ 34,290.60	\$ 19,857.31	\$ 4,810.65
13	\$ 50,902.16	\$ 5,608.12	\$ 4,023.47	\$ 60,533.75	\$ 38,085.48	\$ 8,219.55	\$ 12,816.68	\$ 1,412.04
12	\$ 31,156.69	\$ 1,945.30	\$ 970.67	\$ 34,072.66	\$ 23,311.76	\$ 2,426.17	\$ 7,844.93	\$ 489.80
11	\$ 30,030.34	\$ 1,244.22	\$ 395.81	\$ 31,670.37	\$ 22,036.98	\$ 1,308.81	\$ 7,993.36	\$ 331.22
10	\$ 33,525.79	\$ 994.46	\$ 202.51	\$ 34,722.76	\$ 25,061.73	\$ 945.89	\$ 8,464.06	\$ 251.08
09	\$ 13,901.96	\$ 1,375.09	\$ 492.52	\$ 15,769.57	\$ 10,930.57	\$ 1,575.61	\$ 2,971.39	\$ 292.00
08	\$ 2,473.55	\$ 1,896.66	\$ 693.52	\$ 5,063.73	\$ 1,944.41	\$ 2,184.42	\$ 529.14	\$ 405.76
07	\$ 2,013.91	\$ 1,788.91	\$ 614.82	\$ 4,417.64	\$ 1,552.05	\$ 1,993.47	\$ 461.86	\$ 410.26
06	\$ 2,501.77	\$ 2,537.97	\$ 793.55	\$ 5,833.29	\$ 2,150.02	\$ 2,974.68	\$ 351.75	\$ 356.84
05	\$ 158.79	\$ 187.76	\$ 66.28	\$ 412.83	\$ 138.88	\$ 230.34	\$ 19.91	\$ 23.70
04	\$ 205.15	\$ 292.03	\$ 99.43	\$ 596.61	\$ 175.82	\$ 349.73	\$ 29.33	\$ 41.73
03	\$ 208.11	\$ 322.55	\$ 79.60	\$ 610.26	\$ 187.55	\$ 370.27	\$ 20.56	\$ 31.88
01	\$ 53.13	\$ 83.48	\$ 17.01	\$ 153.62	\$ 48.60	\$ 93.54	\$ 4.53	\$ 6.95
98	\$ 169.05	\$ 361.76	\$ 79.62	\$ 610.43	\$ 156.29	\$ 414.08	\$ 12.76	\$ 27.30
95	\$ 96.61	\$ 242.49	\$ 50.87	\$ 389.97	\$ 91.44	\$ 280.39	\$ 5.17	\$ 12.97
91	\$ 329.58	\$ 985.44	\$ 197.25	\$ 1,512.27	\$ 308.67	\$ 1,120.16	\$ 20.91	\$ 62.53
<b>Totals</b>	<b>\$ 82,644,560.30</b>	<b>\$ 38,971.64</b>	<b>\$ 28,772.78</b>	<b>\$ 82,712,304.72</b>	<b>\$ 61,836,213.24</b>	<b>\$ 58,777.71</b>	<b>\$ 20,808,347.06</b>	<b>\$ 8,966.71</b>

**Lamar Consolidated ISD  
Tax Collections  
September 1, 2015-August 31, 2016  
(Year-To-Date)**

Year	Original Tax	Adjustments	Adjusted Tax	Taxes Paid	Penalty & Interest	Collection Fees	Total Payments	Total Taxes 12/31/2015
15	\$ 173,016,529.71	\$ 6,664,803.15	\$ 179,681,332.86	\$ 88,115,722.64	\$ -	\$ -	\$ 88,115,722.64	\$ 91,565,610.22
14	\$ 1,578,079.69	\$ 65,595.16	\$ 1,643,674.85	\$ 393,044.84	\$ 82,143.71	\$ 88,065.33	\$ 563,253.88	\$ 1,250,630.01
13	\$ 759,119.83	\$ 118,181.42	\$ 877,301.25	\$ 98,388.66	\$ 19,154.80	\$ 13,449.18	\$ 130,992.64	\$ 778,912.59
12	\$ 693,023.94	\$ 118,861.64	\$ 811,885.58	\$ 50,373.25	\$ 7,973.26	\$ 4,071.86	\$ 62,418.37	\$ 761,512.33
11	\$ 631,556.26	\$ 113,790.01	\$ 745,346.27	\$ 31,712.50	\$ 4,516.63	\$ 1,750.28	\$ 37,979.41	\$ 713,633.77
10	\$ 605,391.03	\$ 30,039.55	\$ 635,430.58	\$ (55,927.93)	\$ 3,001.50	\$ 981.72	\$ (51,944.71)	\$ 691,358.51
09	\$ 581,353.50	\$ 55,564.61	\$ 636,918.11	\$ 16,392.88	\$ 3,116.42	\$ 1,220.18	\$ 20,729.48	\$ 620,525.23
08	\$ 587,734.40	\$ -	\$ 587,734.40	\$ 4,064.80	\$ 3,198.25	\$ 889.26	\$ 8,152.31	\$ 583,669.60
07	\$ 191,892.59	\$ -	\$ 191,892.59	\$ 3,256.73	\$ 2,917.05	\$ 680.48	\$ 6,854.26	\$ 188,635.86
06	\$ 127,543.57	\$ -	\$ 127,543.57	\$ 3,201.80	\$ 3,338.12	\$ 1,048.44	\$ 7,588.36	\$ 124,341.77
05	\$ 142,756.89	\$ -	\$ 142,756.89	\$ 1,078.71	\$ 1,359.82	\$ 484.69	\$ 2,923.22	\$ 141,678.18
04	\$ 65,622.10	\$ -	\$ 65,622.10	\$ 1,059.28	\$ 1,426.27	\$ 497.09	\$ 2,982.64	\$ 64,562.82
03	\$ 48,382.85	\$ -	\$ 48,382.85	\$ 986.18	\$ 1,483.21	\$ 370.13	\$ 2,839.52	\$ 47,396.67
02	\$ 32,774.61	\$ -	\$ 32,774.61	\$ -	\$ -	\$ -	\$ -	\$ 32,774.61
01	\$ 30,373.59	\$ -	\$ 30,373.59	\$ 213.98	\$ 332.59	\$ 67.97	\$ 614.54	\$ 30,159.61
00	\$ 26,210.82	\$ -	\$ 26,210.82	\$ 44.00	\$ 82.28	\$ 18.94	\$ 145.22	\$ 26,166.82
99	\$ 27,765.44	\$ -	\$ 27,765.44	\$ -	\$ -	\$ -	\$ -	\$ 27,765.44
98	\$ 19,318.70	\$ -	\$ 19,318.70	\$ 416.26	\$ 887.58	\$ 195.57	\$ 1,499.41	\$ 18,902.44
97	\$ 17,316.46	\$ -	\$ 17,316.46	\$ 252.81	\$ 564.65	\$ 122.62	\$ 940.08	\$ 17,063.65
96	\$ 16,372.69	\$ (9.38)	\$ 16,363.31	\$ 5.62	\$ 1.34	\$ 1.04	\$ 8.00	\$ 16,357.69
95	\$ 8,069.69	\$ -	\$ 8,069.69	\$ 215.99	\$ 540.72	\$ 113.51	\$ 870.22	\$ 7,853.70
94	\$ 5,144.31	\$ -	\$ 5,144.31	\$ 134.92	\$ 350.65	\$ 72.83	\$ 558.40	\$ 5,009.39
93	\$ 2,639.02	\$ -	\$ 2,639.02	\$ -	\$ -	\$ -	\$ -	\$ 2,639.02
92	\$ 3,823.63	\$ -	\$ 3,823.63	\$ -	\$ -	\$ -	\$ -	\$ 3,823.63
91 & prior	\$ 11,266.58	\$ -	\$ 11,266.58	\$ 1,282.34	\$ 3,888.69	\$ 775.64	\$ 5,946.67	\$ 9,984.24
<b>Totals</b>	<b>\$179,230,061.90</b>	<b>\$ 7,166,826.16</b>	<b>\$186,396,888.06</b>	<b>\$ 88,665,920.26</b>	<b>\$140,277.54</b>	<b>\$114,876.76</b>	<b>\$88,921,074.56</b>	<b>\$97,730,967.80</b>

