

**THE HOUSTON INDEPENDENT SCHOOL DISTRICT**



# **AGENDA**

**Board of Education  
Meeting**

**December 09, 2021**

THE HOUSTON INDEPENDENT SCHOOL DISTRICT  
BOARD OF EDUCATION

# Agenda Index

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| A. Superintendent's Priority Items   | G. Talent                             |
| B. Trustee Items                     | H. Business Operations                |
| C. Closed Session (Closed to Public) | I. Finance                            |
| D. Deputy Superintendent             | J. Other                              |
| E. School Offices                    | K. Policy                             |
| F. Academics                         | L. Superintendent's Information Items |

## MEMBERS OF THE BOARD OF EDUCATION

Dr. Patricia K. Allen, *President*  
Holly Maria Flynn Vilaseca, *First Vice President*  
Judith Cruz, *Second Vice President*  
Kathy Blueford-Daniels, *Secretary*  
Dani Hernandez, *Assistant Secretary*  
Sue Deigaard  
Myrna Guidry  
Elizabeth Santos  
Anne Sung

Millard House II, *Superintendent of Schools*

BOARD OF EDUCATION AGENDA

December 09, 2021

2:00 p.m.

- CALL TO ORDER
- ADJOURN TO CLOSED OR EXECUTIVE SESSION UNDER SECTIONS 551.004, 551.071, 551.072, 551.073, 551.074, 551.076, 551.082, 551.0821, 551.083, 551.084, AND 551.089, CHAPTER 551 OF THE TEXAS GOVERNMENT CODE FOR THE PURPOSES LISTED UNDER SECTION C
- RECESS

4:30 p.m.

- PUBLIC HEARING ON SCHOOL FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS (SCHOOL FIRST)

5:00 p.m.

- REGULAR BOARD MEETING RECONVENES FOR OPEN SESSION
- MEDITATION AND PLEDGE OF ALLEGIANCE
- RECOGNITIONS
- SPEAKERS TO AGENDA ITEMS

BUSINESS AGENDA

- CONSIDERATION AND POSSIBLE ACTION ON MATTERS DISCUSSED IN CLOSED OR EXECUTIVE SESSION
- CONSIDERATION AND APPROVAL OF MINUTES FROM NOVEMBER 11, 2021, AND NOVEMBER 18, 2021

**Table of Contents**

**A. SUPERINTENDENT'S PRIORITY ITEMS**

- A-1. Approval Of Personal Services Performed By The Superintendent, Including Speaking Engagements, Panel Discussions, Workshops, Etc., In Accordance With Texas Education Code Section 11.201(E)
- A-2. Superintendent's Update To The Board
- A-3. Approval Of Board Monitoring Update: Presentation Of Goals 1 And 4 Progress Measures 1, 2, And 3
  - December 2021 GPM Update - *New*
  - December 2021 GPM Report - *New*

**B. TRUSTEE ITEMS**

- B-1. Receive And Act On Report And Recommendations From Board Audit Committee
  - Annual Audit Committee Report

B-2. Approval Of Three Major Expectations To Be Included In The Annual Performance Evaluation Of The Chief Audit Executive

B-3. Approval Of Amended Resolution Ordering Runoff Election On December 11, 2021, For Houston Independent School District Single-Member Districts I, V, VI, And VII - *New*

- Resolution - *Revised*

**C. CLOSED SESSION**

C-1. Personnel

- a. Deliberate the duties of the superintendent of schools, chief officers, assistant superintendents, principals, employees, chief audit executive, and board members; evaluations of the superintendent and chief audit executive, consideration of compensation, and contractual provisions.
- b. Consider and approve proposed appointments, reassignments, proposed terminations, terminations/suspensions, contract lengths, proposed nonrenewals, renewals, and resignations/retirements of personnel including teachers, assistant principals, principals, including resignation agreements and full and final release for chief officers, assistant superintendents, executive officers, and other administrators, and, if necessary, approve waiver and release and compromise agreements.
- c. Hear complaints against and deliberate the appointment, evaluation, and duties of public officers or employees and resolution of same.

C-2. Legal Matters

- a. Matters on which the district's attorney's duty to the district under the Code of Professional Responsibility clearly conflicts with the Texas Open Meetings Law, including specifically any matter listed on this agenda and meeting notice.
- b. Pending or contemplated litigation matters and status report.
- c. Update on federal law enforcement activity on February 27, 2020.
- d. Legal discussion and advice concerning House Bill 1842 (84th Leg., 2015), Senate Bill 1882 (85th Leg., 2017), and the district's options.
- e. Legal discussion concerning *Houston ISD v. Texas Education Agency, et al.*, in the 459th Judicial District Court, Travis County, Texas, Cause No. D-1-GN-19-003695.

- f. Legal Update on Special Education Accreditation Investigation.
- g. Receive legal advice regarding the district's Minority and Women-Owned Business Enterprise program.

C-3. Real Estate

**D. DEPUTY SUPERINTENDENT**

**E. SCHOOL OFFICES**

**F. ACADEMICS**

F-1. Authority To Negotiate And Execute An Interlocal Agreement With The University Of Houston-Downtown Center For Community Engagement And Service Learning Work-Study Internship Program

- Explanatory Sheet

**G. TALENT**

G-1. Approval Of Houston Independent School District Cafeteria Plan Amendment

- Explanatory Sheet

**H. BUSINESS OPERATIONS**

**I. FINANCE**

I-1. Approval Of Vendor Awards For Purchases Over \$100,000 And Ratification Of Vendor Awards For Purchases Under \$100,000

- Purchasing Requests - *Revised*

I-2. Approval Of Current And Anticipated Donations For Districtwide And School-Specific Programs And Authorization To Negotiate, Execute, And Amend Necessary Contracts Associated With These Donations

- Attachment For Approval Of Donations - *Revised*

I-3. Acceptance Of Grant Funds In Support Of Districtwide And School-Specific Programs And Authorization To Negotiate And Execute Contracts Required Under The Grants

- Attachment For Acceptance Of Grants

I-4. Approval Of The December General Fund Budget Amendment

- Executive Summary
- December 2021 Budget Amendment

- I-5. Approval Of 2021 Tax Roll
- Executive Summary
- I-6. Order Approval Of Authorizing The Redemption Of Certain Outstanding Bonds; And Approving Other Provisions Relating Thereto
- Executive Summary
  - 2021 Redemption Order
- J. OTHER**
- K. POLICY**
- K-1. Approval Of Proposed Revisions To Board Policy AE(LOCAL), *Educational Philosophy*—First Reading - *New*
- Explanatory Sheet - *New*
  - AE(LOCAL), First Reading - *New*
- K-2. Approval Of Proposed Deletion Of Board Policy CFEA(LOCAL), *Payroll Procedures: Salary Deductions And Reductions*—Second Reading - *New*
- Explanatory Sheet - *New*
  - CFEA(LOCAL), Second Reading - *New*
- K-3. Approval Of Proposed Revisions To Board Policy CPC(LOCAL), *Office Management: Records Management*—Second Reading - *New*
- Explanatory Sheet - *New*
  - CPC(LOCAL), Second Reading - *New*
- K-4. Approval Of Proposed Deletion Of Board Policy CRB(LOCAL), *Insurance And Annuities Management: Liability Insurance*—Second Reading - *New*
- Explanatory Sheet - *New*
  - CRB(LOCAL), Second Reading - *New*
- K-5. Approval Of Proposed Revisions To Board Policy CV(LOCAL), *Facilities Construction*—Second Reading - *New*
- CV(LOCAL), Second Reading - *New*
- K-6. Approval Of Proposed Revisions to Board Policy DED(LOCAL), *Compensation and Benefits: Vacations and Holidays*—Second Reading - *New*
- Explanatory Sheet - *New*
  - DED(LOCAL), Second Reading - *New*

- K-7. Approval Of Proposed Revisions To Board Policy EHBAF(LOCAL), *Special Education: Video/Audio Monitoring*—Second Reading - *New*
  - Explanatory Sheet - *New*
  - EHBAF(LOCAL), Second Reading - *New*
- K-8. Approval Of Proposed Revisions To Board Policy EI(LOCAL), *Academic Achievement*—Second Reading - *New*
  - Explanatory Sheet - *New*
  - EI(LOCAL), Second Reading - *New*
- K-9. Approval Of Proposed Revisions To Board Policy FNG(LOCAL), *Student Rights And Responsibilities: Student and Parent Complaints/Grievances*—Second Reading - *New*
  - Explanatory Sheet - *Revised*
  - FNG(LOCAL), Second Reading - *New*
- K-10. Approval Of Proposed Revisions To Board Policy GF(LOCAL), *Public Complaints*—Second Reading - *New*
  - Explanatory Sheet - *New*
  - GF(LOCAL), Second Reading - *New*
- K-11. Approval Of Proposed Revisions To Board Policy GKB(LOCAL), *Community Relations: Advertising and Fundraising*—Second Reading - *New*
  - Explanatory Sheet - *New*
  - GKB(LOCAL), Second Reading - *New*
- K-12. Approval Of Proposed Revisions To Board Policy GRA(LOCAL), *Relations With Governmental Entities: State And Local Governmental Authorities*—Second Reading - *Revised*
  - Explanatory Sheet - *Revised*
  - GRA(LOCAL), Second Reading - *New*

**L. SUPERINTENDENT'S INFORMATION ITEMS**

- L-1. Investment Report
  - Executive Summary
  - Quarterly Investment Report

**HEARING OF THE COMMUNITY**

### **TRUSTEE REPORTS AND COMMENTS**

Reports and comments from the board president and board members regarding meetings and conferences attended, including board committee meetings, schools visited, community and district activities, new initiatives, education programs, and continuing education. The items may be discussed, but no final action will be taken on these items at this meeting.

### **REPORTS FROM THE SUPERINTENDENT**

Reports and comments by the superintendent of schools regarding meetings and conferences attended, schools visited, community and district activities, new initiatives, and education programs, on which there will be no action. The items may be discussed, but no final action will be taken on these items at this meeting.

### **ADJOURN**

# REPORT FROM THE SUPERINTENDENT

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

**SUBJECT: APPROVAL OF BOARD MONITORING UPDATE: PRESENTATION OF GOALS 1 AND 4 PROGRESS MEASURES 1, 2, AND 3**

The Houston Independent School District (HISD) exists to strengthen the social and economic foundation of Houston by assuring its youth the highest-quality elementary and secondary education available anywhere.

In accordance with the Texas Education Agency (TEA) Lone Star Governance continuous improvement model and the Framework for School Board Development, the HISD Board of Education monitors progress towards the district's goals and compliance with certain goals and constraints.

Attached to this update are a presentation and report regarding goals and goal progress measures (GPMs). The following measures have new data this month:

**Goal 1:** The percentage of grade 3 students performing at or above grade level in reading as measured by the Meets Grade Level Standard on the State of Texas Assessments of Academic Readiness (STAAR) will increase 8 percentage points from 42 percent in spring 2019 to 50 percent in spring 2024.

- GPM 1.1—The percentage of grade 1 students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 63 percent in 2019 to 71 percent in 2024.
- GPM 1.2—The percentage of grade 2 students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 61 percent in 2019 to 69 percent in 2024.
- GPM 1.3—The percentage of grade 3 students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 57 percent in 2019 to 65 percent in 2024.

**Goal 4:** The percentage of students receiving special education services reading at or above grade level as measured by the Meets Grade Level Standard on the STAAR 3–8 Reading and STAAR end-of-course (EOC) English I and II assessments will increase 8 percentage points from 21 percent in spring 2019 to 29 percent in spring 2024.

- GPM 4.1—The percentage of students receiving special education services in second- through fifth-grade reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 14 percent in 2019 to 22 percent in 2024.
- GPM 4.2—The percentage of students receiving special education services in sixth- through eighth-grade reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 7 percent in 2019 to 15

# REPORT FROM THE SUPERINTENDENT

- percent in 2024.
- GPM 4.3—The percentage of students receiving special education services enrolled in English I or II reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 5 percent in 2019 to 13 percent in 2024.

# Goals 1 and 4 Progress Measures 1-3

*Date: 12/9/2021*



# Goal 1

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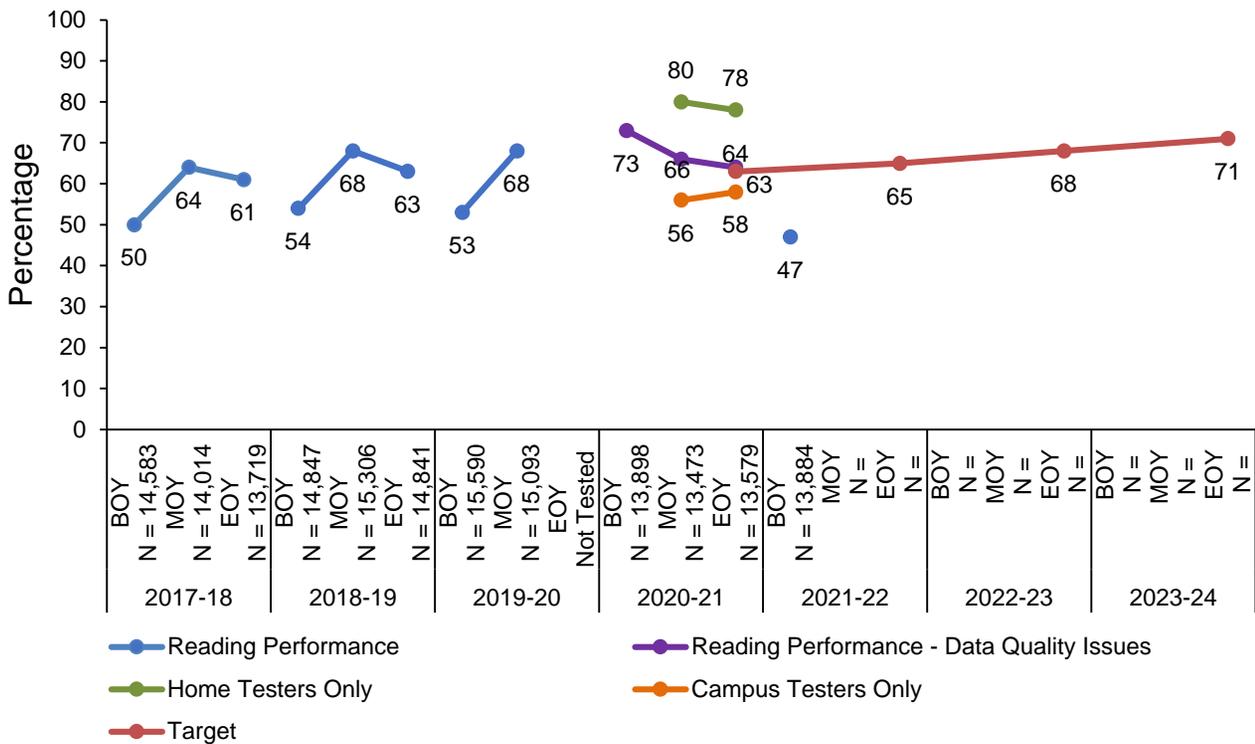
The percentage of 3rd grade students performing at or above grade level in reading as measured by the Meets Grade Level Standard on STAAR will increase 8 percentage points from 42% in spring 2019 to 50% in spring 2024.

# Goal Progress Measure 1.1

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The percentage of first-grade students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 63 percent in 2019 to 71 percent in 2024.

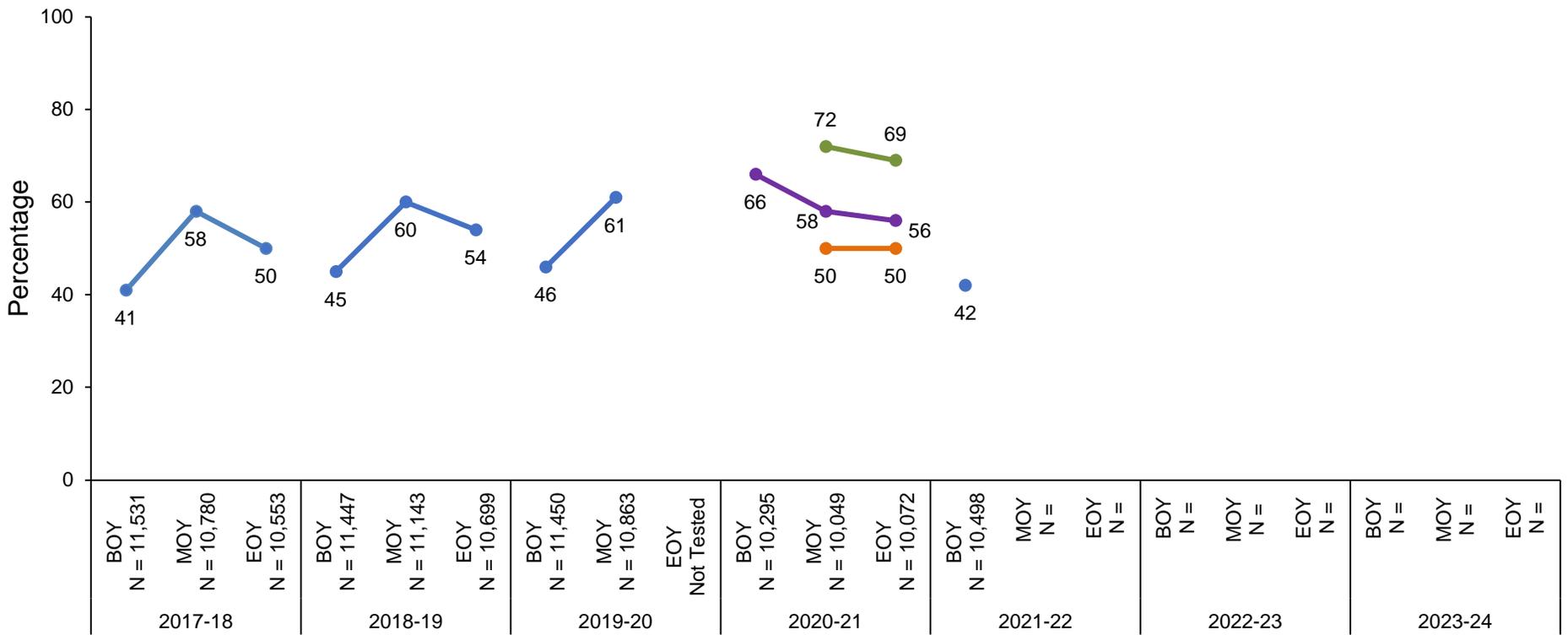
## Percentage of 1st Grade Students Reading At or Above Benchmark (40th Percentile) English and Spanish Results Combined



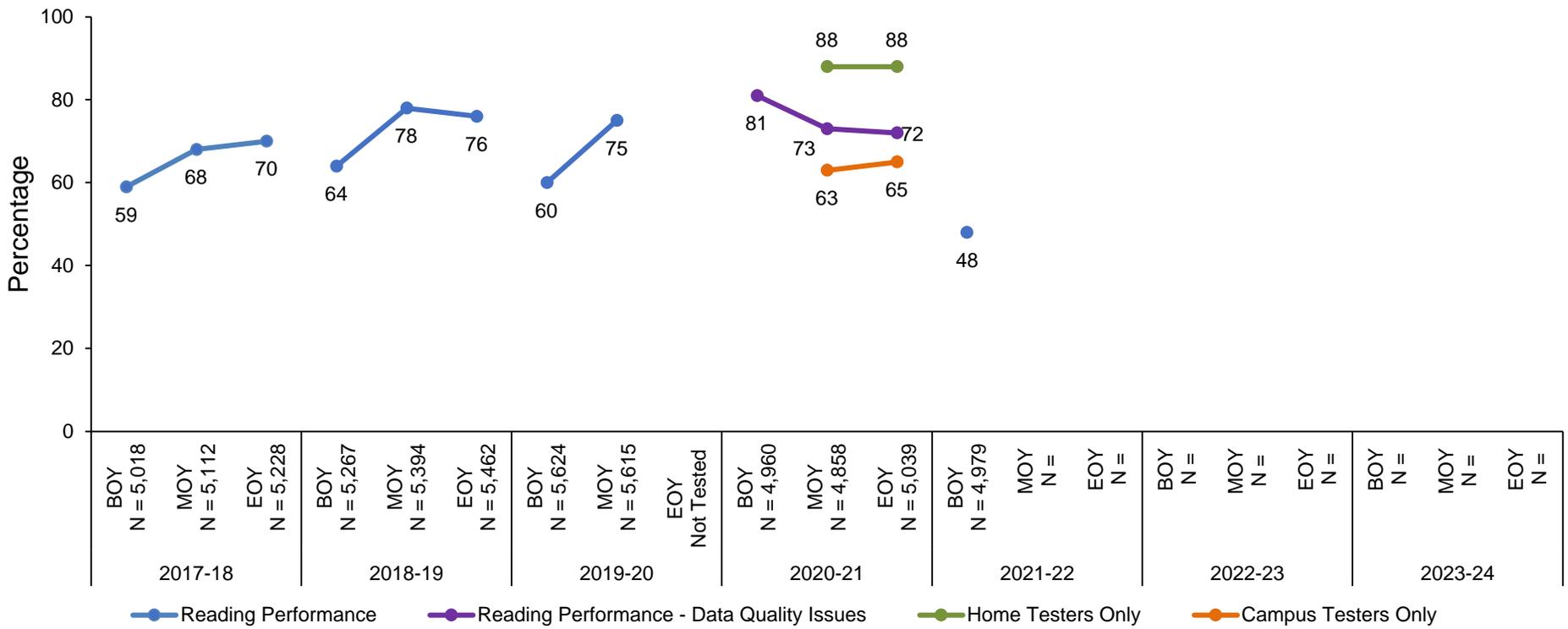
### Not On Track

- Significant drops across all student populations.