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
TAX COLLECTION ANALYSIS  
PERCENT Y-T-D BY MONTH  
FOR CURRENT LEVY ONLY**

<b>MONTH</b>	<b>2015-2016</b>	<b>2014-2015</b>	<b>2013-2014</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2010-11</b>	<b>2009-10</b>	<b>2008-09</b>	<b>2007-08</b>	<b>2006-07</b>	<b>2005-06</b>	<b>2004-05</b>
<b>SEPT</b>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>OCT</b>	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>NOV</b>	3.2%	2.2%	7.4%	1.9%	2.6%	3.9%	1.9%	1.7%	2.8%	2.1%	1.0%	3.3%
<b>DEC</b>	49.0%	45.3%	45.3%	33.1%	30.2%	33.3%	25.9%	35.4%	31.9%	29.7%	32.7%	16.8%
<b>JAN</b>		82.0%	86.2%	82.9%	82.3%	84.1%	80.7%	80.4%	59.6%	76.4%	73.6%	74.9%
<b>FEB</b>		95.1%	95.5%	95.5%	94.8%	94.3%	93.3%	92.8%	93.5%	93.3%	92.5%	92.3%
<b>MAR</b>		96.8%	97.0%	96.8%	96.4%	96.1%	95.0%	94.8%	95.1%	94.7%	94.3%	93.8%
<b>APR</b>		97.9%	97.8%	97.6%	97.1%	96.9%	96.0%	95.6%	95.9%	95.8%	95.2%	94.8%
<b>MAY</b>		98.2%	98.2%	98.1%	97.9%	97.6%	96.5%	96.4%	96.7%	96.5%	96.1%	95.5%
<b>JUNE</b>		98.6%	98.7%	98.6%	98.3%	98.2%	97.4%	97.2%	97.4%	97.3%	96.8%	96.4%
<b>JULY</b>		98.9%	99.0%	99.0%	98.7%	98.6%	98.0%	97.9%	98.0%	97.8%	97.4%	97.1%
<b>AUG</b>		99.0%	99.2%	99.1%	98.9%	98.8%	98.2%	98.2%	98.2%	98.2%	97.8%	97.5%

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
2015-16 TAX COLLECTIONS  
AS OF DECEMBER 31, 2015**

<b>TAX YEAR LCISD TAXES</b>	<b>SCHOOL YEAR</b>	<b>BUDGET AMOUNT</b>	<b>COLLECTIONS 12/31/2015</b>	<b>% OF BUDGET COLLECTED</b>
2015	2015-2016	\$175,920,949	\$88,115,723	50.09%
2014 & Prior	2014-15 & Prior	\$2,150,000	\$550,198	25.59%
<b>TOTAL</b>		<b>\$178,070,949</b>	<b>\$88,665,920</b>	<b>49.79%</b>

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
TAX COLLECTION REPORT  
AS OF DECEMBER 31, 2015**

<b>SCHOOL YEAR TAX YEAR</b>	<b>2010-11 2010</b>	<b>2011-12 2011</b>	<b>2012-13 2012</b>	<b>2013-14 2013</b>	<b>2014-15 2014</b>	<b>2015-16 2015</b>
<b>COLLECTION YEAR</b>						
1 Orig. Levy	\$ 129,215,668	\$ 132,226,943	\$ 136,145,655	\$ 142,546,726	\$ 153,118,133	\$ 173,016,530
1 Collections	\$ 132,086,020	\$ 136,117,707	\$ 140,561,034	\$ 148,220,912	\$ 160,220,428	\$ 88,115,723
Adj. To Roll	\$ 4,579,622	\$ 5,417,190	\$ 5,652,043	\$ 6,929,880	\$ 8,680,375	\$ 6,664,803
2 Collections	\$ 1,050,557	\$ 915,762	\$ 739,542	\$ 739,176	\$ 393,045	
Adj. To Roll	\$ 53,764	\$ (64,337)	\$ 65,612	\$ 242,601	\$ 65,595	
3 Collections	\$ 329,317	\$ 286,833	\$ 315,459	\$ 98,389		
Adj. To Roll	\$ 13,438	\$ 162,075	\$ 445,748	\$ 118,181		
4 Collections	\$ 199,270	\$ 308,264	\$ 50,373			
Adj. To Roll	\$ 148,691	\$ 518,252	\$ 118,862			
5 Collections	\$ 268,598	\$ 31,713				
Adj. To Roll	\$ 527,967	\$ 113,790				
6 Collections	\$ (55,928)					
Adj. To Roll	\$ 30,040					
<b>TOTAL:</b>						
<b>COLLECTIONS</b>	\$ 133,877,833	\$ 137,660,279	\$ 141,666,408	\$ 149,058,476	\$ 160,613,473	\$ 88,115,723
<b>ADJUSTED TAX ROLL</b>	\$ 134,569,190	\$ 138,373,912	\$ 142,427,920	\$ 149,837,389	\$ 161,864,103	\$ 179,681,333
<b>BALANCE TO BE COLLECTED</b>	\$ 691,357	\$ 713,633	\$ 761,512	\$ 778,913	\$ 1,250,630	\$ 91,565,610
<b>ADJ. TAXABLE VALUE</b>	\$ 9,861,799,862	\$ 9,954,599,625	\$ 10,246,244,391	\$ 10,779,280,534	\$ 11,644,480,611	\$ 12,926,249,621
<b>TOTAL % COLLECTIONS AS OF DECEMBER 31, 2015</b>	99.5%	99.5%	99.5%	99.5%	99.2%	49.0%
<b>TAX RATE</b>	1.36455	1.39005	1.39005	1.39005	1.39005	1.39005

**INFORMATION ITEM: PAYMENTS FOR CONSTRUCTION PROJECTS**

Below is a list of invoices that have been approved for payment.

Daktronics (Natatorium #2)	Application # 1	\$ 13,186.00
Drymalla Construction (Fulshear HS)	Application # 18	\$ 3,834,064.15
Drymalla Construction (Leaman JHS)	Application # 18	\$ 980,952.90
Drymalla Construction (Transportation Satellite)	Application # 18	\$ 119,901.40
Gamma Construction (Elementary #24)	Application # 2	\$ 140,372.00
Gilbane (2011 Bond Program)	Application # 44	\$ 191,580.00
Hellas Construction (Terry HS - Track)	Application # 1	\$ 129,328.25
Hellas Construction (Terry HS - Track)	Application # 2	\$ 41,800.00
PBK Architects (Elementary #24)	Application # 1	\$ 305,933.02
Sterling Structures, Inc. (Foster HS)	Application # 3	\$ 1,913.00
Vanir, Rice & Gardner (2014 Bond Program)	Application # 6	\$ 204,900.00

Resource person: Kevin McKeever, Administrator for Operations

**INFORMATION ITEM: REGION 4 MAINTENANCE AND OPERATIONS UPDATE**

This agenda item will be on the Board Agenda each month to provide updates on Region 4's progress with Maintenance and Operations. The following indicates action that has taken place since the last regular board meeting.

**Work Request Summary for December, 2015:**

- The Department completed 910 requests
- The Department received 88 requests for the month

**Maintenance:**

The Maintenance Department assisted by:

- Hanging a saddle rack in a classroom at George Ranch High
- Hanging a white board in a classroom at Briscoe Junior High
- Hanging a new library sign over the library doors at George Junior High
- Replacing ceiling tiles with new ones in a classroom at Lamar Junior High
- Regluing the drain to the floor in the kitchen at Wessendorff Middle
- Replacing ceiling tiles with new ones in an office at Brazos Crossing
- Replacing a broken basketball rim with a new one in the gym at Foster High
- Installing backboard pads on the two main goals in the gym at Terry High
- Installing door sweeps to exterior doors at Ryon Middle
- Replacing two diffusers in a light fixture in the field house at Foster High
- Installing two flag holders in a classroom at Foster High
- Replacing fire extinguishers throughout the school at Foster High
- Removing the American flag on the stage in the gym and hanging the Santa's work shop back drop at Campbell Elementary
- Removing an old changing table and installing a new one in a classroom at Briscoe Junior High
- Putting the storage sign back on the wall in the 4<sup>th</sup> grade pod at Dickinson Elementary
- Installing an outlet cover for under the promethean board in a classroom at Huggins Elementary
- Replacing the water filter and cleaning the ice machine in the teacher lounge at Huggins Elementary
- Cutting floor mats for an office at Brazos Crossing
- Installing a new pencil sharpener in a classroom at Foster High
- Repairing a roll up door on the concession stand at Briscoe Junior High
- Assembling two new basketball goals at McNeill Elementary
- Unstopping the sewer back up in the kitchen at Lamar High
- Removing silverware from the toilet in the men's restroom at Brazos Crossing
- Replacing the light switch in a classroom at Smith Elementary

- Repairing the lights in the clinic at Smith Elementary
- Replacing the intercom system call button at Campbell Elementary
- Repairing the lockers in the dressing room at Wertheimer Middle
- Removing a broken piece of a key from a door lock at the Alternative Learning Center
- Repairing the security system at Reading Junior High
- Repairing the fire alarm system at Briscoe Junior High
- Repairing the security system at Seguin Early Childhood Center
- Installing a wooden plaque to the wall behind the stall door in the boys restroom at Adolphus Elementary
- Attaching the hula hoop hooks to the north wall in the gym storage room at Adolphus Elementary
- Repainting the numbered spaces in the front carpool line at Hutchinson Elementary
- Cleaning out the French drain in the playground area at Velasquez Elementary
- Repairing and repainting the wall in a portable at the Alternative Learning Center
- Replacing the door sweeps with new ones in the auditorium at Terry High
- Installing the Christmas back drop on the stage at Bowie Elementary
- Assembling 12 small trampolines for Frost Elementary
- Installing a new latch on the handicap stall door in the girl's restroom at Austin Elementary
- Replacing ceiling tiles with new ones in various locations throughout Pink Elementary
- Removing the greenhouse from in front of the school at McNeill Elementary
- Replacing a broken toilet seat in the boy's restroom at Velasquez Elementary
- Assembling a drying rack in a classroom at Hubenak Elementary
- Completing the quarterly gate preventative maintenance at Jane Long Elementary
- Moving two metal file cabinets and three wire shelves from Special Needs Center to the old gym at Jane Long Elementary
- Repairing the computer keyboard tray in an office at Bowie Elementary
- Repainting the doors in the cafeteria at Lamar High
- Repairing the broken letter strip on the marquee in front of school at Smith Elementary
- Replacing ceiling tiles with new ones in the hallway at Terry High
- Replacing the battery in the emergency light in a portable at Thomas Elementary
- Hanging new basketball nets on the goals at Dickinson Elementary
- Installing three TV brackets to the wall at Satellite Transportation

## **Energy Management**

Energy assisted by:

- Scanning controls of all locations to insure temperature settings are good and units are running as scheduled
- Walking and inspecting the buildings for proper shut-down at night



- Testing new equipment, a Datalogger for assistance in monitoring the climate in the facilities
- Working to schedule the new louver install at the LCISD Natatorium
- Assisting with boiler inspections district-wide
- Scheduling boiler inspections for the Fulshear Complex
- Discussing replacement of the chillers at Campbell Elementary
- Reviewing the boiler issue at George Ranch High

### **Custodial, Integrated Pest Control and Lawn Works:**

Custodial, Integrated Pest Control and Lawn Works assisted by:

- Mowing at all elementary campuses
- Delivering and picking up tables and chairs from the following locations:
  - George Ranch High
  - Terry High
  - Smith Elementary
  - Dickinson Elementary
  - Jane Long Elementary
  - Hutchison Elementary
- Repairing irrigation leaks on the athletic fields at Foster High
- Moving risers from Thomas Elementary to Arredondo Elementary
- Mowing at all of the high school blocks
- Delivering tables and chairs to Wertheimer Middle and George Ranch High
- Applying ant treatment district-wide
- Scheduling pest control services with Bug Man Pest Control district-wide
- Removing wasps at Jane Long Elementary
- Providing rodent control at Beasley Elementary, Bowie Elementary, and Terry High
- Removing bats from Austin Elementary
- Removing yellow jackets from Jane Long Elementary
- Performing deep cleaning and extra high dusting at Taylor Ray Elementary
- Setting up for a Parents Night Out event and cleaning up afterwards at Frost Elementary
- Setting up for a Winter Wonderland event and cleaning up afterwards at George Ranch High
- Extracting the carpet in the kindergarten hallway and various classrooms at Campbell Elementary
- Extracting the carpets in several classrooms at Adolphus Elementary
- Removing water from the carpet due to a hallway water fountain leak at Pink Elementary
- Setting up for a large meeting in the gym and cafeteria at Hubenak Elementary
- Cleaning up after the Primrose of Greatwood Christmas program at Dickinson Elementary
- Cleaning up after a volleyball tournament at Foster High