# Percentage of 1st Grade Students Reading At or Above Benchmark (40th Percentile) English Only



# Percentage of 1st Grade Students Reading At or Above Benchmark (40th Percentile) Spanish Only

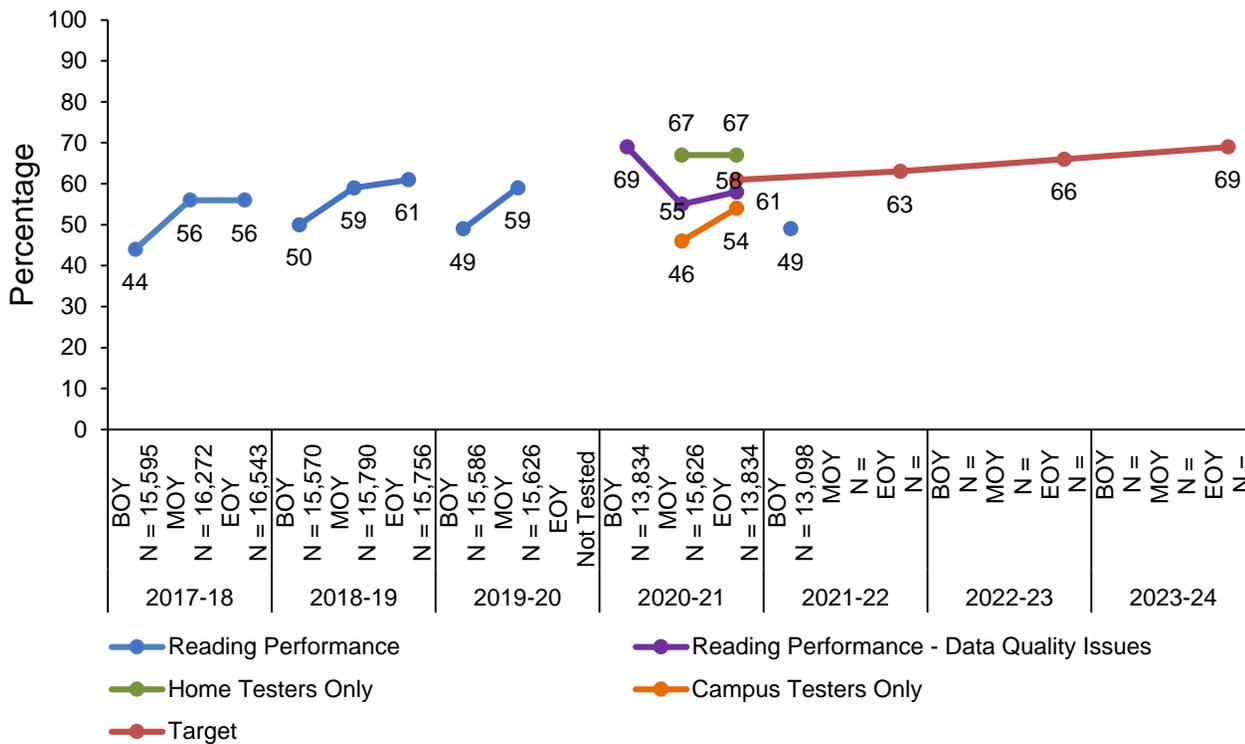


## Goal Progress Measure 1.2

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The percentage of second-grade students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 61 percent in 2019 to 69 percent in 2024.

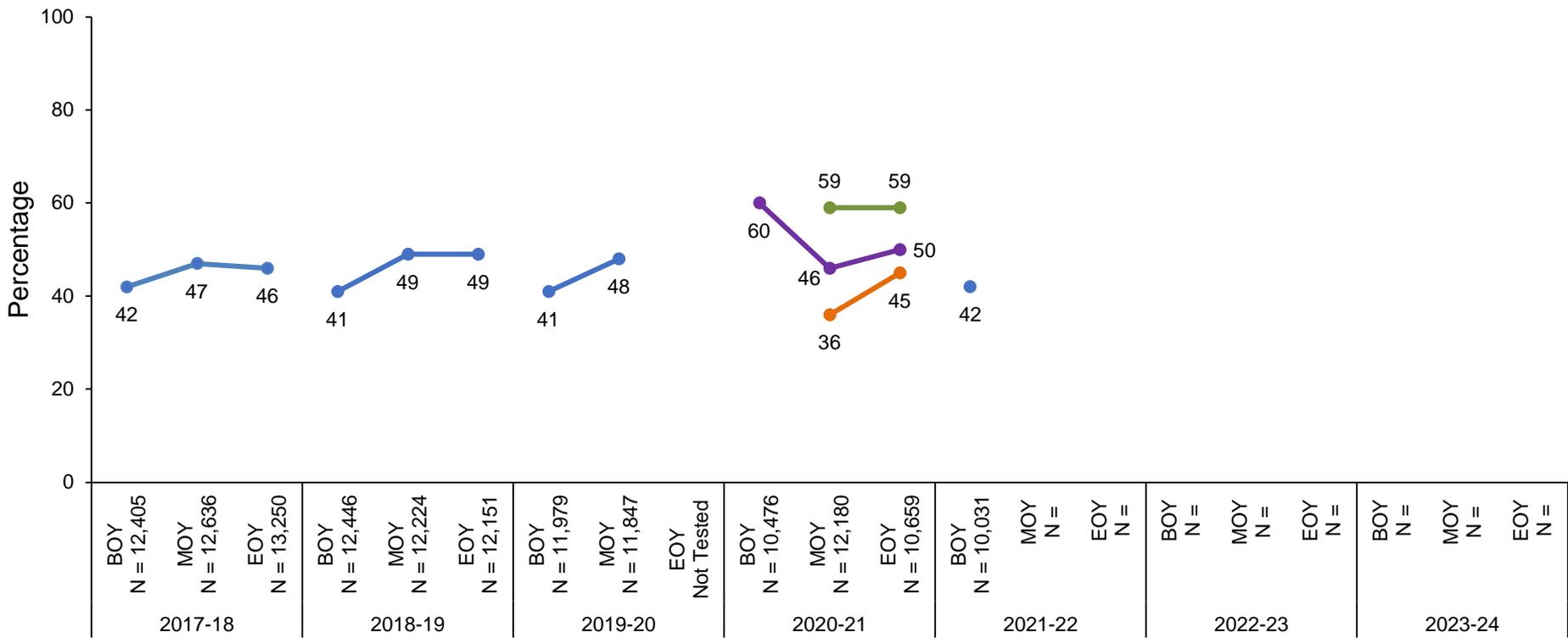
## Percentage of 2nd Grade Students Reading At or Above Benchmark (40th Percentile) English and Spanish Results Combined



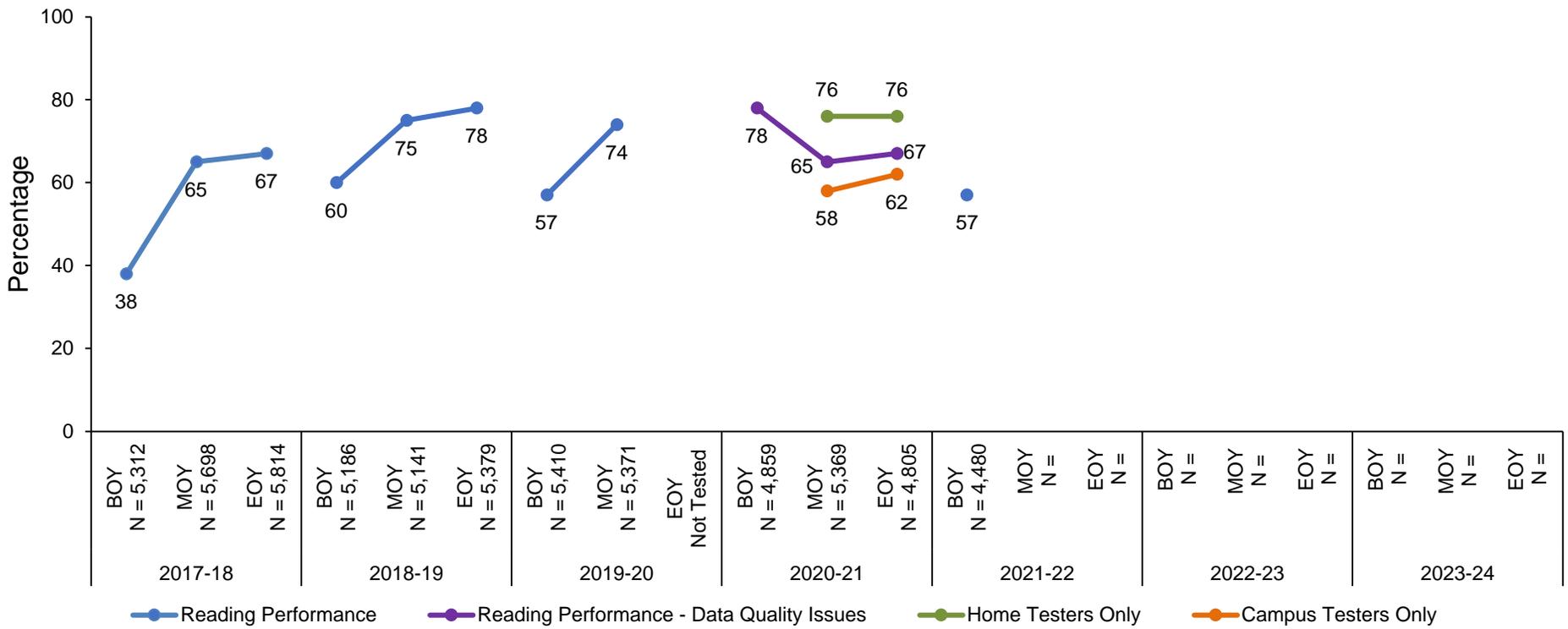
### Not On Track

- 2021–2022 BOY is the same as 2019–2020 BOY
- Two percentage point drop from 2019 among Hispanic students.
- No decrease for African American students from 2019.

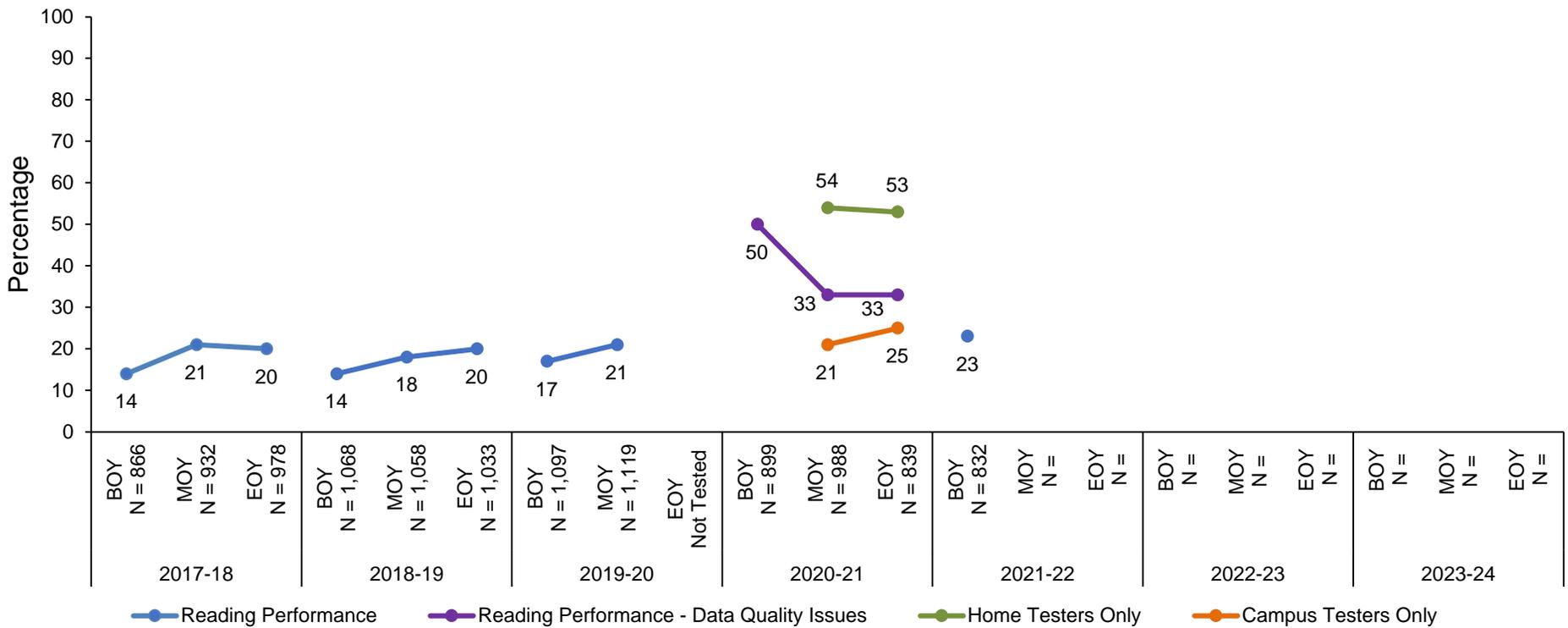
## Percentage of 2nd Grade Students Reading At or Above Benchmark (40th Percentile) English Only



# Percentage of 2nd Grade Students Reading At or Above Benchmark (40th Percentile) Spanish Only



## Percentage of 2nd Grade Students Reading At or Above Benchmark (40th Percentile) Students with Disabilities – English and Spanish Combined

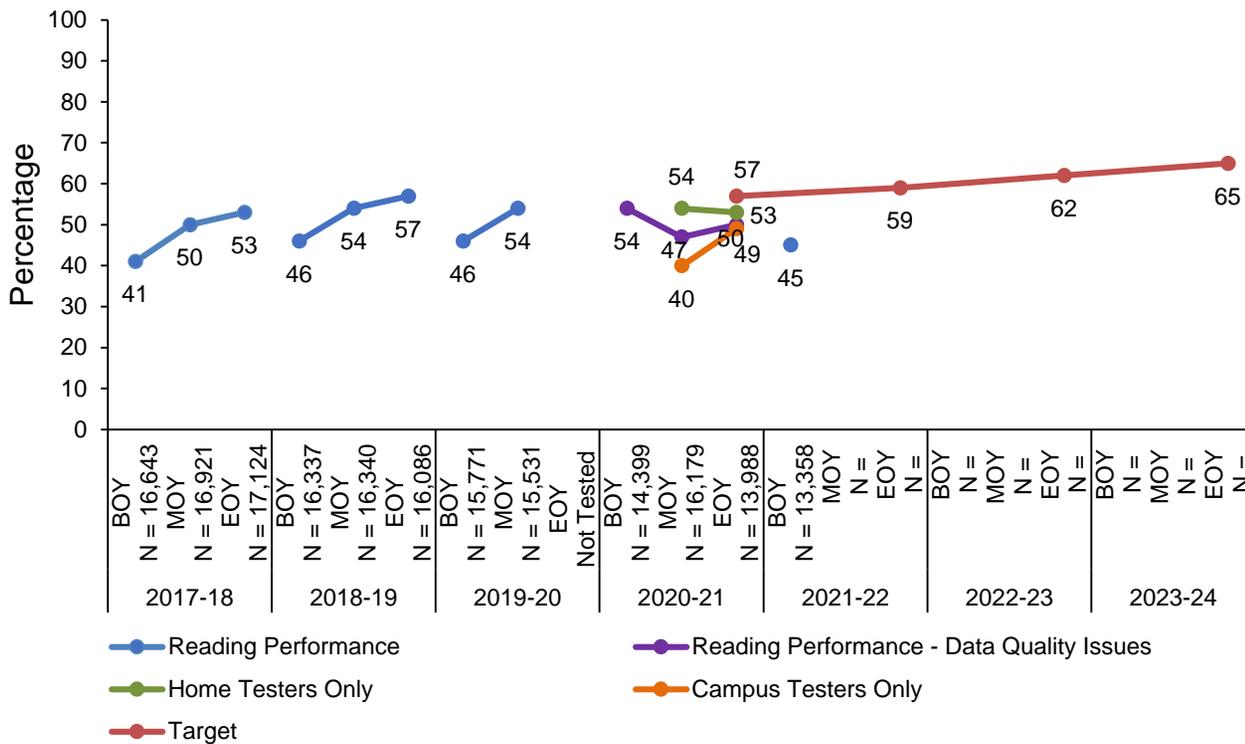


# Goal Progress Measure 1.3

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The percentage of third-grade students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 57 percent in 2019 to 65 percent in 2024.