- Setting up for a Christmas program and cleaning after at Beasley Elementary
- Burnishing floors in the gym, cafeteria and all hallways at Taylor Ray Elementary
- Cleaning after a music event in the theater at Briscoe Jr. High
- Burnishing floors in the gym, cafeteria and all hallways at Huggins Elementary
- Extract carpets in a classroom at Smith Elementary
- Burnishing floors in the gym and cafeteria at Hubenak Elementary
- Setting up 500 chairs in the gym and cafeteria for a 5<sup>th</sup> grade program and cleaning after at Thomas Elementary
- Setting up 150 chairs for a Christmas program and cleaning after at Dickinson Elementary
- Setting up for a band concert and cleaning after at George Ranch High
- Beginning the work on the gym floor repair at Wessendorff Middle

Resources: Kevin McKeever, Administrator for Operations  
Aaron Morgan, Director of Maintenance & Operations (Region 4)  
Hector Gomez, Assistant Director of Operations  
James Carrillo, Assistant Director (Region 4)



**12.A.#5a. – PLANNING  
BOARD REPORT  
JANUARY 21, 2016**

**Monthly Report  
2011 Bond Program**

**EXECUTIVE SUMMARY**

**EXECUTIVE REPORT**

	<b>BUDGET</b>	<b>COMMITTED</b>	<b>UNCOMMITTED</b>	<b>PAID</b>
<b>NEW FACILITIES</b>	195,237,324.00	13,138,603.33	32,212,322.94	149,885,997.73
<b>EXISTING FACILITIES</b>	23,727,447.10	577,574.94	4,621,762.80	18,528,109.38
<b>LAND</b>	2,918,653.00	1,600.00	294.19	2,916,758.81
<b>TRANSPORTATION</b>	6,100,779.00	-	836,905.00	5,263,874.00
<b>TECHNOLOGY</b>	21,168,000.00	17,763.29	2,536,421.63	3,951,362.55
<b>MISCELLANEOUS</b>	-	-	-	-
<b>TOTAL</b>	<b>249,159,203.10</b>	<b>13,735,541.56</b>	<b>40,207,706.56</b>	<b>180,546,102.47</b>



## **Current 2011 Bond Program Projects:**

### **Arredondo Elementary:**

- ❖ Project Substantial Completion was August 10, 2015.
- ❖ Punch list work is ongoing.



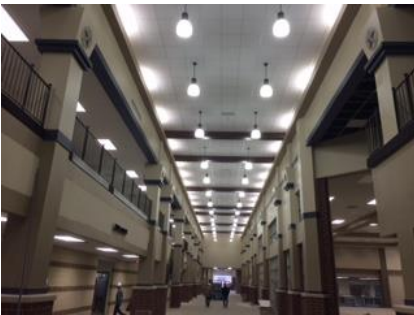
*Arredondo ES is a new 12 acre campus consisting of a 90,700 sf building, parking and play areas located in Summer Park subdivision in Richmond, TX.*



### Churchill Fulshear (Jr.) HS, & sitework:

*(Refer to Design Development booklet for floor plans)*

Project meetings with PBK, Drymalla, Gilbane, and LCISD are continuing on a bi-weekly basis.



*Churchill Fulshear (Jr.) HS is part of a new 101 acre campus in Fulshear, TX. It includes a 350,000 sf main building, 32,400 sf field house, teacher and student parking, separate bus drop-off, dual gymnasiums, dedicated CTE spaces, competition and practice ball fields, tennis courts and band practice areas.*

- ❖ The main canopy entrance framing and decking is complete.
- ❖ The main entrance concrete is ongoing.
- ❖ Commons area floor tile is complete. Ceiling grid and ceiling tile is complete.
- ❖ Kitchen appliances have been delivered and are currently being installed.
- ❖ All casework is onsite and being installed throughout.
- ❖ Auditorium scaffolding is completely removed and ceiling is installed complete with finish paint.
- ❖ The building is dried in and the building air is conditioned. The relative humidity and air temperature is in range for all finishes.
- ❖ Approximately 95% of the site paving is complete.
- ❖ Ductwork is being installed and insulated in the athletics and gymnasium areas.
- ❖ Ceiling grid is nearly complete and the ceiling tile is currently being installed. Lighting fixtures near complete throughout the building and ongoing.
- ❖ Finish paint is ongoing and spirit colors in the main gym are being applied.
- ❖ VCT is onsite, precon meeting was held 1/5/16 and Drymalla has released them pending mock up approval.
- ❖ Fire alarm wiring and speaker wire is ongoing.
- ❖ All fire pipe and heads are roughly 95% complete.
- ❖ Installation of hollow metal doors is ongoing.
- ❖ Site sidewalks are ongoing.
- ❖ The tennis courts have been poured out and fencing, and post erection is ongoing.
- ❖ Track has been filled and tested and asphalt is complete.
- ❖ The dormers have been set on the roof tops.
- ❖ Site irrigation is ongoing.
- ❖ Athletic Field post and miscellaneous steel is being erected and ongoing.
- ❖ Ball field chain link fencing is ongoing.



## Churchill Fulshear (Jr.) HS, & sitework (cont.):

### Fieldhouse

- ❖ The Field House exterior sheathing is complete.
- ❖ Plumbing overhead is ongoing.
- ❖ Standing seam roof panels are complete.
- ❖ MEP rough is ongoing and near completion. Mechanical piping is awaiting insulation.
- ❖ CMU walls are installed and awaiting primer and finish paint.



## Dean Leaman JHS

- ❖ Floor tile in the cafeteria is ongoing. Fur downs, lighting fixtures, and ceiling tile is installed.
- ❖ Ceiling grid, lighting fixtures, and finish painting is ongoing down Main Street.
- ❖ Finish painting is ongoing in the athletic areas.
- ❖ Case work is being installed throughout.
- ❖ Gymnasium goalpost and goals are installed.
- ❖ Ceiling grid, light fixtures, and painting are ongoing throughout areas D, E, and F.
- ❖ The building is dried in and relative humidity and temperature is in range for all finishes.
- ❖ Ceiling grid is installed throughout areas E and D.
- ❖ Window frames and glass are installed in areas A, B, and C.
- ❖ Low voltage cable is being installed in areas E and F.
- ❖ Main canopy entrance is being erected and ongoing.
- ❖ Gyp board fur down framing is complete and rock is painted in the cafeteria.



*Dean Leaman JHS is part of a new 101 acre campus in Fulshear, TX. It includes a 203,000 sf building, teacher and visitor parking, separate bus drop-off, competition and practice ball fields, dual gymnasiums and dedicated CTE spaces.*





## Traylor Stadium Renovations

### Building 1 and 2

- ❖ Punch list work has been completed.

### Building 3

- ❖ Project Substantial Completion was August 27, 2015.
- ❖ Punch list work is ongoing.



## Satellite Transportation Center Phase II:

- ❖ The metal building addition framing and wall panels are complete
- ❖ Site paving is complete
- ❖ Installation of heaters and fans is ongoing.
- ❖ Bus canopy columns and canopies are complete.
- ❖ Bus canopy striping is near completion.
- ❖ The Bus Wash is ready for punch list and owner demonstration and training is complete.
- ❖ Bus Wash Certificate of Occupancy has been issued.



## Miscellaneous Renovations (2015) to Campbell ES, Frost ES, Pink ES, Meyer ES, Dickinson ES, Williams ES, Smith ES, Navarro MS, Wessendorff MS & Seguin Early Childhood Center:

- ❖ Project renovations have been completed and are in the closeout and warranty phases.

*The Traylor Stadium project included demolition of existing concession and restroom facilities, as well as the construction of a new long jump area and 3 new restroom/concession and ticket booth buildings to serve the stadium. New fencing was installed and parking was reconfigured and striped.*

## **2011 Bond Closed Projects:**



**Adolphus Elementary**

### ***Adolphus Elementary***

New 90,700 sf elementary school located in Longmeadow Farms Subdivision in Richmond, TX. The campus includes 42 classrooms with Promethean boards, gymnasium with stage, music room, library, play areas, teacher and visitor parking, and separate bus drop off areas.

*Uncommitted funds as of September 1, 2015: \$995,978.00*



**Ag Barn renovations**

### ***Agricultural Barn Renovations***

The renovation included adding a new 10' canopy around  $\frac{3}{4}$  of the building, added ventilation fans, new men and women restroom facilities, an interior storage room, grading and drainage work around the building perimeter, new electronic gate software, additional security cameras, and new tarps for all of the animal pens.

*Uncommitted funds as of September 1, 2015: \$59,322.73*



**George Ranch HS Shell Build-Out**

### ***George Ranch High School Build-Out***

The project included the build-out of 14 standard classrooms and 4 science labs inside the existing high school building.

*Uncommitted funds as of September 1, 2015: \$1,005,671.00*



**Polly Ryon Middle School**

### ***Polly Ryon Middle School***

The project included a new 80,000 sf middle school campus located on the existing George Ranch HS complex in Richmond, TX. The facility includes 22 classrooms with SMART board technology, a cafeteria with performance stage, library, 5 science labs, dedicated fine arts rooms, visitor and staff parking, and separate bus drop off areas.

*Uncommitted funds as of September 1, 2015: \$1,091,456.03*

### ***Traylor Stadium Track & Turf***

The project included the replacement of the turf and subgrade for the competition football field, as well as installation of a new track surface.

*Uncommitted funds as of September 1, 2015: \$0.00*



**Traylor Stadium Track & Turf**

### ***District Competition Natatorium***

The District Natatorium is a new 36,000 sf competition swimming facility with an eight lane heated pool, diving well, weight room, classrooms, offices, spectator seating and judges stands. The complex is located adjacent to Traylor Stadium in Rosenberg, TX.

*Uncommitted funds as of September 1, 2015: \$513,558.02*





**BF Terry High School**

**George Junior High School**



**Lamar High School**



**Bowie Elementary School**



**Jackson Elementary School**

## **Miscellaneous Renovations (2013) to Terry HS, Lamar HS, George JHS, Jackson ES & Bowie ES**

*Terry High School (Rosenberg, TX):* Renovations included a 6,200 sf addition for 2 art rooms and 1 standard classroom; remodel of the CTE areas to include 2 new PLTW classrooms and shop area; remodel of the existing wood shop to include new storage, exterior doors and an added classroom; remodel of the existing Ag shop and classroom to include new welding stations and integrated oxygen/acetylene manifold system and a new canopy and graphics at the campus main entry. All classrooms received new marker boards and homeland security locksets. Additional project upgrades included resurfacing the existing tennis courts.

*Uncommitted funds as of September 1, 2015: \$600,961.10*

*George Junior High School (Rosenberg, TX):* Renovations included new paint and graphics in both gyms and floor resurfacing in the competition gym; chilled water piping was replaced throughout the school; remodel of the existing Ag shop, storage and office areas; additional security cameras were added and homeland security locksets were added to all classrooms. Additional project upgrades included floor resurfacing and repair in the competition gymnasium.

*Uncommitted funds as of September 1, 2015: \$423,547.02*

*Lamar High School (Rosenberg, TX):* Renovations to the CTE areas of the school included relocation of exhaust systems in the existing Auto-tech shop; outfitting of lifts and exhaust for a future auto-tech shop expansion; repair and painting of the exterior yard vehicle canopy and fenced enclosure; new electronic gate for vehicle storage area; new exhaust hood system in the Ag shop and installation of an integrated oxygen/acetylene manifold system.

*Uncommitted funds as of September 1, 2015: \$13,218.92*

*Bowie Elementary School (Rosenberg, TX):* Renovations included replacement or modification of existing classroom casework; new classroom doors; a new sidewalk from the school to Ruby Street; ceiling tile replacement; grading and drainage work and all classrooms received homeland security locksets.

*Uncommitted funds as of September 1, 2015: \$184,421.43*

*Jackson Elementary School (Rosenberg, TX):* Renovations included a 470 sf kitchen addition with an office, laundry and restrooms; all flooring was replaced in the hallways with ceramic or vinyl tile; an additional canopy was installed outside the gymnasium; restrooms were renovated to remove trough urinals; various HVAC equipment was replaced; library doors were replaced and all classrooms received homeland security locksets. Additional project upgrades included new HVAC controls for the entire school.

*Uncommitted funds as of September 1, 2015: \$658,559.93*



Alternative Learning Center

**Miscellaneous Renovations (2014) to Alternative Learning Center, Austin ES, Beasley ES, Foster HS, Lamar JHS, Lamar HS, Taylor Ray ES & Travis ES --Closeout of the project is expected in January, 2015.**

*Alternative Learning Center (Rosenberg, TX):* The project included a 2,770 sf addition for administrative offices, inspection, security and a clinic, as well as, renovations to existing student restrooms, conversion of old offices to computer lab and conference areas, and ventilation, exhaust and new wood storage for the ag shop.

*Uncommitted funds as of September 1, 2015: \$20,652.94*



Austin Elementary School

*Austin Elementary School (Richmond, TX):* The project included replacement of all air handlers; remodel of life skills storage area into a restroom; enclosure of existing mop sinks in mechanical rooms and removal/replacement of sidewalks around the perimeter of the building to address drainage issues.

*Uncommitted funds as of September 1, 2015: \$131,466.50*



Foster High School

*Foster High School (Richmond, TX):* Renovations to the Ag shop included additional welding stations with exhaust hoods, a new exterior canopy, covered material storage areas and installation of an integrated oxygen/acetylene manifold system.

*Uncommitted funds as of September 1, 2015: \$59,641.00*

*Lamar High School (Rosenberg, TX):* This project included replacement of two existing cooling towers at the Central plant serving the high school and junior high, as well as replacement of the boiler in the Lamar HS Fieldhouse.

*Uncommitted funds as of September 1, 2015: \$13,218.95*



Lamar High School

*Travis Elementary School (Rosenberg, TX):* The project included a new parent drop-off drive and canopy along Avenue K; a new staff parking lot at the rear of the school; boiler replacement and tie in of a chilled water loop for the HVAC system.