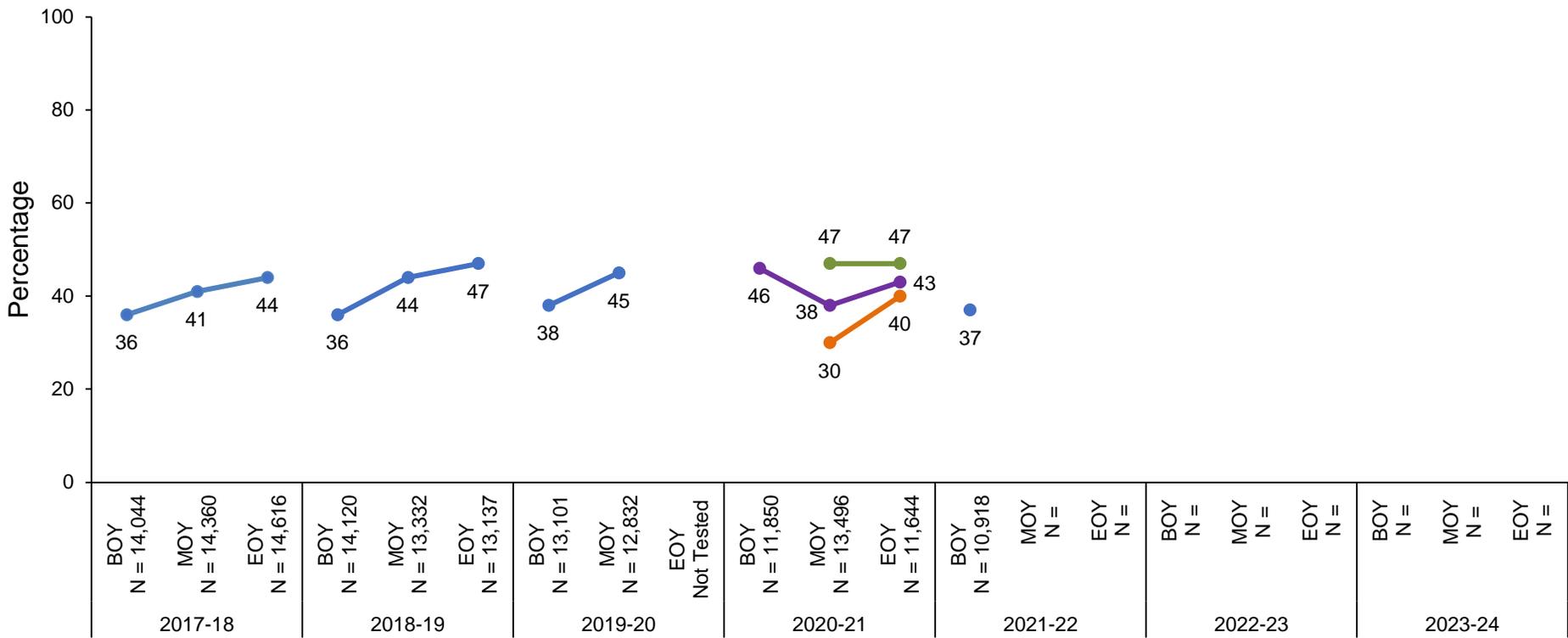
## Percentage of 3rd Grade Students Reading At or Above Benchmark (40th Percentile) English and Spanish Results Combined



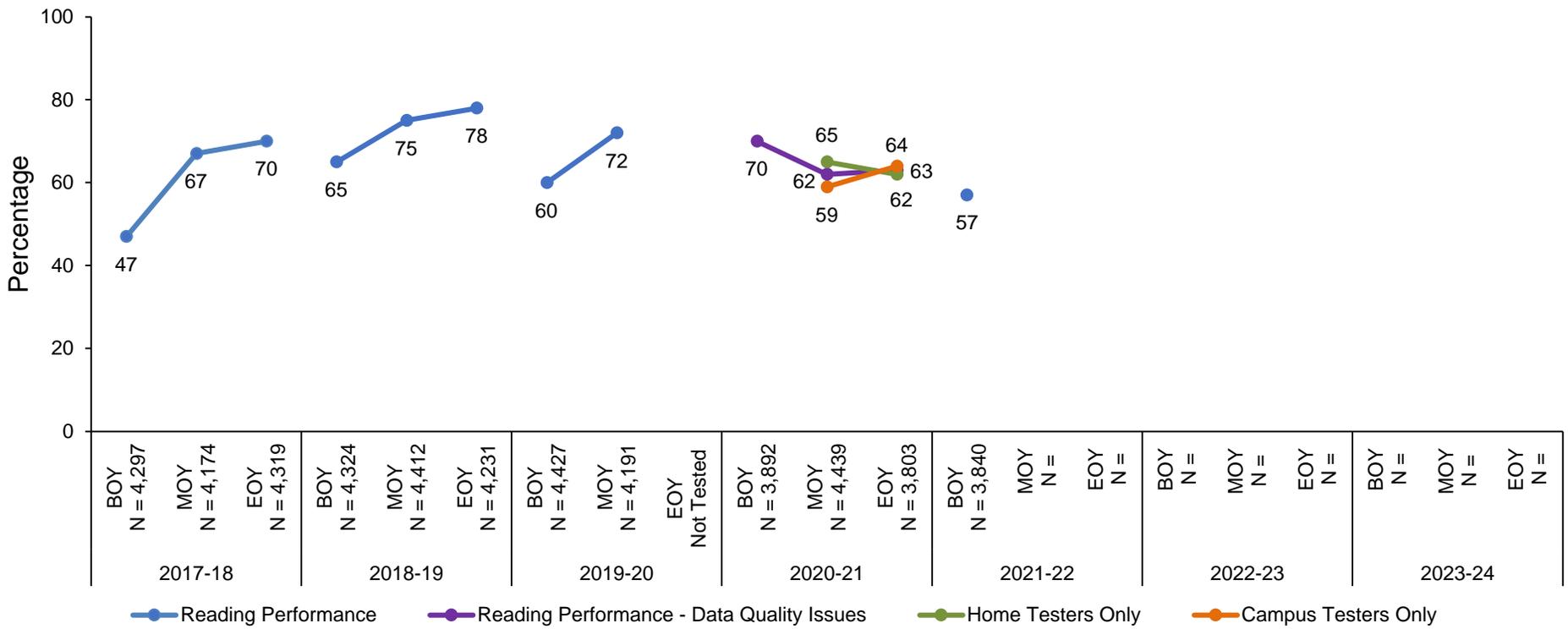
### Not On Track

- 2021–2022 BOY is 1%pt lower than 2019–2020 BOY
- One and three percentage point decrease among African American and Hispanic students, respectively.
- 7%pt increase among white students.

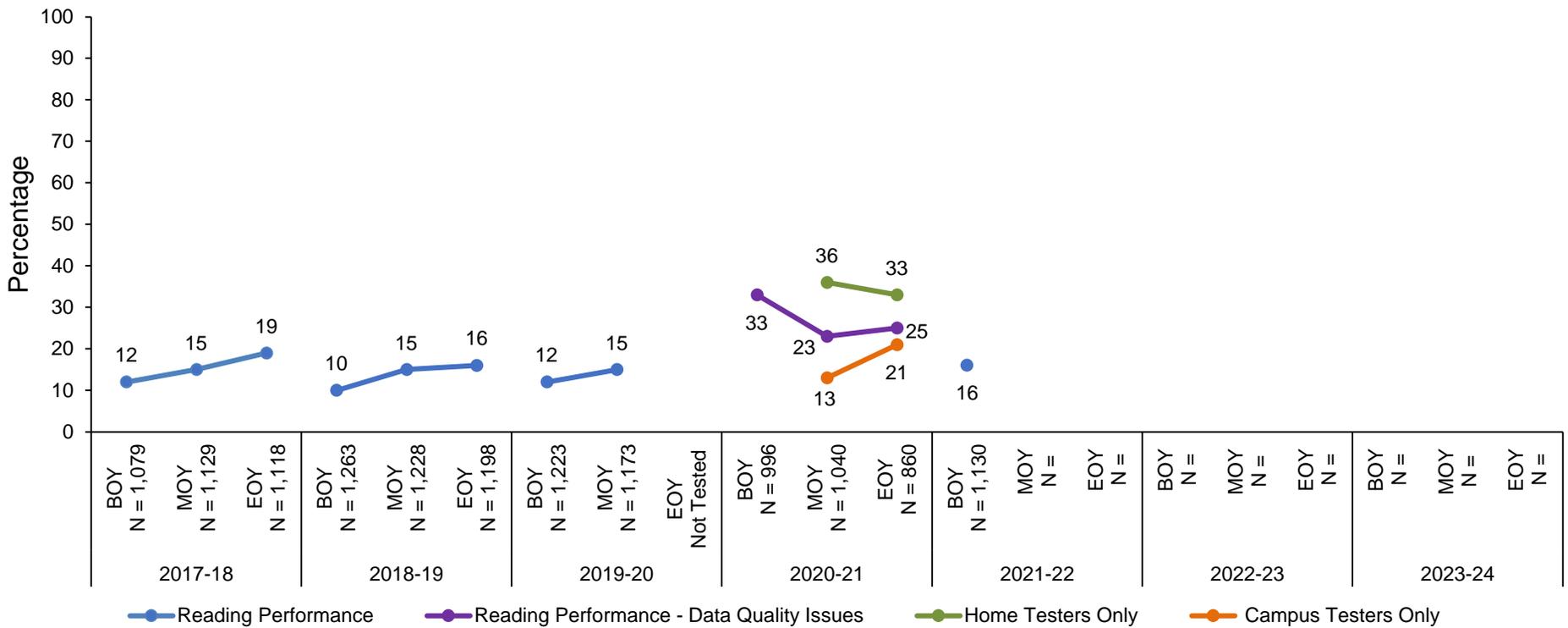
# Percentage of 3rd Grade Students Reading At or Above Benchmark (40th Percentile) English Only



## Percentage of 3rd Grade Students Reading At or Above Benchmark (40th Percentile) Spanish Only



## Percentage of 3rd Grade Students Reading At or Above Benchmark (40th Percentile) Students with Disabilities – English and Spanish Combined



# Next Steps

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Focus on two high leverage areas:

- Reading Language Arts Unit Planning Guide (UPG) redesigned with “Recovery Lessons”
- Adopted Really Great Reading as the district-wide phonics program

## Goal 4

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The percentage of students receiving special education services reading at or above grade level as measured by the Meets Grade Level Standard on the STAAR 3–8 Reading and STAAR EOC English I and II assessments will increase 8 percentage points from 21% in spring 2019 to 29% in spring 2024.

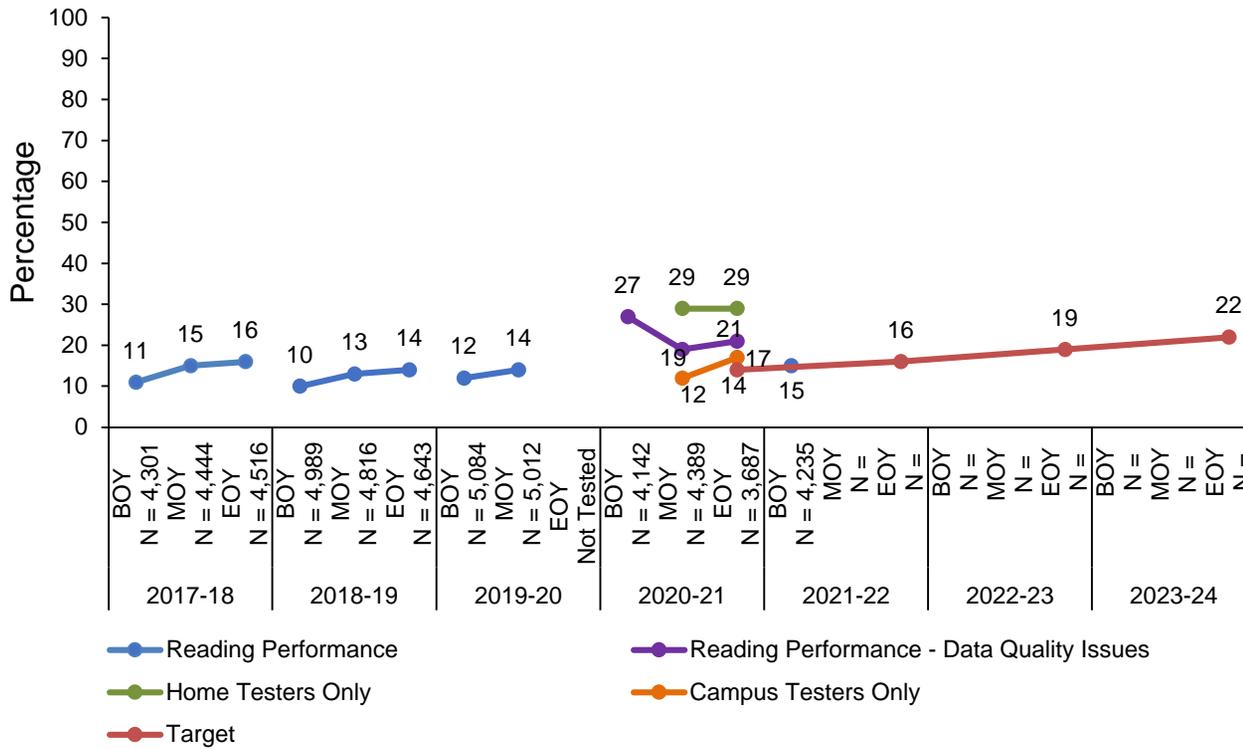
## Goal Progress Measure 4.1

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The percentage of students receiving special-education services in second-through fifth-grade reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 14 percent in 2019 to 22 percent in 2024.

## Percentage of 2nd – 5th Grade SWDs Reading At or Above Benchmark (40th Percentile) English and Spanish Results Combined

**On Track**



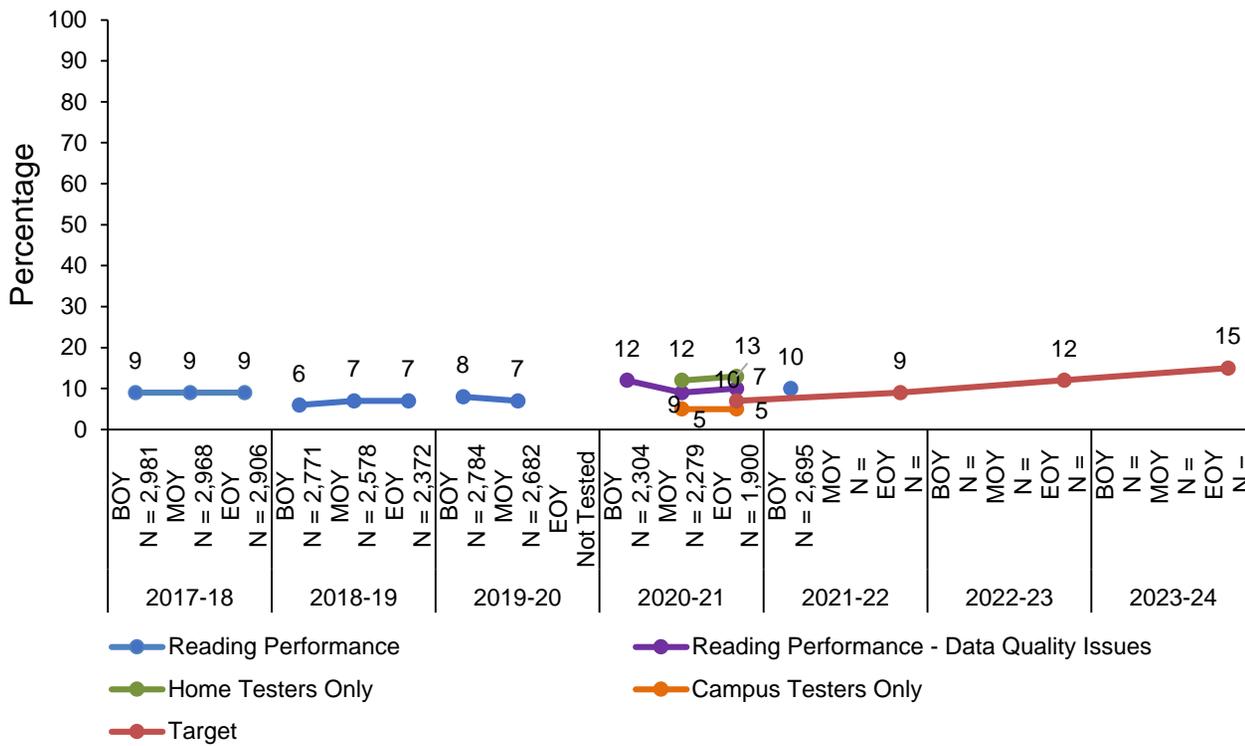
## Goal Progress Measure 4.2

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The percentage of students receiving special-education services in sixth- through eighth-grade reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 7 percent in 2019 to 15 percent in 2024.

# Percentage of 6th – 8th Grade SWDs Reading At or Above Benchmark (40th Percentile) English and Spanish Results Combined

**On Track**



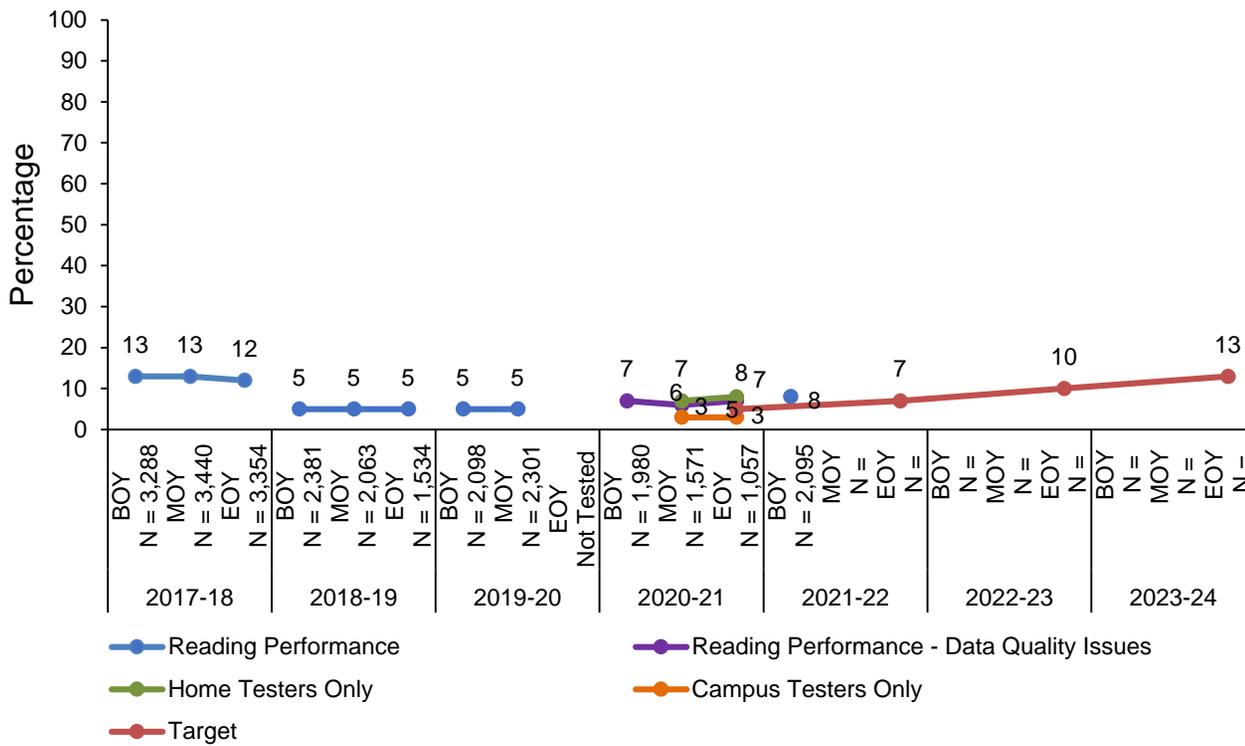
## Goal Progress Measure 4.3

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The percentage of students receiving special-education services enrolled in English I or II reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 5 percent in 2019 to 13 percent in 2024.

## Percentage of 2nd – 5th Grade SWDs Reading At or Above Benchmark (40th Percentile) English and Spanish Results Combined

**On Track**



# Next Steps

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- Focus on Specially Designated Instruction (SDI)
- Explore alignment between written, taught, and assessed curriculum
- Continue monitoring of IEPs with targeted emphasis on ensuring SWDs are receiving high-quality services with fidelity

HOUSTON INDEPENDENT SCHOOL DISTRICT

Thank you



# HISD | Research and Accountability

ANALYZING DATA, MEASURING PERFORMANCE.