*Uncommitted funds as of September 1, 2015: \$29,923.47*

*Beasley Elementary School (Beasley, TX):* The project included the replacement of all air handlers in the building that had reached the end of their life cycle. (no photo)

*Uncommitted funds as of September 1, 2015: \$30,052.00*



Travis Elementary School

*Lamar Junior High School (Rosenberg, TX):* The project included replacement of two boilers that had reached the end of their life cycle. (no photo)

*Uncommitted funds as of September 1, 2015: \$18,932.32*

*Taylor Ray Elementary School (Rosenberg, TX):* Renovations consisted of the replacement of student restroom exhaust fans that had reached the end of their life cycle. (no photo)

*Uncommitted funds as of September 1, 2015: \$16,764.57*





## District Map and Directory

[www.lcisd.org](http://www.lcisd.org)

### HIGH SCHOOLS

- 1 Foster High School 832-223-3800
- 2 George Ranch High School 832-223-4200
- 3 Lamar Consolidated High School 832-223-3000
- 4 Terry High School 832-223-3400

### JUNIOR HIGH SCHOOLS

- 5 Briscoe Junior High 832-223-4000
- 6 George Junior High 832-223-3600
- 7 Lamar Junior High 832-223-3200
- 8 Reading Junior High 832-223-4400

### MIDDLE SCHOOLS

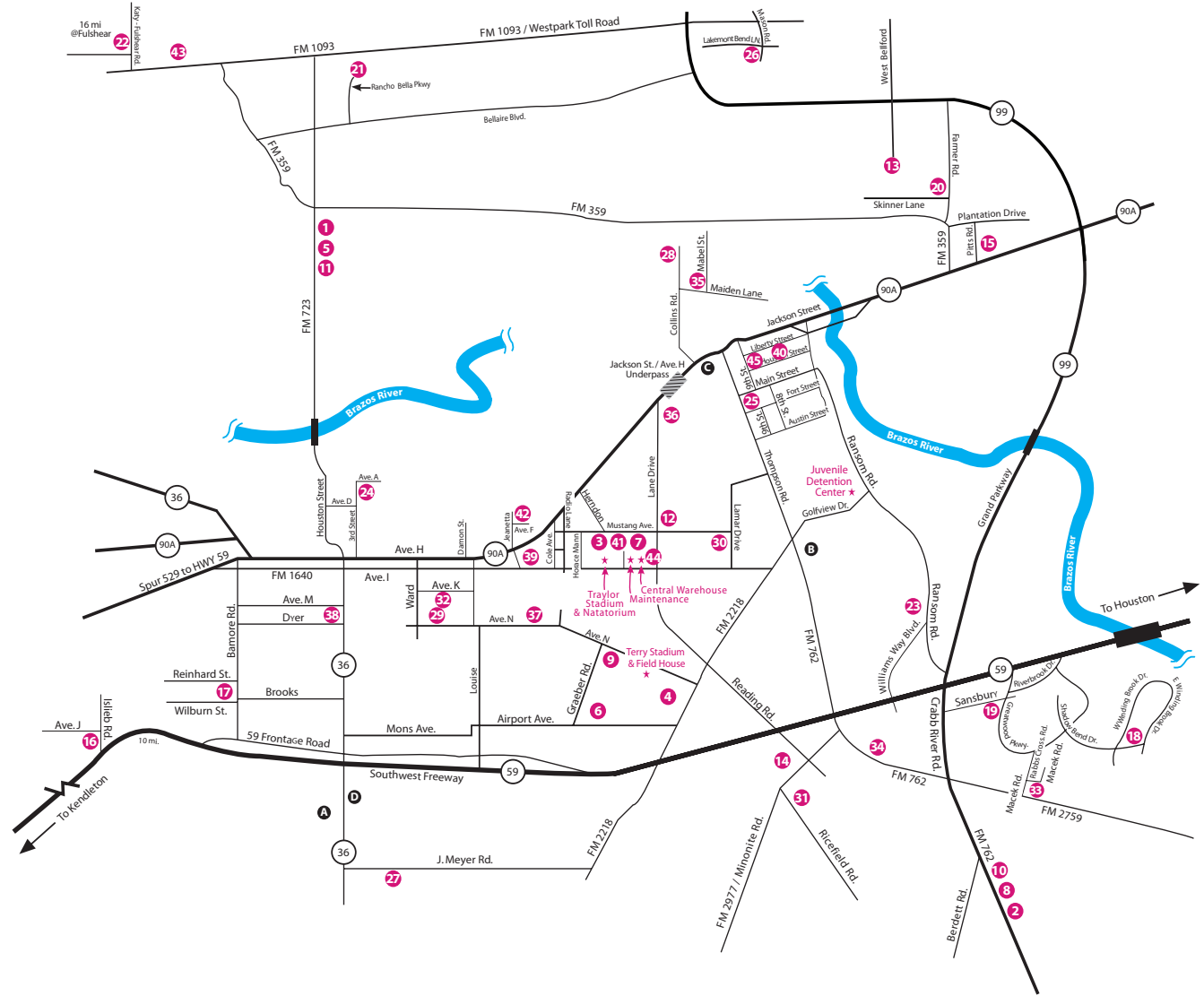
- 9 Navarro Middle 832-223-3700
- 10 Ryon Middle 832-223-4500
- 11 Wertheimer Middle 832-223-4100
- 12 Wessendorff Middle 832-223-3300

### ELEMENTARY SCHOOLS

- 13 Adolphus Elementary 832-223-4700
- 14 Arredondo Elementary 832-223-4800
- 15 Austin Elementary 832-223-1000
- 16 Beasley Elementary 832-223-1100
- 17 Bowie Elementary 832-223-1200
- 18 Campbell Elementary 832-223-1300
- 19 Dickinson Elementary 832-223-1400
- 20 Frost Elementary 832-223-1500
- 21 Hubenak Elementary 832-223-2900
- 22 Huggins Elementary 832-223-1600
- 23 Hutchison Elementary 832-223-1700
- 24 Jackson Elementary 832-223-1800
- 25 Long Elementary 832-223-1900
- 26 McNeil Elementary 832-223-2800
- 27 Meyer Elementary 832-223-2000
- 28 Pink Elementary 832-223-2100
- 29 Ray Elementary 832-223-2400
- 30 Smith Elementary 832-223-2300
- 31 Thomas Elementary 832-223-4600
- 32 Travis Elementary 832-223-2500
- 33 Velasquez Elementary 832-223-2600
- 34 Williams Elementary 832-223-2700

### DISTRICT FACILITIES/SPECIAL SITES

- 35 Seguin ECC 832-223-2200
- 36 1621 Place 832-223-0950
- 37 Administrative Annex 832-223-0000
- 38 Alternative Learning Center 832-223-0900
- 39 Brazos Crossing Admin Building 832-223-0000
- 40 Common Threads 832-223-0342
- 41 Development Center 832-223-0000
- 42 Fort Bend Alternative School 281-239-3431
- 43 Fulshear Transportation Center 832-223-0551
- 44 Rosenberg Transportation Center 832-223-0289
- 45 Special Needs Center 832-223-0960