## Goal Monitoring Report: December 2021

| Goal 1, December 2021<br>3 <sup>rd</sup> Grade STAAR Reading At or Above Grade Level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |      |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------|-----------------|------|------|----|---|------|----|---|------|---|----|------|---|----|------|---|----|------|---|----|------|-------------------|------|---|------|---|------|---|------|---|
| Goal Measure 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Evaluation        |      |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| The percentage of 3rd grade students performing at or above grade level in reading as measured by the Meets Grade Level Standard on STAAR will increase 8 percentage points from 42% in spring 2019 to 50% in spring 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ---               |      |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p style="text-align: center;"><b>Percent of Tests At or Above Grade Level</b></p> <table border="1"> <caption>Percent of Tests At or Above Grade Level</caption> <thead> <tr> <th>Year</th> <th>Composite Score</th> <th>Goal</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>39</td> <td>-</td> </tr> <tr> <td>2019</td> <td>42</td> <td>-</td> </tr> <tr> <td>2021</td> <td>-</td> <td>42</td> </tr> <tr> <td>2022</td> <td>-</td> <td>44</td> </tr> <tr> <td>2023</td> <td>-</td> <td>47</td> </tr> <tr> <td>2024</td> <td>-</td> <td>50</td> </tr> </tbody> </table> </div> <div style="width: 45%;"> <p style="text-align: center;"><b>Percentage Points Above or Below Goal</b></p> <table border="1"> <caption>Percentage Points Above or Below Goal</caption> <thead> <tr> <th>Year</th> <th>Percentage Points</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>0</td> </tr> <tr> <td>2022</td> <td>0</td> </tr> <tr> <td>2023</td> <td>0</td> </tr> <tr> <td>2024</td> <td>0</td> </tr> </tbody> </table> </div> </div> |                   | Year | Composite Score | Goal | 2018 | 39 | - | 2019 | 42 | - | 2021 | - | 42 | 2022 | - | 44 | 2023 | - | 47 | 2024 | - | 50 | Year | Percentage Points | 2021 | 0 | 2022 | 0 | 2023 | 0 | 2024 | 0 |
| Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Composite Score   | Goal |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 39                | -    |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 42                | -    |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | -                 | 42   |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | -                 | 44   |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | -                 | 47   |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | -                 | 50   |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Percentage Points |      |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0                 |      |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0                 |      |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0                 |      |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0                 |      |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| Data Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |      |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |
| <ul style="list-style-type: none"> <li>TAPR statewide district data download</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |      |                 |      |      |    |   |      |    |   |      |   |    |      |   |    |      |   |    |      |   |    |      |                   |      |   |      |   |      |   |      |   |

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ANALYZING DATA, MEASURING PERFORMANCE.

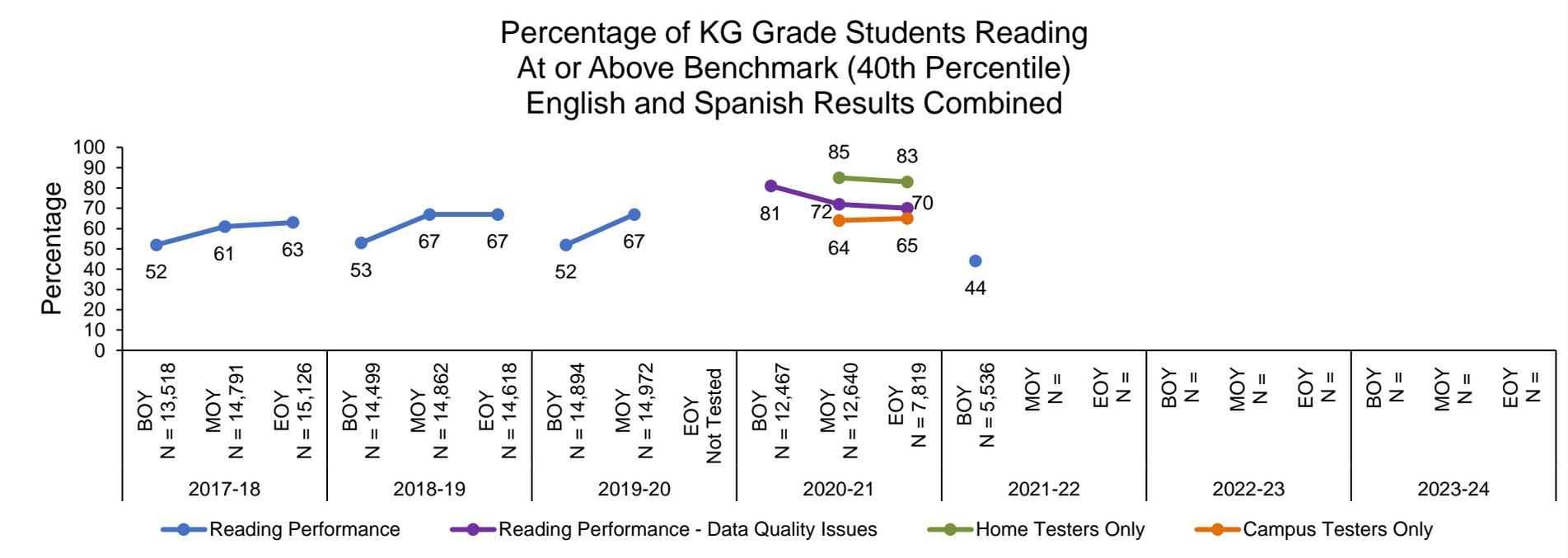
## Goal Monitoring Report: December 2021

| Goal Measure 1 (Early Literacy) Support Data |                      |             |         |         |         |         |         |         |
|----------------------------------------------|----------------------|-------------|---------|---------|---------|---------|---------|---------|
| Houston ISD                                  |                      | School Year |         |         |         |         |         |         |
|                                              |                      | 2017-18     | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 |
| All Students                                 | Actual               | 39%         | 42%     | n/a     |         |         |         |         |
|                                              | Target               |             |         |         | 42%     | 44%     | 47%     | 50%     |
| Econ. Dis.                                   | Actual               | 33%         | 35%     | n/a     |         |         |         |         |
|                                              | Target               |             |         |         | 35%     | 38%     | 41%     | 45%     |
| Race/Ethnicity                               | African American     | Actual      | 27%     | 29%     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | 29%     | 33%     | 37%     |
|                                              | Hispanic             | Actual      | 37%     | 39%     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | 39%     | 42%     | 45%     |
|                                              | White                | Actual      | 67%     | 69%     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | 69%     | 70%     | 71%     |
|                                              | American Indian      | Actual      | ---     | ---     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | ---     | ---     | ---     |
|                                              | Asian                | Actual      | 76%     | 80%     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | 80%     | 81%     | 82%     |
|                                              | Pacific Islander     | Actual      | ---     | ---     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | ---     | ---     | ---     |
|                                              | Two or More          | Actual      | 66%     | 70%     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | 70%     | 71%     | 72%     |
| Special Pops.                                | Special Ed.          | Actual      | 28%     | 26%     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | 26%     | 30%     | 34%     |
|                                              | Special Ed. (Former) | Actual      | 28%     | 39%     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | 39%     | 42%     | 45%     |
|                                              | ELs*                 | Actual      | 38%     | 40%     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | 40%     | 43%     | 46%     |
| Mobility                                     | Cont. Enrolled       | Actual      | 40%     | 43%     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | 43%     | 45%     | 47%     |
|                                              | Non-Cont. Enrolled   | Actual      | 35%     | 36%     | n/a     |         |         |         |
|                                              |                      | Target      |         |         |         | 36%     | 39%     | 42%     |

--- <25 students tested; \*Includes Current and Monitored

## Goal Monitoring Report: December 2021

### Goal Measure 1 (Early Literacy) Support Data – KG Performance



### Data Source

- Renaissance 360 Early Literacy Screener
- Reading on grade level is defined as students meeting At/Above Benchmark ( $\geq$  40<sup>th</sup> Percentile) on the Early Literacy Universal Screener.
- BOY 2020–2021 results reflect the last assessment during the testing window when all students were learning remotely.
- For students testing in both English and Spanish, the language with the higher result is used when presented as an aggregate.

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## Goal Monitoring Report: December 2021

**Goal Measure 1 (Early Literacy) Support Data – KG Performance by Student Groups**

| Houston ISD  |     | School Year |         |         |         |         |         |         |
|--------------|-----|-------------|---------|---------|---------|---------|---------|---------|
|              |     | 2017–18     | 2018–19 | 2019–20 | 2020–21 | 2021–22 | 2022–23 | 2023–24 |
| All Students | BOY | 52%         | 53%     | 52%     | 81%     | 44%     |         |         |
|              | MOY | 61%         | 67%     | 67%     | 72%     |         |         |         |
|              | EOY | 63%         | 67%     |         | 70%     |         |         |         |
| Econ. Dis.   | BOY | 48%         | 47%     | 46%     | 78%     | 41%     |         |         |
|              | MOY | 58%         | 62%     | 63%     | 69%     |         |         |         |
|              | EOY | 60%         | 64%     |         | 68%     |         |         |         |
| ELs**        | BOY | 53%         | 55%     | 52%     | 83%     | 50%     |         |         |
|              | MOY | 61%         | 72%     | 72%     | 76%     |         |         |         |
|              | EOY | 65%         | 73%     |         | 77%     |         |         |         |
| Males        | BOY | 49%         | 50%     | 49%     | 80%     | 40%     |         |         |
|              | MOY | 58%         | 63%     | 63%     | 71%     |         |         |         |
|              | EOY | 60%         | 64%     |         | 71%     |         |         |         |
| Females      | BOY | 56%         | 57%     | 55%     | 83%     | 49%     |         |         |
|              | MOY | 65%         | 70%     | 70%     | 75%     |         |         |         |
|              | EOY | 66%         | 71%     |         | 73%     |         |         |         |
| Migrant      | BOY | *           | *       | *       | *       | *       |         |         |
|              | MOY | *           | *       | *       | *       |         |         |         |
|              | EOY | *           | *       |         | *       |         |         |         |
| Homeless     | BOY | 53%         | 38%     | *       | 73%     | 32%     |         |         |
|              | MOY | 60%         | 50%     | *       | 60%     |         |         |         |
|              | EOY | 62%         | 52%     |         | 63%     |         |         |         |

\*<25 students tested; \*\*Includes current only

Grey cells indicate canceled progress monitoring; Purple shaded cells indicate data quality issues. PEIMS snapshot data used for 2020–2021 student groups. BOY 2020–2021 results updated during the April Board Monitoring Update. SIS data used for other year student groups.

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## Goal Monitoring Report: December 2021

**Goal Measure 1 (Early Literacy) Support Data – KG Performance by Race/Ethn.**

| Houston ISD      |     | School Year |         |         |         |         |         |         |
|------------------|-----|-------------|---------|---------|---------|---------|---------|---------|
|                  |     | 2017–18     | 2018–19 | 2019–20 | 2020–21 | 2021–22 | 2022–23 | 2023–24 |
| African American | BOY | 44%         | 43%     | 41%     | 76%     | 37%     |         |         |
|                  | MOY | 52%         | 54%     | 53%     | 62%     |         |         |         |
|                  | EOY | 52%         | 52%     |         | 61%     |         |         |         |
| Hispanic         | BOY | 50%         | 51%     | 49%     | 80%     | 44%     |         |         |
|                  | MOY | 60%         | 67%     | 68%     | 72%     |         |         |         |
|                  | EOY | 63%         | 69%     |         | 72%     |         |         |         |
| White            | BOY | 72%         | 75%     | 75%     | 91%     | 68%     |         |         |
|                  | MOY | 79%         | 81%     | 82%     | 85%     |         |         |         |
|                  | EOY | 78%         | 82%     |         | 85%     |         |         |         |
| American Indian  | BOY | *           | *       | *       | *       | *       |         |         |
|                  | MOY | *           | *       | *       | *       |         |         |         |
|                  | EOY | *           | *       |         | *       |         |         |         |
| Asian            | BOY | 69%         | 69%     | 71%     | 89%     | 57%     |         |         |
|                  | MOY | 74%         | 78%     | 77%     | 87%     |         |         |         |
|                  | EOY | 74%         | 76%     |         | 87%     |         |         |         |
| Pacific Islander | BOY | *           | *       | *       | *       | *       |         |         |
|                  | MOY | *           | *       | *       | *       |         |         |         |
|                  | EOY | *           | *       |         | *       |         |         |         |
| Two or More      | BOY | 75%         | 74%     | 75%     | 90%     | 64%     |         |         |
|                  | MOY | 80%         | 80%     | 82%     | 85%     |         |         |         |
|                  | EOY | 81%         | 83%     |         | 84%     |         |         |         |

\*<25 students tested

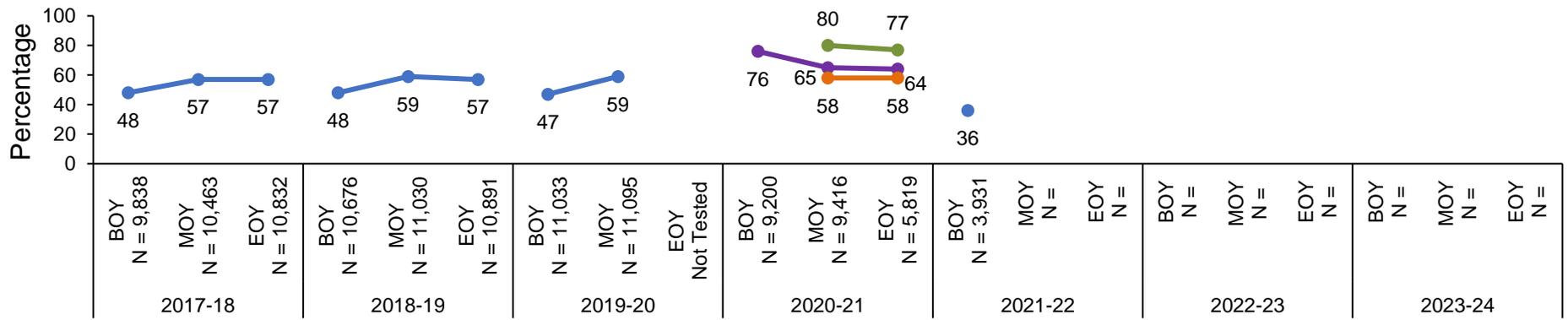
Grey cells indicate canceled progress monitoring; Purple shaded cells indicate data quality issues.

PEIMS snapshot data used for 2020–2021 student groups. BOY 2020–2021 results updated during the April Board Monitoring Update. SIS data used for other year student groups.

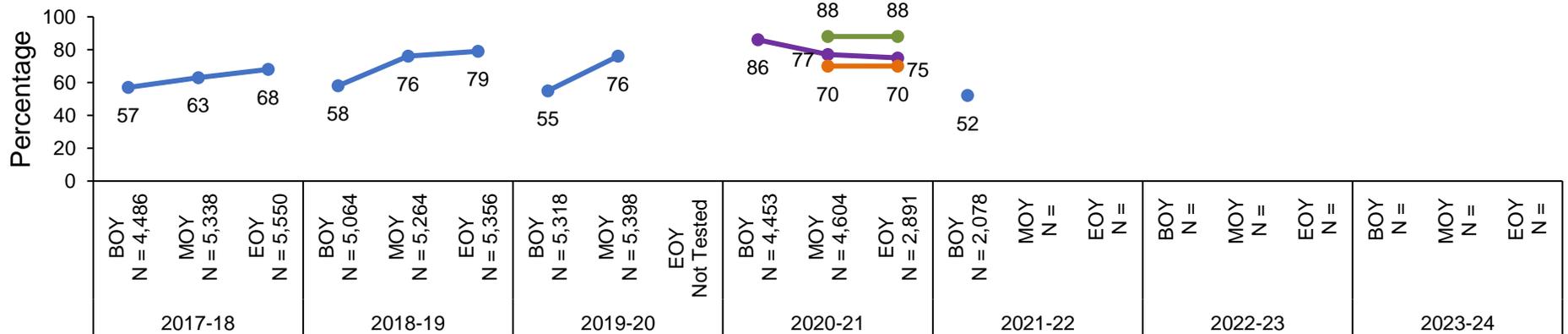
## Goal Monitoring Report: December 2021

### Goal Measure 1 (Early Literacy) Support Data – KG Performance by Language

Percentage of KG Grade Students Reading At or Above Benchmark (40th Percentile)  
English Only



Spanish Only

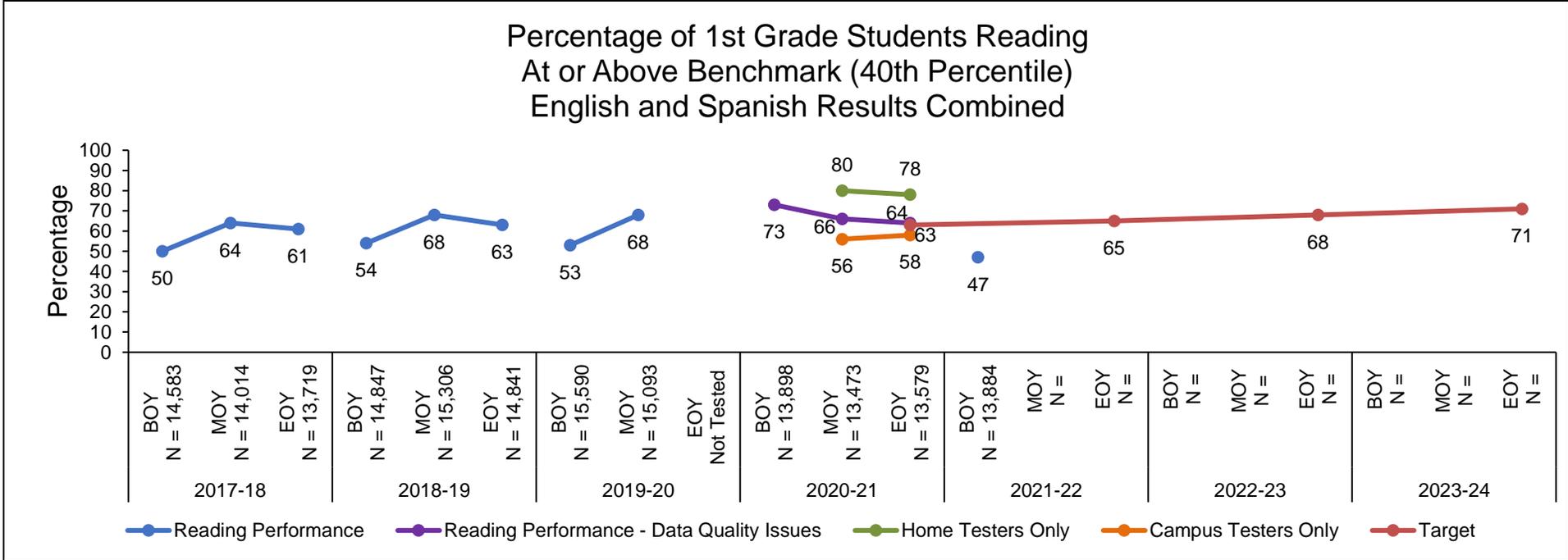


● Reading Performance    
 ● Reading Performance - Data Quality Issues    
 ● Home Testers Only    
 ● Campus Testers Only

## Goal Monitoring Report: December 2021

| Goal Progress Measure 1.1 – December 2021 | Evaluation |
|-------------------------------------------|------------|
|-------------------------------------------|------------|

|                                                                                                                                                                                                     |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| The percentage of first-grade students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 63 percent in 2019 to 71 percent in 2024. | Not On Track |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|



**Data Source**

- Reading on grade level is defined as students meeting At/Above Benchmark (≥ 40<sup>th</sup> Percentile) on the Early Literacy Universal Screener.
- BOY 2020–2021 results reflect the last assessment during the testing window when all students were learning remotely.
- For students testing in both English and Spanish, the language with the higher result is used when presented as an aggregate.

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## Goal Monitoring Report: December 2021

**Goal Progress Measure 1.1 Support Data by Student Groups**

| Houston ISD  |     | School Year |         |         |         |         |         |         |
|--------------|-----|-------------|---------|---------|---------|---------|---------|---------|
|              |     | 2017-18     | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 |
| All Students | BOY | 50%         | 54%     | 53%     | 73%     | 47%     |         |         |
|              | MOY | 64%         | 68%     | 68%     | 66%     |         |         |         |
|              | EOY | 61%         | 63%     |         | 64%     |         |         |         |
| Econ. Dis.   | BOY | 46%         | 50%     | 48%     | 69%     | 40%     |         |         |
|              | MOY | 61%         | 64%     | 64%     | 61%     |         |         |         |
|              | EOY | 58%         | 59%     |         | 60%     |         |         |         |
| ELs**        | BOY | 53%         | 58%     | 52%     | 78%     | 47%     |         |         |
|              | MOY | 66%         | 73%     | 71%     | 71%     |         |         |         |
|              | EOY | 66%         | 70%     |         | 70%     |         |         |         |
| Males        | BOY | 46%         | 50%     | 50%     | 72%     | 45%     |         |         |
|              | MOY | 61%         | 64%     | 65%     | 65%     |         |         |         |
|              | EOY | 58%         | 60%     |         | 64%     |         |         |         |
| Females      | BOY | 54%         | 59%     | 56%     | 75%     | 48%     |         |         |
|              | MOY | 68%         | 71%     | 71%     | 69%     |         |         |         |
|              | EOY | 64%         | 67%     |         | 67%     |         |         |         |
| Migrant      | BOY | *           | *       | *       | *       | *       |         |         |
|              | MOY | *           | *       | *       | *       |         |         |         |
|              | EOY | *           | *       |         | *       |         |         |         |
| Homeless     | BOY | 48%         | 43%     | 23%     | 67%     | 30%     |         |         |
|              | MOY | 63%         | 52%     | 44%     | 55%     |         |         |         |
|              | EOY | 59%         | 46%     |         | 55%     |         |         |         |

\*<25 students tested; \*\*Includes current only

Grey cells indicate canceled progress monitoring; Purple shaded cells indicate data quality issues. PEIMS snapshot data used for 2020-2021 student groups. BOY 2020-2021 results updated during the April Board Monitoring Update. SIS data used for other year student groups.

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## Goal Monitoring Report: December 2021

**Goal Progress Measure 1.1 Support Data by Race/Ethn.**

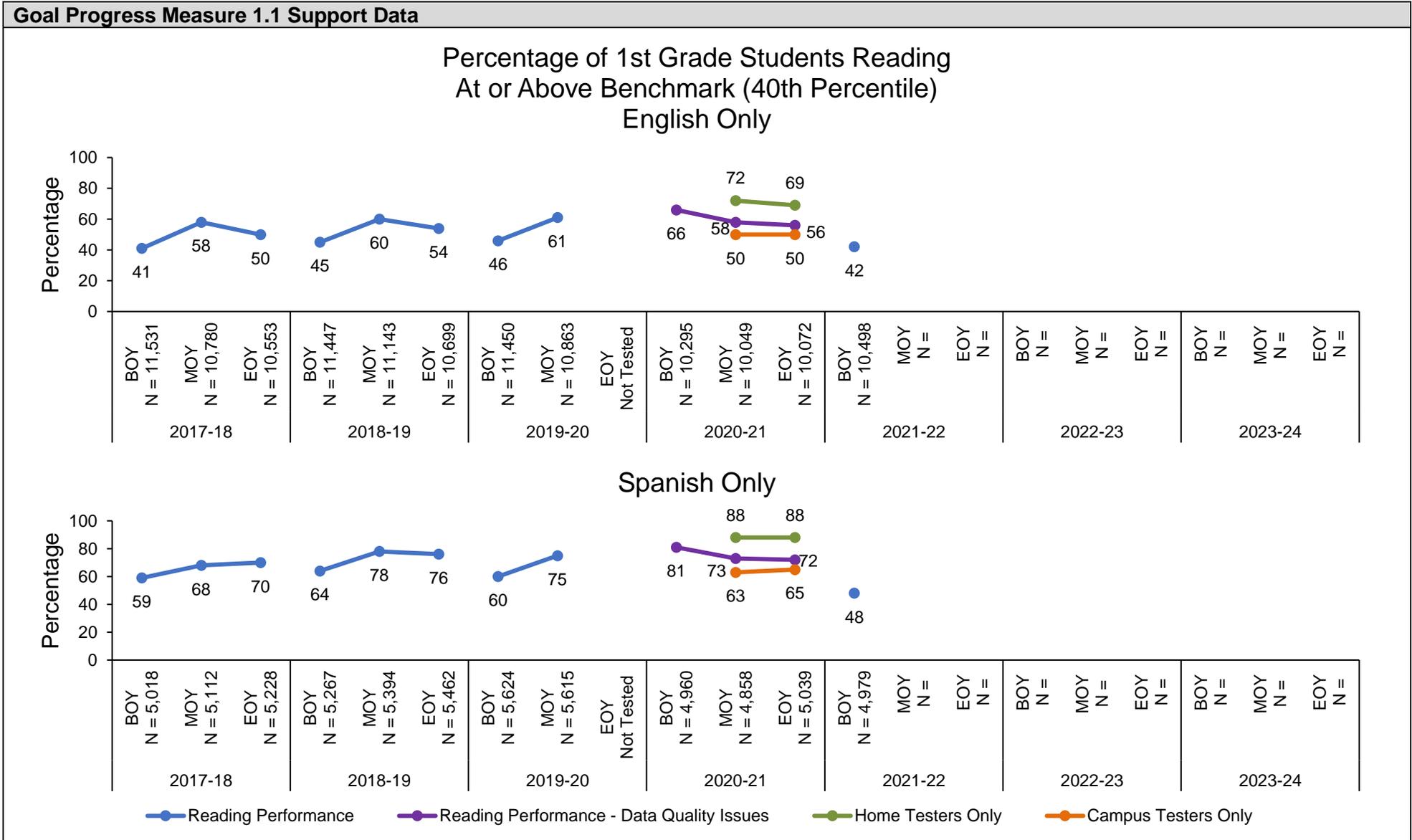
| Houston ISD      |     | School Year |         |         |         |         |         |         |
|------------------|-----|-------------|---------|---------|---------|---------|---------|---------|
|                  |     | 2017-18     | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 |
| African American | BOY | 39%         | 42%     | 41%     | 64%     | 36%     |         |         |
|                  | MOY | 55%         | 55%     | 56%     | 52%     |         |         |         |
|                  | EOY | 47%         | 47%     |         | 50%     |         |         |         |
| Hispanic         | BOY | 50%         | 54%     | 52%     | 72%     | 43%     |         |         |
|                  | MOY | 64%         | 69%     | 68%     | 66%     |         |         |         |
|                  | EOY | 62%         | 65%     |         | 65%     |         |         |         |
| White            | BOY | 68%         | 74%     | 74%     | 89%     | 75%     |         |         |
|                  | MOY | 80%         | 85%     | 85%     | 85%     |         |         |         |
|                  | EOY | 77%         | 83%     |         | 85%     |         |         |         |
| American Indian  | BOY | *           | *       | *       | *       | *       |         |         |
|                  | MOY | *           | *       | *       | *       |         |         |         |
|                  | EOY | *           | *       |         | *       |         |         |         |
| Asian            | BOY | 67%         | 71%     | 73%     | 91%     | 75%     |         |         |
|                  | MOY | 77%         | 81%     | 80%     | 88%     |         |         |         |
|                  | EOY | 76%         | 76%     |         | 87%     |         |         |         |
| Pacific Islander | BOY | *           | *       | *       | *       | *       |         |         |
|                  | MOY | *           | *       | *       | *       |         |         |         |
|                  | EOY | *           | *       |         | *       |         |         |         |
| Two or More      | BOY | 69%         | 75%     | 71%     | 91%     | 74%     |         |         |
|                  | MOY | 82%         | 84%     | 84%     | 83%     |         |         |         |
|                  | EOY | 76%         | 82%     |         | 82%     |         |         |         |

\*<25 students tested

Grey cells indicate canceled progress monitoring; Purple shaded cells indicate data quality issues.

PEIMS snapshot data used for 2020-2021 student groups. BOY 2020-2021 results updated during the April Board Monitoring Update. SIS data used for other year student groups.

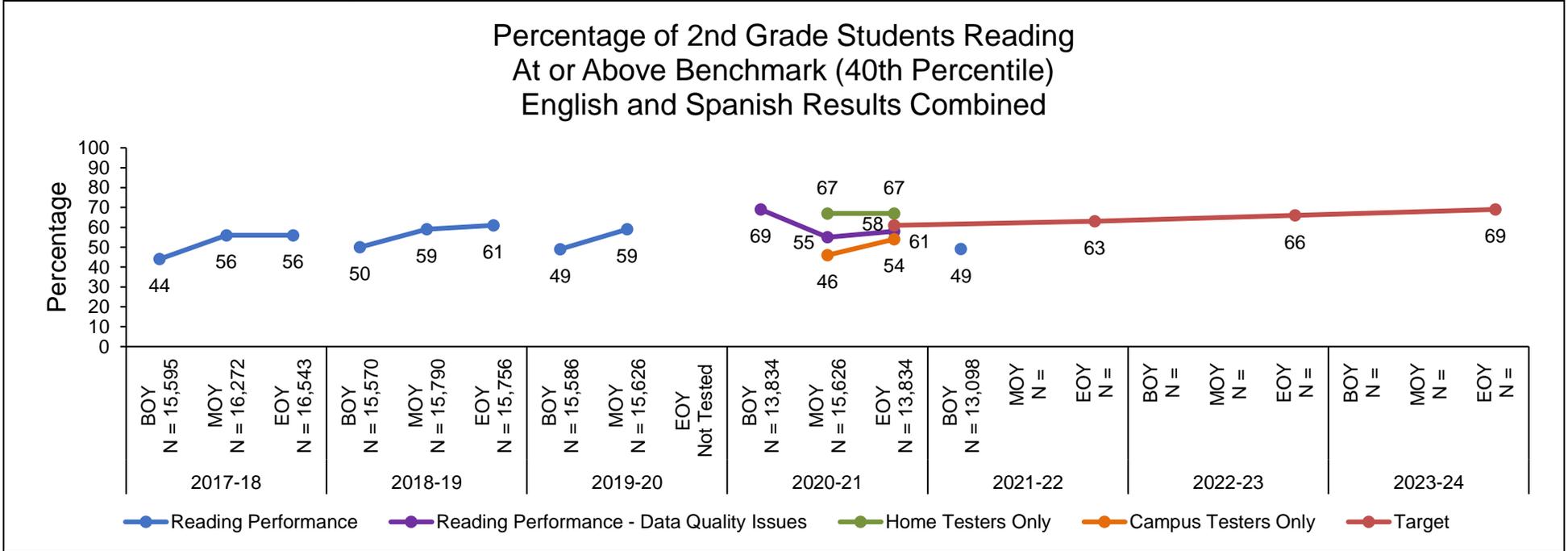
## Goal Monitoring Report: December 2021



## Goal Monitoring Report: December 2021

| Goal Progress Measure 1.2 – December 2021 | Evaluation |
|-------------------------------------------|------------|
|-------------------------------------------|------------|

|                                                                                                                                                                                                      |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| The percentage of second-grade students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 61 percent in 2019 to 69 percent in 2024. | Not On Track |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|



**Data Source**

- Reading on grade level is defined as students meeting At/Above Benchmark ( $\geq 40^{\text{th}}$  Percentile) on the Reading Universal Screener.
- BOY 2020–2021 results reflect the last assessment during the testing window when all students were learning remotely.
- For students testing in both English and Spanish, the language with the higher result is used when presented as an aggregate.

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## Goal Monitoring Report: December 2021

### Goal Progress Measure 1.2 Support Data by Student Groups

| Houston ISD  |     | School Year |         |         |         |         |         |         |
|--------------|-----|-------------|---------|---------|---------|---------|---------|---------|
|              |     | 2017–18     | 2018–19 | 2019–20 | 2020–21 | 2021–22 | 2022–23 | 2023–24 |
| All Students | BOY | 44%         | 50%     | 49%     | 69%     | 49%     |         |         |
|              | MOY | 56%         | 59%     | 59%     | 55%     |         |         |         |
|              | EOY | 56%         | 61%     |         | 58%     |         |         |         |
| Econ. Dis.   | BOY | 39%         | 44%     | 43%     | 66%     | 42%     |         |         |
|              | MOY | 52%         | 53%     | 54%     | 50%     |         |         |         |
|              | EOY | 52%         | 55%     |         | 52%     |         |         |         |
| Special Ed.  | BOY | 14%         | 14%     | 17%     | 50%     | 23%     |         |         |
|              | MOY | 21%         | 18%     | 21%     | 33%     |         |         |         |
|              | EOY | 20%         | 20%     |         | 33%     |         |         |         |
| ELs**        | BOY | 39%         | 53%     | 51%     | 72%     | 51%     |         |         |
|              | MOY | 59%         | 64%     | 66%     | 57%     |         |         |         |
|              | EOY | 60%         | 67%     |         | 60%     |         |         |         |
| Males        | BOY | 41%         | 47%     | 45%     | 68%     | 46%     |         |         |
|              | MOY | 52%         | 55%     | 55%     | 53%     |         |         |         |
|              | EOY | 52%         | 57%     |         | 56%     |         |         |         |
| Females      | BOY | 47%         | 54%     | 53%     | 71%     | 51%     |         |         |
|              | MOY | 60%         | 63%     | 63%     | 58%     |         |         |         |
|              | EOY | 61%         | 64%     |         | 61%     |         |         |         |
| Migrant      | BOY | *           | *       | *       | *       | *       |         |         |
|              | MOY | *           | *       | *       | *       |         |         |         |
|              | EOY | *           | *       |         | *       |         |         |         |
| Homeless     | BOY | 41%         | 34%     | 7%      | *       | 35%     |         |         |
|              | MOY | 56%         | 46%     | *       | 44%     |         |         |         |
|              | EOY | 57%         | 46%     |         | 47%     |         |         |         |

\*<25 students tested; \*\*Includes current only

Grey cells indicate canceled progress monitoring; Purple shaded cells indicate data quality issues.

PEIMS snapshot data used for 2020–2021 student groups. BOY 2020–2021 results updated during the April Board Monitoring Update. SIS data used for other year student groups.

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## Goal Monitoring Report: December 2021

**Goal Progress Measure 1.2 Support Data by Race/Ethn.**

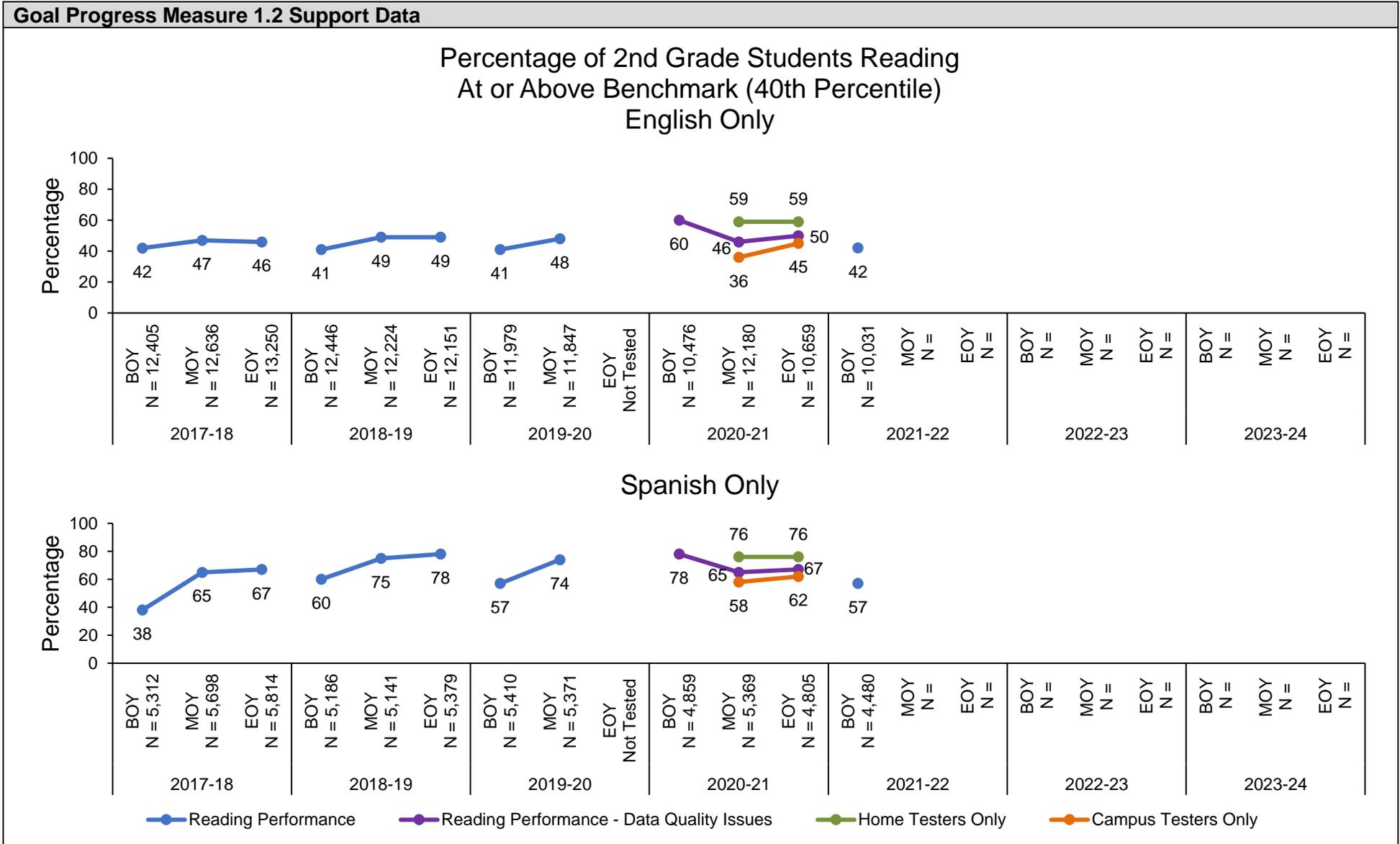
| Houston ISD      |     | School Year |         |         |         |         |         |         |
|------------------|-----|-------------|---------|---------|---------|---------|---------|---------|
|                  |     | 2017-18     | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 |
| African American | BOY | 36%         | 34%     | 33%     | 61%     | 33%     |         |         |
|                  | MOY | 40%         | 41%     | 39%     | 43%     |         |         |         |
|                  | EOY | 38%         | 40%     |         | 43%     |         |         |         |
| Hispanic         | BOY | 41%         | 50%     | 49%     | 69%     | 47%     |         |         |
|                  | MOY | 57%         | 61%     | 61%     | 54%     |         |         |         |
|                  | EOY | 58%         | 63%     |         | 57%     |         |         |         |
| White            | BOY | 69%         | 71%     | 72%     | 82%     | 71%     |         |         |
|                  | MOY | 77%         | 78%     | 80%     | 79%     |         |         |         |
|                  | EOY | 79%         | 81%     |         | 83%     |         |         |         |
| American Indian  | BOY | *           | *       | *       | *       | *       |         |         |
|                  | MOY | *           | *       | *       | *       |         |         |         |
|                  | EOY | 64%         | *       |         | *       |         |         |         |
| Asian            | BOY | 76%         | 74%     | 75%     | 84%     | 79%     |         |         |
|                  | MOY | 82%         | 79%     | 79%     | 80%     |         |         |         |
|                  | EOY | 82%         | 80%     |         | 82%     |         |         |         |
| Pacific Islander | BOY | *           | *       | *       | *       | *       |         |         |
|                  | MOY | *           | *       | *       | *       |         |         |         |
|                  | EOY | *           | *       |         | *       |         |         |         |
| Two or More      | BOY | 75%         | 73%     | 72%     | 80%     | 71%     |         |         |
|                  | MOY | 75%         | 82%     | 81%     | 78%     |         |         |         |
|                  | EOY | 77%         | 80%     |         | 78%     |         |         |         |