**Monthly Report - December 2015**



**EXECUTIVE SUMMARY**

Executive Summary				
Bond Sale 1	Current Budget	Committed	Uncommitted	Actuals Paid
Elementary 24	22,010,055.00	19,658,968.00	2,351,087.00	740,380.00
Elementary 25	23,770,861.00	954,653.00	22,816,208.00	190,000.00
Elementary 26	24,959,404.00	1,002,386.00	23,957,018.00	0.00
FHS Baseball	40,000.00	1,800.00	38,200.00	0.00
FHS Water Plant	990,000.00	48,000.00	942,000.00	10,000.00
HVAC Web Controls	1,056,000.00	54,000.00	1,002,000.00	0.00
LCHS Band Hall	700,000.00	30,000.00	670,000.00	5,000.00
Pink Elementary-Foundation	1,056,000.00	48,000.00	1,008,000.00	48,000.00
Practice Pool - Foster High School	8,855,872.00	491,598.00	8,364,274.00	0.00
Practice Pool - Fulshear High School	8,855,872.00	491,598.00	8,364,274.00	0.00
Practice Pool - George Ranch High School	8,855,872.00	491,598.00	8,364,274.00	0.00
Support Services Center	12,146,000.00	570,240.00	11,575,760.00	282,463.00
THS Band Hall	700,000.00	30,000.00	670,000.00	5,000.00
THS Baseball	975,000.00	48,000.00	927,000.00	0.00
<b>Sub Total - Bond Sale 1</b>	<b>114,970,936.00</b>	<b>23,920,841.00</b>	<b>91,050,095.00</b>	<b>1,280,843.00</b>
<b>Bond Sale 2</b>				
Elementary 27	24,959,404.00	0.00	0.00	0.00
Elementary 28	26,207,374.00	0.00	0.00	0.00
Fulshear 6th Grade School	22,342,493.00	0.00	0.00	0.00
Fulshear Shell	3,849,077.00	0.00	0.00	0.00
Satellite Ag Barn	3,786,750.00	0.00	0.00	0.00
<b>Sub Total - Bond Sale 2</b>	<b>81,145,098.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total</b>	<b>196,116,034.00</b>	<b>23,920,841.00</b>	<b>91,050,095.00</b>	<b>1,280,843.00</b>



## ELEMENTARY 24



Lamar ISD Elementary School #24

Image # 151223 6019  
Date: 12.23.2015  
888.542.0231



Lamar ISD Elementary School #24

Image # 151223 6050  
Date: 12.23.2015  
888.542.0231

### OVERVIEW

- The building pad is in place.
- Underground utility work in progress. Most of the utility piping is onsite.
- 60% of foundation piers are located.
- Drilling of piers is scheduled to begin in January 2016.
- Pier steel fabrication is 60%+ complete.
- Grade beam forms are about 20% fabricated.
- 69 submittals have been received, including pre-cast hollow core planks, site utilities, and drilled piers. 24 have been reviewed and returned.
- As of 12/30/15, the construction contract is 5.9% complete.

### SCHEDULE MILESTONES

- Construction Start: October 2015
- Substantial Completion: November 2016

## PINK ELEMENTARY SCHOOL



### OVERVIEW

#### **Pink Elementary School Repairs**

- Currently the Pink Elementary School project is in design.

### SCHEDULE MILESTONES

- Construction: Summer 2016



## SUPPORT SERVICES CENTER



### OVERVIEW

- The A/E selection process is complete.
  - A short list of candidates was presented to the Board Facilities Committee.
  - Interview presentations were made with the Board Facilities Committee.
  - PBK Architects was selected at the December 17, 2015 Board Meeting.
- Contract preparation for design services is ongoing.

### SCHEDULE MILESTONES

- Programming & Design Start: January 2016
- Procurement: August 2016
- Construction Start: October 2016

*The Support Services facility project will provide space to expand and relocate Purchasing & Materials Management, Food Service Support, Maintenance & Operations and Graphic Arts*



## ELEMENTARY 25

### OVERVIEW

- PBK Contract in place for design of prototype Elementary.
- The Firethorne site was selected by the Board in December.

### SCHEDULE MILESTONES

- Design Start: January 2016
- Procurement: April 2016
- Construction Start: June 2016
- Construction Completion: Fall 2017

## PRACTICE POOLS

George Ranch High School

Foster High School

Fulshear High School

### OVERVIEW

- PBK was selected to design the Practice Pools at the December 17, 2015 Board Meeting.

### SCHEDULE MILESTONES

- Planning & Design Start: January 2016

## BASEBALL SCOREBOARD

### Foster High School



#### OVERVIEW

- The District Athletic Director has approved the design.
- The P.O. has been issued to the vendor.

#### SCHEDULE MILESTONES

- Construction Start: February 2016
- Construction Completion: March 2016.

## BASEBALL COMPLEX

### Terry High School

#### OVERVIEW

- PBK was selected to design the Terry High School Baseball Complex at the December 17, 2015 Board Meeting.

#### SCHEDULE MILESTONES

- Planning & Design Start: January 2016.

## **BAND HALL ADDITIONS**

**Lamar Consolidated High School**

**Terry High School**

### **OVERVIEW**

- VLK was selected to design the Band Hall Additions at Lamar Consolidated High School and Terry High School at the December 17, 2015 Board Meeting.

### **SCHEDULE MILESTONES**

- Planning & Design Start: January 2016

## **SATELLITE AG BARN #3**

### **OVERVIEW**

- VLK was selected to design the Satellite Ag Barn #3 at the December 17, 2015 Board Meeting.
- A site for the Satellite Ag Barn #3 has not been selected. Full design will depend on site selection.

### **SCHEDULE MILESTONES**

- Planning & Design Start: January 2016

## FUTURE PROJECTS

### OVERVIEW

- The future projects in the 2014 Bond Program will be reported on as they begin:
- **Bond Sale 1**
  - a. **Elementary #26**
  - b. **Foster HS Water Plant**
  - c. **HVAC Web-Based Controls**
- **Bond Sale 2**
  - a. **Elementary #27**
  - b. **Elementary #28**
  - c. **Fulshear 6<sup>th</sup> Grade School**
  - d. **Fulshear Shell Space Build-Out**

**INFORMATION ITEM: TRANSPORTATION UPDATE**

**PERSONNEL CHANGES:**

During the month of December the following changes were made:

Trainees hired:	5
Full time drivers hired:	1
Bus aides hired:	2
Drivers quit or terminated	4

Our employee referral and incentive program for recruiting and retaining new drivers has resulted in the following payouts this month.

<u>Initial Payout</u>	<u>6 Month Payout</u>
New Drivers: 7	New Driver: 1
Referred: 3	Referred: 1

**ACCIDENTS:**

There were four (4) accidents in December.

The department has formed an accident review committee that is reviewing each accident, determining whether the accident was preventable or non-preventable, and making recommendations to the director on actions to be taken as a result of the accident.

**VEHICLE MAINTENANCE:**

The maintenance department responded to a total of 9 breakdowns where the bus needed attention or replacement on the road.