\*<25 students tested

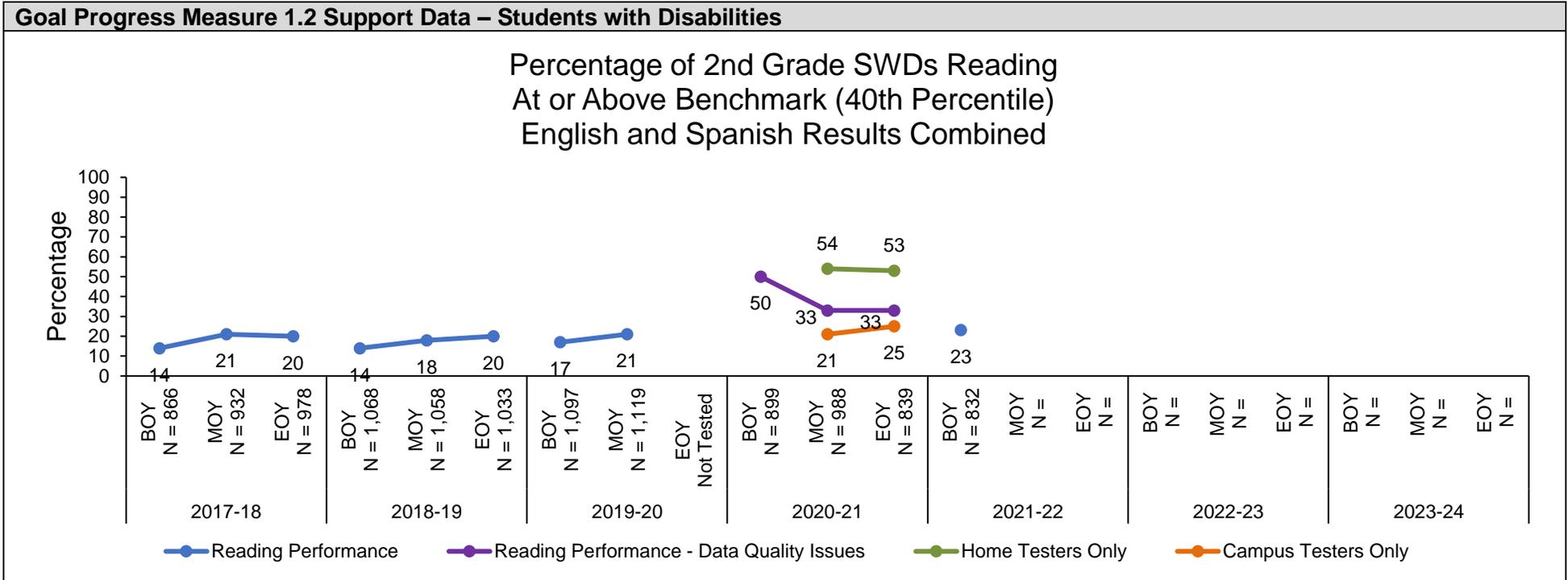
Grey cells indicate canceled progress monitoring; Purple shaded cells indicate data quality issues.

PEIMS snapshot data used for 2020-2021 student groups. BOY 2020-2021 results updated during the April Board Monitoring Update. SIS data used for other year student groups.

## Goal Monitoring Report: December 2021

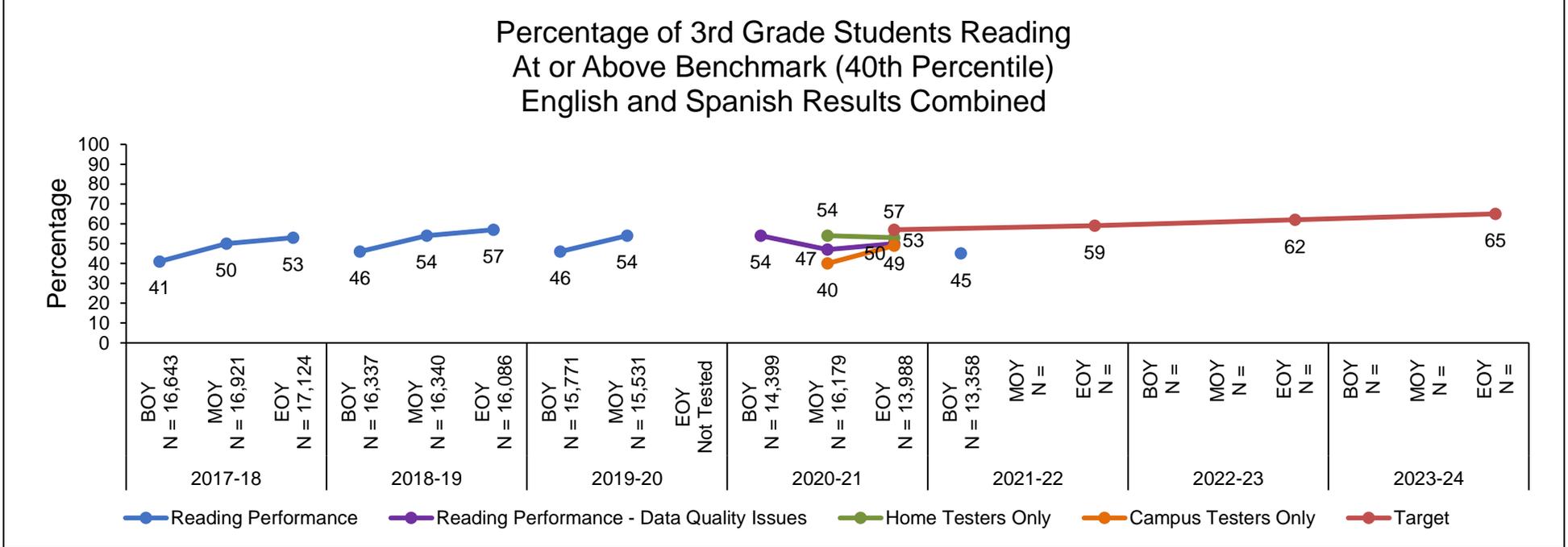


## Goal Monitoring Report: December 2021



## Goal Monitoring Report: December 2021

| Goal Progress Measure 1.3 – December 2021                                                                                                                                                           | Evaluation   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| The percentage of third-grade students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 57 percent in 2019 to 65 percent in 2024. | Not On Track |



**Data Source**

- Reading on grade level is defined as students meeting At/Above Benchmark ( $\geq 40^{\text{th}}$  Percentile) on the Reading Universal Screener.
- BOY 2020–2021 results reflect the last assessment during the testing window when all students were learning remotely.
- For students testing in both English and Spanish, the language with the higher result is used when presented as an aggregate.

# HISD | Research and Accountability

ANALYZING DATA, MEASURING PERFORMANCE.

## Goal Monitoring Report: December 2021

**Goal Progress Measure 1.3 Support Data by Student Groups**

| Houston ISD  |     | School Year |         |         |         |         |         |         |
|--------------|-----|-------------|---------|---------|---------|---------|---------|---------|
|              |     | 2017-18     | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 |
| All Students | BOY | 41%         | 46%     | 46%     | 54%     | 45%     |         |         |
|              | MOY | 50%         | 54%     | 54%     | 47%     |         |         |         |
|              | EOY | 53%         | 57%     |         | 50%     |         |         |         |
| Econ. Dis.   | BOY | 36%         | 40%     | 40%     | 48%     | 37%     |         |         |
|              | MOY | 45%         | 48%     | 48%     | 40%     |         |         |         |
|              | EOY | 49%         | 51%     |         | 43%     |         |         |         |
| Special Ed.  | BOY | 12%         | 10%     | 12%     | 33%     | 16%     |         |         |
|              | MOY | 15%         | 15%     | 16%     | 23%     |         |         |         |
|              | EOY | 19%         | 16%     |         | 25%     |         |         |         |
| ELs**        | BOY | 37%         | 47%     | 46%     | 54%     | 45%     |         |         |
|              | MOY | 50%         | 57%     | 56%     | 47%     |         |         |         |
|              | EOY | 55%         | 61%     |         | 51%     |         |         |         |
| Males        | BOY | 38%         | 43%     | 42%     | 53%     | 42%     |         |         |
|              | MOY | 47%         | 50%     | 51%     | 45%     |         |         |         |
|              | EOY | 50%         | 53%     |         | 49%     |         |         |         |
| Females      | BOY | 44%         | 50%     | 50%     | 57%     | 47%     |         |         |
|              | MOY | 53%         | 58%     | 57%     | 50%     |         |         |         |
|              | EOY | 56%         | 61%     |         | 54%     |         |         |         |
| Migrant      | BOY | *           | *       | *       | *       | *       |         |         |
|              | MOY | *           | *       | *       | *       |         |         |         |
|              | EOY | *           | *       |         | *       |         |         |         |
| Homeless     | BOY | 40%         | 30%     | *       | 42%     | 37%     |         |         |
|              | MOY | 48%         | 39%     | *       | 28%     |         |         |         |
|              | EOY | 52%         | 39%     |         | 39%     |         |         |         |

\*<25 students tested; \*\*Includes current only  
 Grey cells indicate canceled progress monitoring; Purple shaded cells indicate data quality issues.  
 PEIMS snapshot data used for 2020-2021 student groups. BOY 2020-2021 results updated during the April Board Monitoring Update. SIS data used for other year student groups.

# HISD | Research and Accountability

ANALYZING DATA, MEASURING PERFORMANCE.

## Goal Monitoring Report: December 2021

### Goal Progress Measure 1.3 Support Data by Race/Ethn.

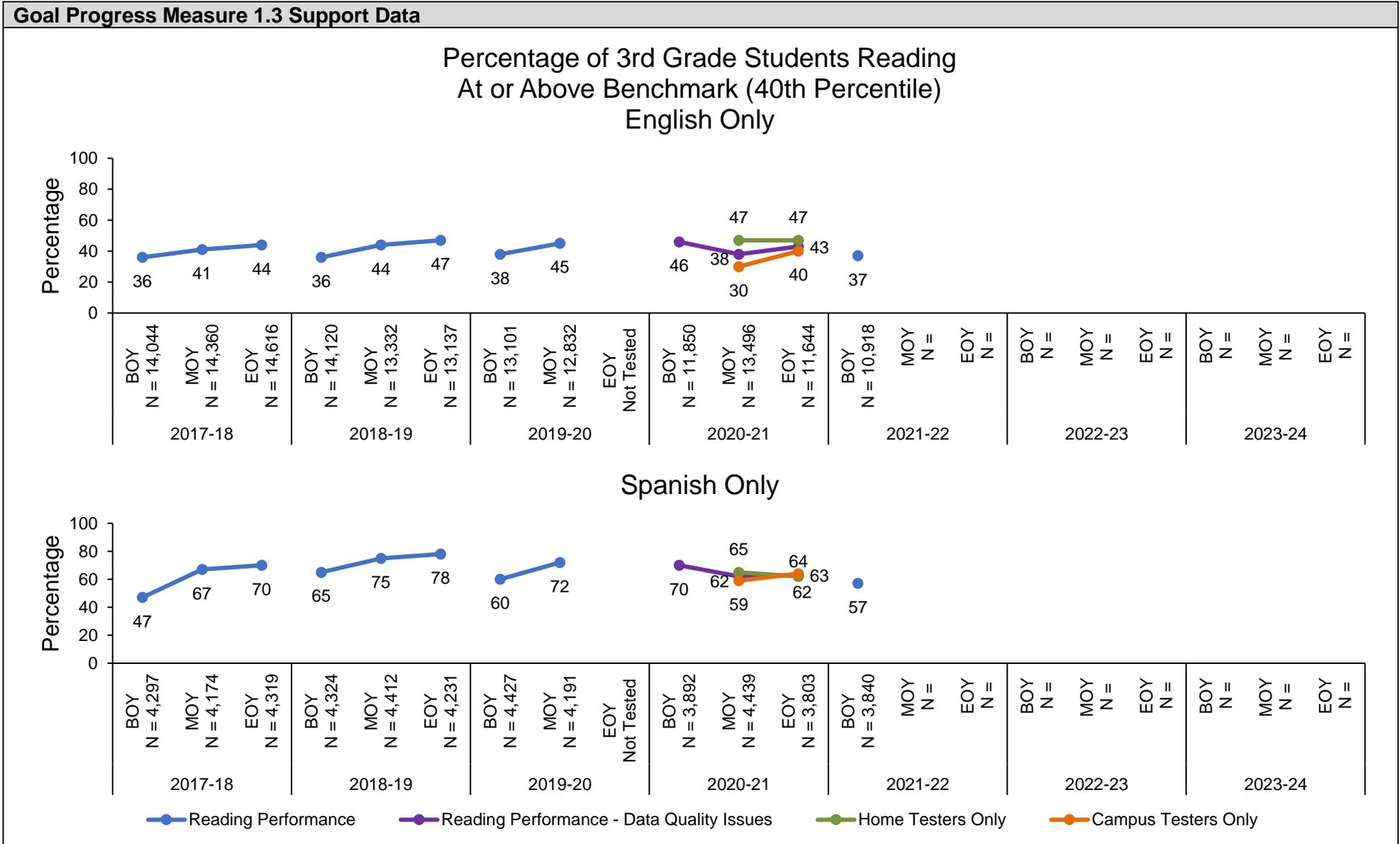
| Houston ISD      |     | School Year |         |         |         |         |         |         |
|------------------|-----|-------------|---------|---------|---------|---------|---------|---------|
|                  |     | 2017–18     | 2018–19 | 2019–20 | 2020–21 | 2021–22 | 2022–23 | 2023–24 |
| African American | BOY | 30%         | 29%     | 29%     | 41%     | 28%     |         |         |
|                  | MOY | 33%         | 34%     | 35%     | 31%     |         |         |         |
|                  | EOY | 34%         | 35%     |         | 33%     |         |         |         |
| Hispanic         | BOY | 39%         | 46%     | 45%     | 52%     | 42%     |         |         |
|                  | MOY | 50%         | 56%     | 55%     | 46%     |         |         |         |
|                  | EOY | 55%         | 59%     |         | 49%     |         |         |         |
| White            | BOY | 71%         | 73%     | 72%     | 81%     | 77%     |         |         |
|                  | MOY | 78%         | 78%     | 79%     | 80%     |         |         |         |
|                  | EOY | 79%         | 81%     |         | 83%     |         |         |         |
| American Indian  | BOY | *           | *       | *       | *       | *       |         |         |
|                  | MOY | *           | *       | *       | *       |         |         |         |
|                  | EOY | *           | *       |         | *       |         |         |         |
| Asian            | BOY | 72%         | 75%     | 73%     | 76%     | 73%     |         |         |
|                  | MOY | 76%         | 76%     | 76%     | 73%     |         |         |         |
|                  | EOY | 78%         | 79%     |         | 76%     |         |         |         |
| Pacific Islander | BOY | *           | *       | *       | *       | *       |         |         |
|                  | MOY | *           | *       | *       | *       |         |         |         |
|                  | EOY | *           | *       |         | *       |         |         |         |
| Two or More      | BOY | 70%         | 76%     | 72%     | 80%     | 71%     |         |         |
|                  | MOY | 75%         | 78%     | 78%     | 76%     |         |         |         |
|                  | EOY | 76%         | 82%     |         | 81%     |         |         |         |

\*<25 students tested

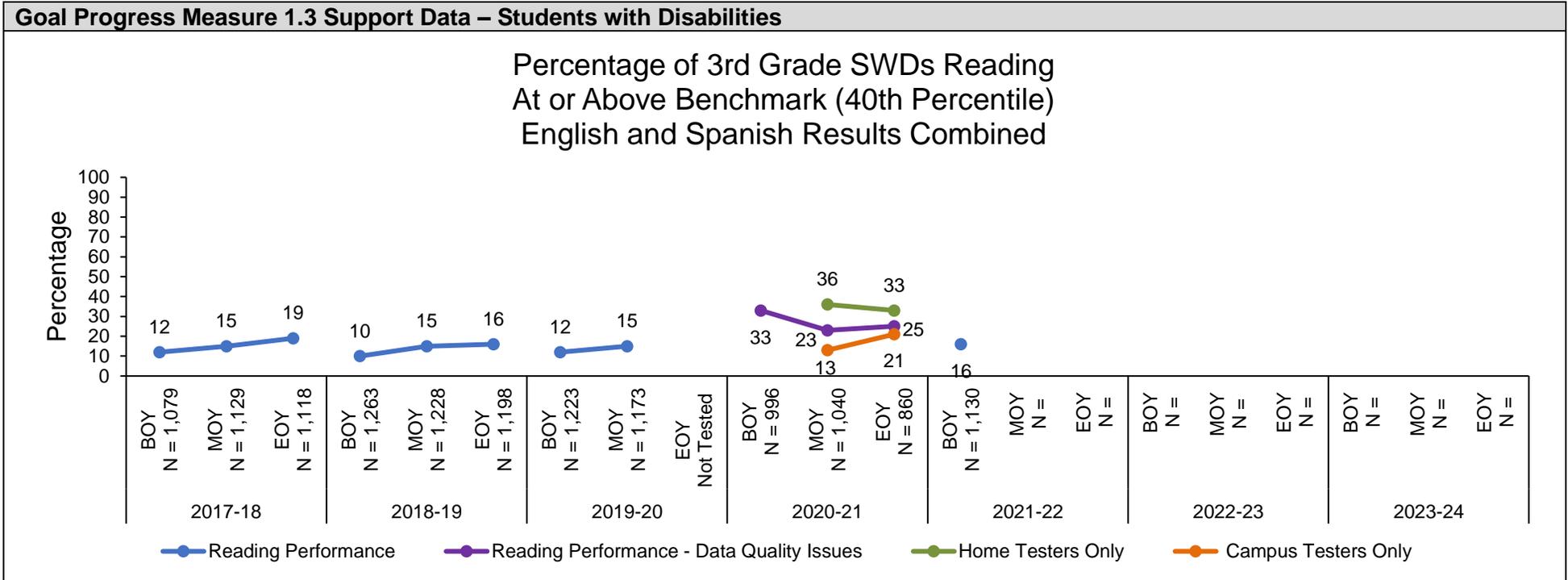
Grey cells indicate canceled progress monitoring; Purple shaded cells indicate data quality issues.

PEIMS snapshot data used for 2020–2021 student groups. BOY 2020–2021 results updated during the April Board Monitoring Update. SIS data used for other year student groups.

## Goal Monitoring Report: December 2021



## Goal Monitoring Report: December 2021



## Goal Monitoring Report: December 2021

### Goal 1 Superintendent's Response

As stated in the district's Summer 2020 Needs Assessment and frequently quoted to me by the trustees, "Significant deficits in reading are apparent for large numbers of students as early as kindergarten and do not close fast enough to keep up with grade level expectations. Intense effort is needed to address these deficits to improve achievement at all grade levels." Minimization of these deficits as a student enters kindergarten is significant enough to our community that the board has adopted increasing high, quality pre-kindergarten seats into policy as a board constraint and imperative to meeting the target set by this board for goal one.

Unfortunately, Houston ISD experienced a decrease in pre-kindergarten enrollment of approximately 29% for the 2020–2021 school year – seven percentage points higher than the 22% pre-kindergarten decrease preliminarily reported by the U.S. Department of Education this June. This decrease in pre-kinder enrollment suggests that our kindergarten and 1st grade students began the 2021–2022 school year with deficits in literacy foundational skills. Significant, early intervention is required to minimize these gaps alongside long-term monitoring and continuous, responsive adjustments to ensure all of our students are reading on grade level by 3rd grade. To combat the learning gaps in students Kinder to 3rd grade, I am having the Elementary Curriculum department focus on 2 high leverage areas:

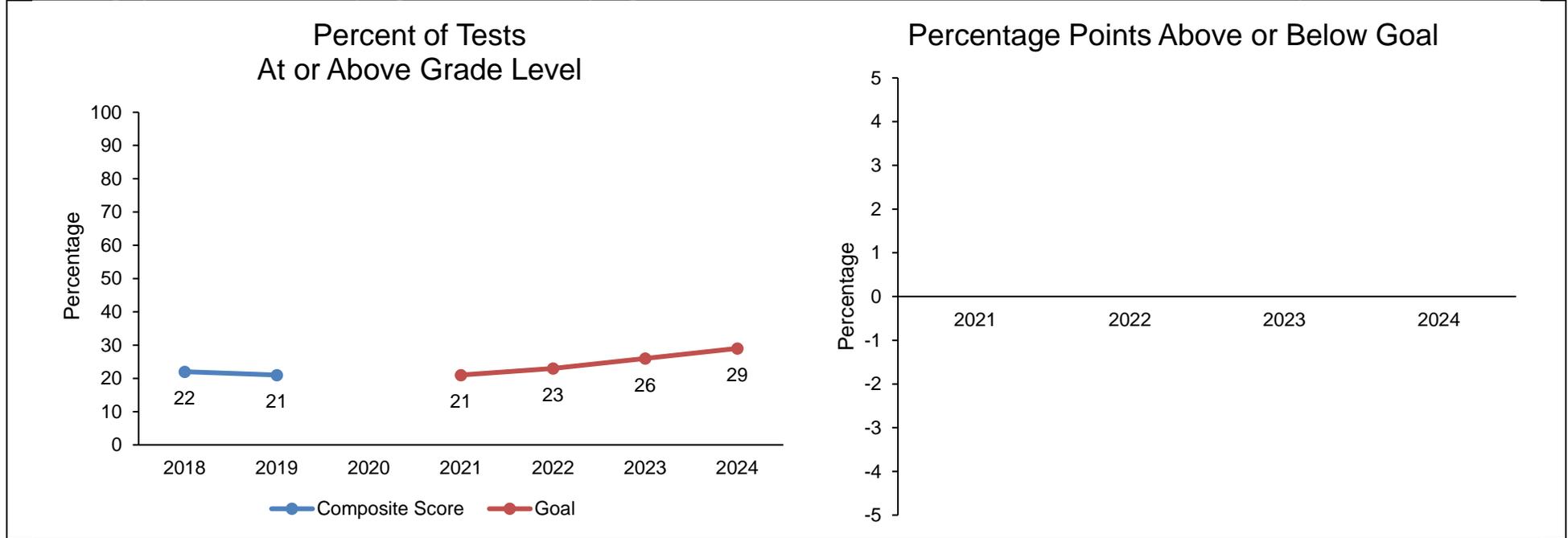
The Reading Language Arts Unit Planning Guide (UPG) has been redesigned to include "Recovery Lessons" that address prerequisite skills for students to master on grade level TEKS. Teachers can easily scaffold instruction to meet the needs of students and address any learning loss students may have experienced during the pandemic.

A strong foundation in literacy starts with a structured research-based phonics program embedded in a well-developed curriculum. The Elementary Curriculum department has adopted Really Great Reading as the district-wide phonics program. The primary goal is to help students build robust phonemic awareness skills with an understanding that words are made from a sequence of sounds and that individual sounds can be isolated and distinguished from one another. In continued support of good phonics instruction, the department is utilizing Reading Academies to reinforce phonics instruction at all district campuses in grades K-3.

## Goal Monitoring Report: December 2021

**Goal 4, December 2021**  
**SWDs Reading At or Above Grade Level**

| Goal Measure 4                                                                                                                                                                                                                                                                                     | Evaluation |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| The percentage of students receiving special education services reading at or above grade level as measured by the Meets Grade Level Standard on the STAAR 3–8 Reading and STAAR EOC English I and II assessments will increase 8 percentage points from 21% in spring 2019 to 29% in spring 2024. | ---        |



| Data Source                                                                             |
|-----------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>TAPR statewide district data download</li> </ul> |

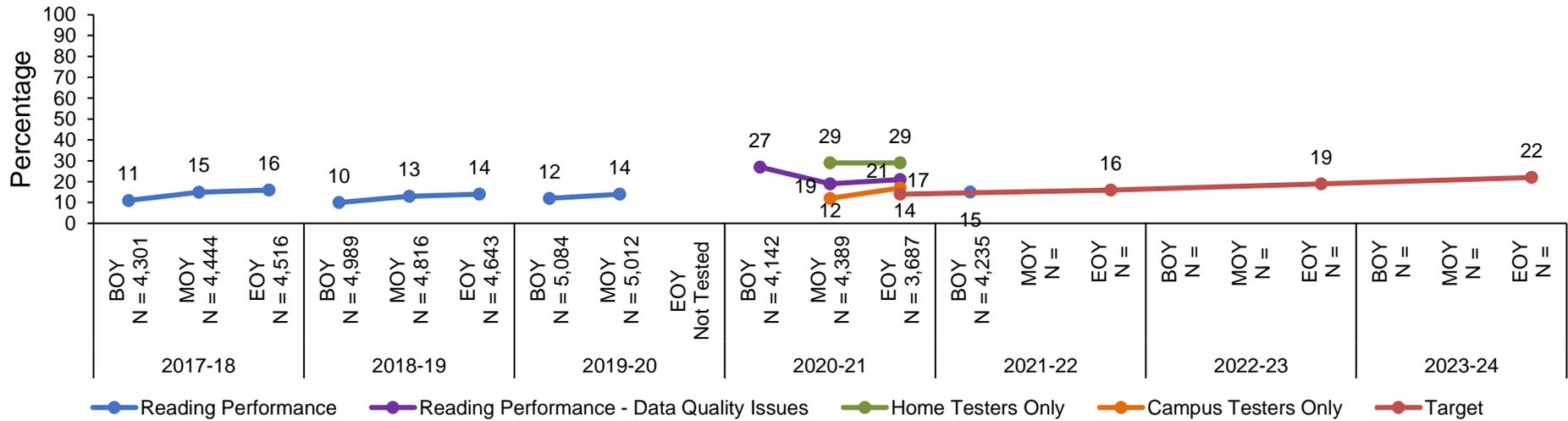
# HISD | Research and Accountability

ANALYZING DATA, MEASURING PERFORMANCE.

## Goal Monitoring Report: December 2021

| Goal Progress Measure 4.1 – December 2021                                                                                                                                                                                                                  | Evaluation |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| The percentage of students receiving special-education services in second-through fifth-grade reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 14 percent in 2019 to 22 percent in 2024. | On Track   |

Percentage of 2nd – 5th Grade SWDs Reading At or Above Benchmark (40th Percentile) English and Spanish Results Combined



| Data Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Demographics from end-of-year student information system, 2020–2021 demographics from PEIMS snapshot (BOY source updated).</li> <li>Performing on grade level in reading is defined as students meeting At/Above Benchmark (≥ 40<sup>th</sup> Percentile) on the Universal Screener.</li> <li>BOY 2020–2021 results reflect the last assessment during the testing window when all students were learning remotely.</li> <li>For students testing in both English and Spanish, the language with the higher result is used when presented as an aggregate.</li> </ul> |

# HISD | Research and Accountability

ANALYZING DATA, MEASURING PERFORMANCE.

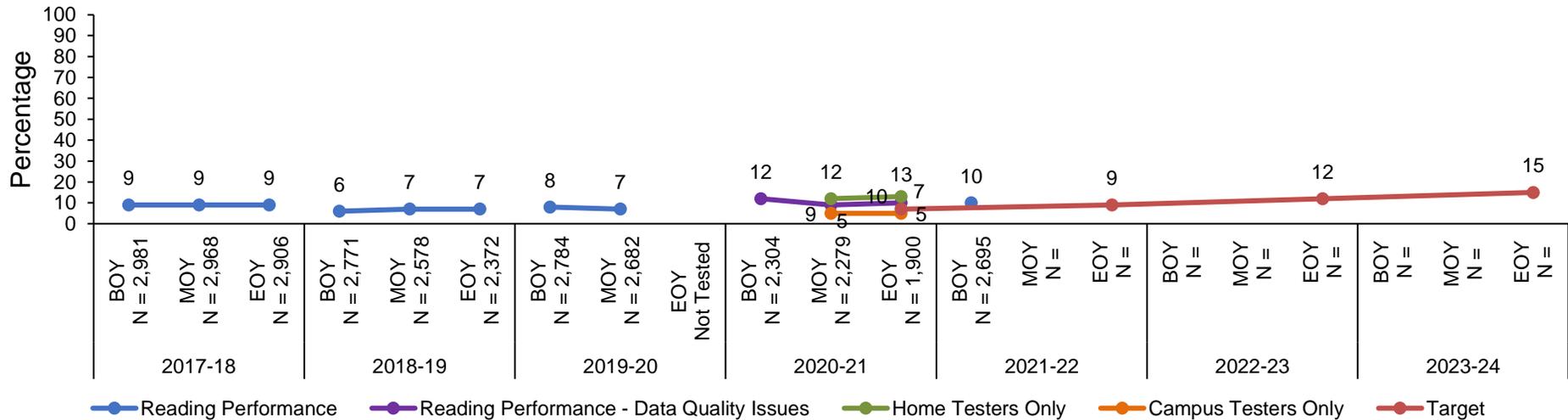
## Goal Monitoring Report: December 2021

| Goal Progress Measure 4.2 – December 2021 | Evaluation |
|-------------------------------------------|------------|
|-------------------------------------------|------------|

The percentage of students receiving special-education services in sixth-through eighth-grade reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 7 percent in 2019 to 15 percent in 2024.

On Track

Percentage of 6th – 8th Grade SWDs Reading At or Above Benchmark (40th Percentile) English and Spanish Results Combined



**Data Source**

- Demographics from end-of-year student information system, 2020–2021 demographics from PEIMS snapshot (BOY source updated).
- Performing on grade level in reading is defined as students meeting At/Above Benchmark ( $\geq 40^{\text{th}}$  Percentile) on the Universal Screener.
- BOY 2020–2021 results reflect the last assessment during the testing window when all students were learning remotely.
- For students testing in both English and Spanish, the language with the higher result is used when presented as an aggregate.

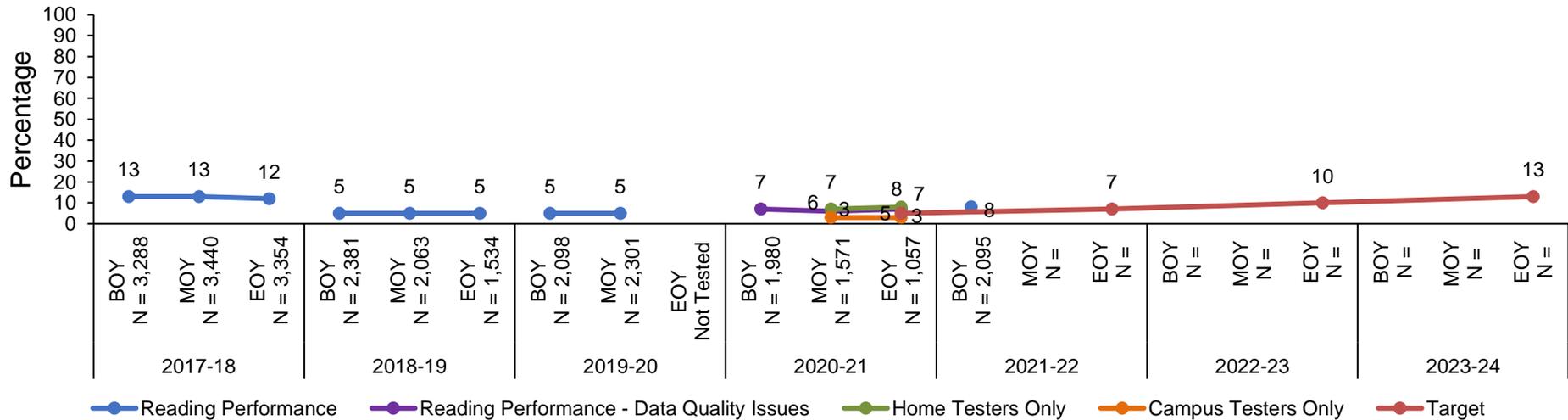
# HISD | Research and Accountability

ANALYZING DATA, MEASURING PERFORMANCE.

## Goal Monitoring Report: December 2021

| Goal Progress Measure 4.3 – December 2021                                                                                                                                                                                                               | Evaluation |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| The percentage of students receiving special-education services enrolled in English I or II reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 5 percent in 2019 to 13 percent in 2024. | On Track   |

Percentage of 9th – 12th Grade SWDs Reading At or Above Benchmark (40th Percentile) English and Spanish Results Combined



| Data Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Demographics from end-of-year student information system, 2020–2021 demographics from PEIMS snapshot (BOY source updated n).</li> <li>Performing on grade level in reading is defined as students meeting At/Above Benchmark (≥ 40<sup>th</sup> Percentile) on the Universal Screener.</li> <li>BOY 2020–2021 results reflect the last assessment during the testing window when all students were learning remotely.</li> <li>For students testing in both English and Spanish, the language with the higher result is used when presented as an aggregate.</li> </ul> |

## Goal Monitoring Report: December 2021

### Goal 4 Superintendent's Response

Students with disabilities who are accessing the general education curriculum have had historical challenges on state assessments. The Office of Special Education Services are researching to implement pedagogical strategies and resources to address the implementation of Specially Designed Instruction (SDI) and close the inequitable outcomes traditionally seen on these assessments in our district, state, and nation for students receiving special education services. Additionally, we are ensuring continued access to interventions, accommodations, designated supports, and supplemental aids outlined in the IEP. We will continue the targeted professional development and training for all principals, tier two leaders, department chairs, general and special education teachers, and central office staff and department.

We are continuing with the district-wide implementation of inclusive instructional practices and co-teaching models with a focus on SDI, which allows for co-ownership of the progressive and incremental growth for students with disabilities who access the general education curriculum. The offices of Special Populations, Academics, and Research & Accountability are monitoring these outputs and providing support where needed.

The alignment between the written, taught, and assessed curriculum must also be explored for our most vulnerable students and struggling learners. There is a disconnect between the knowledge and skills required by the state of Texas for students with disabilities and the reality of disability impact on student achievement and performance as measured by statement. A comparison of STAAR and EOC assessments show that HISD along with other large urban districts in the state of Texas share the challenge and commitment to improve performance in all content areas, and more specifically in English-Language Arts, Reading, and Writing. Aligning the skills of students with disabilities through the lens of SDI as outlined in the IEP with appropriate accommodations place to the Texas Essential Knowledge and Skills are vital to improving student outcomes.

To increase positive outcomes for students with disabilities, the OSES will continue monitoring the district-wide implementation of IEPs for students with disabilities, while engaging in ongoing cross-functional collaboration among multilingual, interventions, and elementary and secondary curriculum to ensure student success. There is a targeted emphasis on ensuring that students with disabilities are receiving high-quality services with fidelity.

Office of the Board of Education  
Board of Education Meeting of December 9, 2021

Judith Cruz, District VIII Trustee

**SUBJECT: RECEIVE AND ACT ON REPORT AND RECOMMENDATIONS FROM BOARD AUDIT COMMITTEE**

Pursuant to Board Policy BDB(LOCAL), *Board Internal Organization: Board Committees*, and the Houston Independent School District's (HISD's) *Audit Committee Charter*, the Audit Committee submits its annual report to the board summarizing the work of the committee, including meetings held and audit reports reviewed, as well as the committee's recommendations concerning the Audit Committee calendar for the next calendar year.

The *Audit Committee Charter* also tasks the committee with annually reviewing the charter and making recommendations to the board concerning changes to the charter. The committee does not recommend any substantive changes be made to the charter at this time.

The committee's full report is attached to this agenda item.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

**RECOMMENDED:** That the Board of Education accepts the final report of the Audit Committee and approves the committee's proposed Audit Committee Calendar for the year 2022, effective December 10, 2021.

# Annual Audit Committee Report to the Houston Independent School District Board of Education

December 9, 2021



**BOARD OF EDUCATION**

Dr. Patricia Allen, President, District IV

Holly Maria Flynn Vilaseca First Vice President, District VI

Judith Cruz, Second Vice President, District VIII

Kathy Blueford-Daniels, Secretary, District II

Dani Hernandez, Assistant Secretary, District III

Sue Deigaard, District V

Myrna Guidry, District IX

Elizabeth Santos, District I

Anne Sung, District VII

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## Introduction

According the HISD Audit Committee Charter, “The Audit Committee plays an important role in providing oversight of the Houston Independent School District’s governance, risk management and internal control practices. This oversight mechanism also serves to provide confidence in the integrity of these practices. The Audit Committee performs its role by providing independent oversight to the Board of Education.”

In February 2021, the HISD Board voted to reappoint Trustees Anne Sung and Holly Maria Flynn Vilaseca to new terms to the 2021 Audit Committee, serving two-year terms pursuant to the Audit Committee Charter. The HISD Board also voted to reappoint Trustees Dani Hernandez and Judith Cruz, as members of the 2021 Audit Committee, to complete their two-year terms beginning February 2020 pursuant to the Audit Committee Charter. Additionally, in June 2020 the BOE approved the appointment of volunteer subject matter expert, Elizabeth Logan, to the Audit Committee. At its second meeting of 2021, the Audit Committee voted for Trustee Judith Cruz to serve as Committee Chair.

The charter charges the Audit Committee with submitting this annual report to the Board of Trustees summarizing the Audit Committee’s activities, issues, and recommendations.

## Meetings

The meetings conducted to date along with the trustees in attendance are listed in the table below:

|   | <b>Meeting Dates</b> | <b>Holly Maria Flynn Vilaseca</b> | <b>Anne Sung</b> | <b>Judith Cruz</b> | <b>Dani Hernandez</b> | <b>Other Board Members</b> | <b>Volunteer</b> |
|---|----------------------|-----------------------------------|------------------|--------------------|-----------------------|----------------------------|------------------|
| 1 | <b>03/10/21</b>      | <b>x</b>                          | <b>x</b>         | <b>x</b>           | <b>x</b>              | <b>x</b>                   | <b>x</b>         |
| 2 | <b>04/20/21</b>      | <b>x</b>                          | <b>x</b>         | <b>x</b>           | <b>x</b>              | <b>x</b>                   | <b>x</b>         |
| 3 | <b>04/29/21</b>      | <b>x</b>                          | <b>x</b>         | <b>x</b>           | <b>x</b>              | <b>x</b>                   | <b>x</b>         |
| 4 | <b>08/26/21</b>      | <b>x</b>                          | <b>x</b>         | <b>x</b>           | <b>x</b>              |                            | <b>x</b>         |
| 5 | <b>11/08/21</b>      | <b>x</b>                          | <b>x</b>         | <b>x</b>           | <b>x</b>              |                            | <b>x</b>         |

## Summary of Audit Committee Work

Below, please find a list of activities conducted and deliverables submitted over the course of 2021. The Audit Committee utilized the Audit Committee Charter and recommendations from the previous calendar year as a guide for the work.

| <b>Activity/Deliverable</b>                                                                            | <b>Date</b>              |
|--------------------------------------------------------------------------------------------------------|--------------------------|
| Regularly discussed Internal Audit Department vacancies and plans to fill them                         | Ongoing                  |
| Reviewed and monitored audit reports                                                                   | Ongoing                  |
| Provided oversight to the independent audit of HISD's financial statements                             | Ongoing                  |
| Gave guidance and direction to the CAE on certain topics, both operational and administrative          | Ongoing                  |
| Helped to maintain a culture of auditor independence among the Board and Administration                | Ongoing                  |
| Monitored the progress and completion of the Legislative Budget Board's Performance Review of HISD     | Ongoing                  |
| Received updates via the Audit Dashboard                                                               | Ongoing                  |
| Reviewed the Chief Audit Executive's Draft 2021 Internal Audit Plan                                    | April 2021               |
| Reviewed the Chief Audit Executive's internal audit budget                                             | April 2021               |
| Received and monitored LBB update from the administration                                              | March and April 2021     |
| Committee members completed the CAE's performance review                                               | April/May 2021           |
| BOE approved the CAE's performance review                                                              | May 2021                 |
| Recommended the Chief Audit Executive's 2021 Audit Plan to the Board of Education for approval         | June 2021                |
| Received and monitored LBB update from the administration                                              | August 2021              |
| Discussion of vacancies and Audit Department needs, including those for Ethics and Compliance          | August and November 2021 |
| Reviewed the Audit Committee Charter                                                                   | November 2021            |
| Developed a Summary Report outlining the work and accomplishments over the course of the Calendar Year | November 2021            |
| The Audit Committee received an update from BDO concerning the annual Enterprise Risk Assessment       | November 2021            |

|                                                                                                                                                                                                                                             |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| The Audit Committee received an update from Weaver concerning the audit of the Comprehensive Annual Financial Report. The two material weaknesses and two significant deficiencies found in the 2020 audit of the CAFR have been corrected. | November 2021 |
| BOE approves 3 expectations for CAE evaluation                                                                                                                                                                                              | December 2021 |
| Presented this Summary Report to the Board of Education                                                                                                                                                                                     | December 2021 |

### HISD Internal Audit Department Accomplishments

- **Reports Issued:** A number of audit and investigation reports were issued during the year. See the attachment that follows for the list of topics. A sample of the topics is listed below to give stakeholders a general idea of the kind of reports that we issued in education, construction, finance, operations, ethics, and compliance.