The department pumped 19,085 gallons of diesel and 3,890 gallons of gasoline for the month.

**ROUTING AND SCHEDULING:**

We have the following routes in operation at the present time. A full ABDE route is one route that covers A-morning elementary, B-morning secondary, D-afternoon elementary and E-secondary.

Full ABDE Routes	124
Partial Routes	25
Special Needs Routes	33

We are transitioning away from double runs and combining them with existing partial runs as we have new drivers come online or where we can through making routing changes.

**TRAINING AND OTHER EVENTS:**

No regular training events were scheduled in December, but the department did hold a Christmas lunch and optional gift exchange at both locations.

**STUDENT DISCIPLINE:**

During the month of November, 312 discipline referrals were submitted. In December the number dropped to 215. We will continue to compare as we get more data in the coming months. This data will track each referral and the time of response.

Resource Person: Kevin McKeever, Administrator for Operations  
Mike Jones, Director of Transportation

**INFORMATION ITEM: PROPOSED BUDGET CALENDAR  
FISCAL YEAR 2016 - 2017**

Attached is the proposed budget calendar for the 2016-2017 school year. This is a tentative calendar and will change if circumstances arise which would warrant modification.

Resource Person: Jill Ludwig, CPA, RTSBA, Chief Financial Officer  
Yvonne Dawson, RTSBA, Budget & Treasury Officer

**PROPOSED BUDGET CALENDAR  
FISCAL YEAR: 2016-17**

**January 2016**

Develop budget calendar  
Review and file 2015-16 adopted budget through TSDS  
Review position control  
Begin accumulating data for special allocations  
*Provide budget calendar for 2016-17 to Board for information - January 2016*

**February 2016**

Update and distribute budget materials to principals and budget managers at February K-12 meeting. (Follow up with WebEx meetings)

**March 2016**

Refine budget assumptions  
Prepare salary studies and cost projections  
Develop initial revenue and expenditure projections  
Assess current year budgetary status  
Budgets entered into MUNIS by campuses/departments  
Central Office review and evaluation of data entered by Campuses/departments  
Superintendent/CFO (and other designated individuals) meet with Principals/Department Heads to discuss their budgets and instructional processes  
First draft of CIP's submitted for central office review

**April 2016**

Develop preliminary Debt Service and Food Service Fund budgets  
Human Resources Department to finalize staffing allocations  
Receive preliminary property values from FBCAD  
First draft of DIP submitted

**June 2016**

Refine budgets as necessary  
Review district/campus plans and alignment with preliminary expenditure budgets  
Refine salary/benefit cost projections  
Receive revised property values from FBCAD  
*Board Workshop for Budget (Session #1)*

**July 2016**

*Board Workshop (Session #2)*  
Receive certified property tax values from FBCAD  
Refine revenue/expenditure budgets (all)  
Calculate estimated actual and rollback tax rates

**August 2016**

Final revenue/expenditure budget adjustments  
Refine all tax rate calculations  
*Board Workshop (Session #3)*  
*Board Workshop (Session #4, if needed)*  
*Budget notice/hearing/adoption (Board of Trustees)*  
*Tax rate notice/hearing/adoption (Board of Trustees)*  
CIP's and DIP finalized

**September 2016**

CIP's and DIP presented to Board

**October 2016**

Fort Bend County Tax Office to mail tax statements  
File 2016-17 adopted budget through TSDS

**INFORMATION ITEM: POSSIBLE PROJETS FROM AVAILABLE  
2011 BOND FUNDS**

The following is a list of projects that could be funded through the 2011 available bond funds. These project budgets have been estimated for budget purposes.

**Athletics**

Traylor Stadium – Site utility paving under the stands  
New fencing around the perimeter  
Replace old auxiliary field house with new  
\$2,200,000

**Maintenance & Operations**

Painting - Elementary – Austin, Frost, Hutchison, McNeill, Velasquez, and Williams  
Secondary – Briscoe Jr., George Jr., Foster, Terry, and Lamar  
\$1,920,000

Carpet Replacement - Williams Elementary, Wessendorff Middle, Foster High, and Briscoe Jr.  
\$1,125,000

Energy Projects – These projects will reduce energy consumption. The chillers on this list are past the life cycle that is generated by industry standard.

Chiller replacements for Wessendorff, Travis, ALC, Seguin, Frost, and Huggins. Retrofit parking lot lights districtwide. HVAC and lighting controls updates.  
\$2,065,000

**Huggins Parking and Parent Drop off upgrades.**

Improvements to the parking and parent pickup/drop-off  
\$560,000

Resource Person: Kevin McKeever, Administrator for Operations



**INFORMATION ITEM: TASB 2014 – 2016 ADVOCACY AGENDA**

TASB's 2014 – 2016 Advocacy Agenda was amended by the 2015 Delegate Assembly on September 27. This agenda is the culmination of the hard work of school board members across the state through Grassroots Meetings in 2014, the Legislative Advisory Council meetings throughout the two-year agenda cycle, the resolutions process, and, ultimately, the Delegate Assembly. The TASB Advocacy Agenda represents input from trustees in every region of the state. This agenda will guide the Association's advocacy efforts until the 2016 Delegate Assembly approves the next biennial agenda.

A copy is provided under separate cover.

Resource Person: Dr. Thomas Randle, Superintendent

**INFORMATION ITEM: HB 2610 AND BELL SCHEDULES**

**BACKGROUND INFORMATION:**

Beginning with the 2016-2017 school year, the minimal instructional time required for students will change from days to minutes.

House Bill (HB) 2610, passed by the 84th Texas Legislature, amends Texas Education Code (TEC), §25.081, by striking language requiring 180 days of instruction and replacing this language with language requiring districts to provide at least 75,600 minutes of instruction, including intermissions and recess. The bill also allows school districts to add minutes as necessary to compensate for minutes of instruction lost due to school closures caused by disaster, flood, extreme weather conditions, fuel curtailment, or other calamities.

Based on the current 2015-2016 bell schedule, secondary education exceeds the new law by approximately 2,000 minutes, while elementary education is roughly 2,000 minutes below the new law. To be compliant with the law, a bell schedule adjustment is required at the elementary level.

This was discussed with District administrators at the November General Staff meeting and again at principal meetings in December. The consensus of the group was to implement the following:

Elementary Education will adjust from 415 minutes per day to 430 minutes per day, while Secondary Education will adjust from 445 minutes per day to 435 minutes per day.

**CURRENT 2015-2016 BELL SCHEDULE START/END TIMES**

ELEMENTARY: 7:45 AM – 2:40 PM (415 MINUTES)

SECONDARY: 8:15 AM – 3:40 PM (445 MINUTES)

**PROPOSED 2016-2017 BELL SCHEDULE START/END TIMES**

ELEMENTARY: 7:30 AM – 2:40 PM (430 MINUTES)

SECONDARY: 8:15 AM – 3:30 PM (435 MINUTES)

This proposal will more closely align instructional time for all students, remove the need to make-up two bad weather days and allow secondary students to finish their day earlier.

Resource Persons: Mike Rockwood, Executive Director of Community Relations  
Leslie Haack, Executive Director of Secondary Education