- Equity and Equality
- COVID-19 Impact on Schools
- Policy Administration
- Achieve 180 Schools
- Special Education Professional Development
- Teacher Appraisal and Development System
- Title I Fund Expenditures
- Campus Student Activity Funds Audits for Selected Schools
- Purchasing Contract Management
- Terminated Employee Payroll
- Payroll Overtime
- District-Wide Activity Fund Reconciliation
- IT Governance
- IT Remote Network Access
- OneSource (SAP)
- HISD Connect Student Information System Pre-Implementation
- Construction Audits for Schools under the 2012 Bond Program

- **Quality Assurance and Improvement Program (QAIP)**

- The Internal Audit department strives to enhance the quality of Internal Audit Activity in conforming to the standards of the Institute of Internal Auditors’ (IIA). By October 2021, we remediated six of the seven items within the IIA’s Standards Section 2000 that were rated as being “Partially Conforms” during the 2020 department’s assessment.

- **Audit Dashboard:**

- We successfully maintain the dashboard to provide timely updates of the audit progress and Management’s improvements as of this report. We started to plan functional enhancements in providing more insightful information “at a glance”.

- **Status of Vacant Positions**

Since November 2020, the Office of Internal Audit experienced the following vacancies and recruitment efforts:

- As of November 11, 2021, all 17 Internal Audit positions were filled.
- As of November 11, 2021, two of six Ethics and Compliance (E&C) positions were vacant, and efforts are underway to fill them.  
During the year, the E&C manager position’s grade was increased to Director, and the job description was modified. Afterwards, the position was filled in June 2021.

- **Training / Professional Development Efforts** – Below is a list of training and efforts that were completed in 2021

- IIA – Houston Chapter:
  - 2021 Virtual IIA Government Auditing Conference on March 23, 2021
  - 2021 Virtual IIA Annual Conference on April 12 – 14, 2021
  - August 2021 Luncheon and Audit 201 Seminar (three construction services auditors attended)
- Six virtual government related Continuing Professional Education events provided by CPA firms
- Association of Certified Fraud Examiners (ACFE) Virtual Training for Conducting the Internal Investigation (Director of Ethics and Compliance)
- Various Virtual Trainings regarding Ethics, Auditing, Accounting and Taxation from January to October 2021

The list of reports that were issued is presented on the next page.

## 2021 Office of Internal Audit Report List

| Audit Practice Area    | Name of Report                                             |
|------------------------|------------------------------------------------------------|
| Construction Audit     | Jordan HS for Careers - Cadence McShane Construction Audit |
| Construction Audit     | High School for Law and Justice Follow-up Audit            |
| Construction Audit     | Sharpstown HS Follow-up Audit                              |
| Construction Audit     | Job Order Contract audit                                   |
| Construction Audit     | Wilson Montessori -Drymalla Construction, Co. Audit        |
| Education Program      | Achieve 180 Schools                                        |
| Education Program      | Special Education Professional Development                 |
| Education Program      | Teacher Appraisal and Development System                   |
| Education Program      | Title I Expenditures                                       |
| Education Program      | Compensatory Education                                     |
| Education Program      | ELL Exit Process Follow-up Audit                           |
| Education Program      | PEIMS Data Integrity                                       |
| Education Program      | Policy Administration                                      |
| Education Program      | Equity and Equality                                        |
| Finance and Operations | Wisdom HS Student Activity Funds Audit                     |
| Finance and Operations | Hines-Caldwell ES Student Activity Funds Audit             |
| Finance and Operations | Booker T. Washington HS Student Activity Funds Audit       |

## 2021 Office of Internal Audit Report List

| Audit Practice Area        | Name of Report                                             |
|----------------------------|------------------------------------------------------------|
| Finance and Operations     | Facility Maintenance                                       |
| Finance and Operations     | Purchasing - Contract Management                           |
| Finance and Operations     | Central Warehouse Inventory Observation                    |
| Finance and Operations     | Nutrition Services Warehouse Observation                   |
| Finance and Operations     | HISD E-Rate Program Audit                                  |
| Finance and Operations     | District-Wide Activity Fund Reconciliation                 |
| Finance and Operations     | Payroll - Terminated Employees                             |
| Finance and Operations     | Payroll Overtime                                           |
| Finance and Operations     | Accounts Payable                                           |
| Information and Technology | OneSource (SAP)                                            |
| Information and Technology | HISD Connect Student Information System Preimplementation  |
| Information and Technology | Remote Network Access/COVID-19                             |
| Information and Technology | IT Governance/IT Strategic Planning - LBB Report Follow-up |
| Information and Technology | Prior Issue Follow-up Audit                                |

## Recommendations for Consideration

- The Institute for Internal Auditors recommends that audit committee members serve two-year staggered terms Current committee members are Trustees Cruz and Hernandez, appointed to two-year terms in February 2020, and Trustees Flynn Vilaseca and Sung, appointed to two-year terms in February 2021. This committee respectfully recommends that trustees continue to be appointed to this committee on a staggered two-year basis, with one trustee appointed to a new two-year term in 2022.
- Maintain appointment to the audit committee of a community member with audit expertise
- Additional and continued training for all committee members and the full board, including use of the internal audit dashboard
- Continue to support a culture of auditor independence within HISD
- Continue utilization of adopted evaluation protocol for the CAE
- Continue to meet quarterly
- Recommend that the 2022 Audit Committee plan for and adopt a self-evaluation tool, in accordance with Audit Committee Charter
- Recommend that the 2022 Audit Committee monitor the possible upgrade of the internal audit dashboard to inform the board about progress of audits and the implementation of audit recommendations
- Recommend that the 2022 Audit Committee monitor open findings and the how those are addressed
- Recommend that the 2022 Audit Committee discuss high risk findings/reports at each audit committee meeting
- Recommend that the 2022 Audit Committee progress monitor implementation of internal audit plan and corrective action plans for the CAFR and the LBB performance review
- Recommend that the 2022 Audit Committee draft Board Constraint 3 Progress Measures to recommend to the Board of Education

## Recommended Calendar of Activities and Deliverables for 2022

| Month           | Activity/Deliverable                                                                                                                                                                                                                                                                                                                                                                                                       | Meeting | Board Approval Month |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------|
| <b>January</b>  | -Audit Committee named by nomination and vote of BOE<br>-Committee plans meeting and training calendar for the year                                                                                                                                                                                                                                                                                                        | No      | January              |
| <b>February</b> | -Committee approves committee chair<br>-Committee develops professional development plan for the course of the year<br>-Decide Audit Committee self-evaluation tool<br>-Progress monitoring of internal audit plan and corrective action plans, discussion of specific audits, Ethics and Compliance updates<br>-Onboarding of new trustees to the Audit Committee<br>-Audit training for committee members and full board | Yes     | N/A                  |
| <b>March</b>    | -CAE provides self-assessment to the Audit Committee<br>-Progress monitoring of internal audit plan via Audit Dashboard and emailed reports                                                                                                                                                                                                                                                                                | No      | N/A                  |
| <b>April</b>    | -Committee conducts initial CAE's performance review<br>-CAE presents draft 2022-2023 Internal Audit Plan<br>-Review CAE's internal audit budget and advise board on recommended resources to achieve the Internal Audit Plan<br>-Progress monitoring of internal audit plan and corrective action plans, discussion of specific audits, Ethics and Compliance updates                                                     | Yes     | May                  |
| <b>May</b>      | -BOE conducts the CAE's performance review<br>-CAE performance review submitted to the BOE for approval<br>-Progress monitoring of internal audit plan via Audit Dashboard and emailed reports                                                                                                                                                                                                                             | No      | May/June             |
| <b>June</b>     | -Progress monitoring of internal audit plan via Audit Dashboard and emailed reports                                                                                                                                                                                                                                                                                                                                        | No      | N/A                  |
| <b>July</b>     | -Progress monitoring of internal audit plan via Audit Dashboard and emailed reports                                                                                                                                                                                                                                                                                                                                        | No      | N/A                  |
| <b>August</b>   | -Discuss annual department goals<br>-Select three major expectations to be included in annual performance evaluation<br>-Review audit committee charter and make recommendations to board for revisions, if any<br>- Receive Mid-Audit Update of Comprehensive Annual Financial Report                                                                                                                                     | Yes     | September            |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |          |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|
|                  | -Progress monitoring of internal audit plan and corrective action plans, discussion of specific audits, Ethics and Compliance updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |          |
| <b>September</b> | -Progress monitoring of internal audit plan via Audit Dashboard and emailed reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | No  | N/A      |
| <b>October</b>   | -Progress monitoring of internal audit plan via Audit Dashboard and emailed reports<br>-Discuss and plan for Audit Committee training for CY 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | No  | N/A      |
| <b>November</b>  | - Committee develops and finalizes the summary report outlining the work and accomplishments over the course of the calendar year<br>-Evaluate the committee and individual performance<br>-Recommend committee succession plan or next board president and any recommendations for next committee to consider<br>-Progress Monitor mid-year progress to goals of the CAE<br>-Receive Audit of Comprehensive Annual Financial Report<br>-Receive annual enterprise risk assessment report<br>-Progress monitoring of internal audit plan and corrective action plans, discussion of specific audits, Ethics and Compliance updates<br>1:1 meetings with external auditor for enterprise risk assessment audit | Yes | December |
| <b>December</b>  | -Progress monitoring of internal audit plan via Audit Dashboard and emailed reports<br>-Committee presents the summary report to the full board outlining the work and accomplishments over the course of the calendar year<br>1:1 meetings with external auditor for enterprise risk assessment audit                                                                                                                                                                                                                                                                                                                                                                                                        | No  | December |

Office of the Board of Education  
Board of Education Meeting of December 9, 2021

Judith Cruz, District VIII Trustee

**SUBJECT: APPROVAL OF THREE MAJOR EXPECTATIONS TO BE INCLUDED IN THE ANNUAL PERFORMANCE EVALUATION OF THE CHIEF AUDIT EXECUTIVE**

The Audit Committee asks the Houston Independent School District Board of Education to approve three major expectations to be included in the annual performance evaluation of the chief audit executive (CAE). This is in accordance with the *Audit Committee Charter* and Board Policy BDB(LOCAL), *Board Internal Organization: Board Committees*, which states that part of the purpose of the committee is to "assist the board in discharging its responsibility for the overall stewardship of district affairs, particularly its financial management."

The three major expectations are:

- Complete the board-approved 2022 Audit Plan;
- Improve open findings reporting and the communication of findings and completion between the Internal Audit department and the administration as well as to the Audit Committee and the full board; and
- Fill all vacant positions with qualified members.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to Core Initiative 4: Data-Driven Accountability.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approves the committee's proposed three major expectations to be included in the annual performance evaluation of the CAE, effective December 10, 2021.

Office of the Board of Education  
Board of Education Meeting of December 9, 2021

Patricia Allen, District IV Trustee and President

**SUBJECT: APPROVAL OF AMENDED RESOLUTION ORDERING RUNOFF ELECTION ON DECEMBER 11, 2021, FOR HOUSTON INDEPENDENT SCHOOL DISTRICT SINGLE-MEMBER DISTRICTS I, V, VI, AND VII**

At the November 18, 2021, special meeting, of the Houston Independent School District (HISD) Board of Education, the board approved a resolution ordering a runoff election for HISD Board of Education single-member districts I, V, VI, and VII to be administered by Harris County on December 11, 2021.

This order of election included a current but incomplete list of polling locations because they had not yet been completed by Harris County in coordination with the district.

Since November 18, 2021, and before the election of December 11, 2021, Harris County in coordination with the district updated the list of polling locations. The board must approve this amended list as required by state law. Polling locations are subject to change up until election day and are posted and updated on [HarrisVotes.com](http://HarrisVotes.com).

The document amending the order of election is attached.

**COST/FUNDING SOURCE(S):** The total cost for this program is not expected to exceed \$XXX,XXX and will be funded by districtwide funds.

| Fund Source   | Fund       | Cost Center | Functional Area | General Ledger | Internal Order/ Work Breakdown Structure | Amount    |
|---------------|------------|-------------|-----------------|----------------|------------------------------------------|-----------|
| General Funds | 1999000001 | 1090800003  | 41990000000000  | 6439000000     | N/A                                      | \$XXX,XXX |

**STAFFING IMPLICATIONS:** None

**ORGANIZATIONAL GOALS/IMPACT:** This agenda item supports all four district goals and is aligned to Core Initiative 5: Culture of Trust through Action.

**THIS ITEM DOES NOT REQUIRE CONSULTATION.**

**THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.**

**RECOMMENDED:** That the Board of Education approves the amended resolution ordering a December 11, 2021, runoff election for HISD Board of Education single-member districts I, V, VI, and VII, effective December 10, 2021.

**AMENDED RESOLUTION ORDERING HOUSTON INDEPENDENT SCHOOL DISTRICT RUNOFF ELECTION FOR SINGLE-MEMBER DISTRICTS I, V, VI, AND VII**

STATE OF TEXAS           §  
                                          §  
COUNTY OF HARRIS       §

**WHEREAS**, a general election of the trustees for the Houston Independent School District was held on the second day of November 2021, for the purpose of electing five trustees, for regular terms, to Geographic Districts I, V, VI, VII, and IX;

**WHEREAS**, Article 2774b, Vernon’s Annotated Texas Civil Statutes, provides that the general election of trustees of the Houston Independent School District (“HISD”) shall be by majority vote; and

**WHEREAS**, the Board of Education finds that the November 2, 2021, general election was duly ordered and called; that notice was given in accordance with the law; that the official election returns have been canvassed as required by law and filed with the Secretary of the Board of Education; that only qualified voters of Geographic Districts I, V, VI, VII, and IX voted in the election; and that no candidate received a majority of the votes cast in Geographic Districts I, V, VI, and VII as required by Article 2774b, Vernon’s Annotated Texas Civil Statutes, requiring a runoff election between the two candidates receiving the highest number of votes cast in those Geographic Districts.

**NOW, THEREFORE, BE IT RESOLVED AND ORDAINED** by the Board of Education of the Houston Independent School District:

1. That a runoff election between the two candidates receiving the highest number of votes for Geographic Districts I, V, VI, and VII at the election on November 2, 2021, be held between the hours of 7:00 a.m. and 7:00 p.m. on December 11, 2021, for the purpose of electing one trustee for a regular term to Geographic District I, one trustee for a regular term to Geographic District V, one trustee for a regular term to Geographic District VI, and one trustee for a regular term in Geographic District VII.

2. The election shall be conducted in accordance with the laws of this State, including specifically Article 2774b as amended, and only qualified voters of the Houston Independent School District residing within Geographic Districts I, V, VI, and VII shall be eligible to vote at the election.

3. That said election shall be administered by Harris County pursuant to Chapter 31 of the Texas Election Code, and held jointly with participating Entities, including the City of Houston, in precincts that can be served by common polling places pursuant to Chapter 271 of the Texas Education Code; and further, be it noted that, in setting the runoff election date, the Board of Education took into consideration the date other entities with runoff elections similarly being administered by Harris County set for their runoff elections (*i.e.*, December 11, 2021).

4. The order in which the names of the candidates are to be printed on the ballot shall be the relative order of names on the original ballot.

5. The polling places for the runoff election shall be open for voting from 7:00 a.m. to 7:00 p.m. on December 11, 2021.

6. The following polling places in election precincts that contain territory lying within Geographic Districts I, V, VI, and VII or parts thereof are hereby designated as polling places for the election:

| District I |                                                       |                          |                          |                           |         |            |
|------------|-------------------------------------------------------|--------------------------|--------------------------|---------------------------|---------|------------|
| PCT        | Location                                              | Address 1                | Address 2                | Voting Rm                 | City    | Zip        |
| 0003       | Hogg Middle School                                    | 1100 Merrill Street      | at Norhill Boulevard     | <del>Auditorium</del> Gym | Houston | 77009-6009 |
| 0046       | Carnegie Neighborhood Library and Center for Learning | 1050 Quitman Street      | at Tackaberry Street     | Large Meeting Room        | Houston | 77009      |
| 0058       | Love Park Community Center                            | 1000 West 12th Street    | at North Shepherd        | Gymnasium                 | Houston | 77008-6619 |
| 0077       | De Chaumes Elementary School                          | 115 Cooper Road          |                          | Houston                   | Houston | 77076      |
| 0105       | Houston Community College Northline                   | 8001 Fulton Street       |                          | Room 115                  | Houston | 77022      |
| 0166       | Saint Anne de Beaupre Catholic Church                 | 2810 Link Road           | at East 29th Street      | The Big Hall, Building 1  | Houston | 77009-1196 |
| 0270       | Clifton Middle School                                 | 6001 Golden Forest Drive | at Lost Forest Drive     | Multipurpose Room         | Houston | 77092-2359 |
| 0324       | Garden Oaks Montessori                                | 901 Sue Barnett Drive    | at Garden Oaks Boulevard | Gymnasium                 | Houston | 77018      |
| 0505       | Wainwright Elementary School                          | 5330 Milwee Street       | at Costa Rica Road       | Cafeteria                 | Houston | 77092-6655 |
| 0637       | Moody Park Community Center                           | 3725 Fulton Street       |                          | Multi-Purpose Room        | Houston | 77009      |

| District V |                                                      |                           |                            |                        |          |            |
|------------|------------------------------------------------------|---------------------------|----------------------------|------------------------|----------|------------|
| PCT        | Location                                             | Address 1                 | Address 2                  | Voting Rm              | City     | Zip        |
| 0128       | Bellaire Civic Center                                | 7008 South Rice Avenue    |                            | Auditorium             | Bellaire | 77401      |
| 0146       | Platou Community Center                              | 11655 Chimney Rock Road   | at Burdine Street          | Main MultiPurpose Room | Houston  | 77035-2807 |
| 0148       | Michael E DeBakey High School for Health Professions | 2545 Pressler Street      | at West Holcombe Boulevard | Cafeteria              | Houston  | 77030      |
| 0183       | West University Place City Hall                      | 3800 University Boulevard |                            |                        | Houston  | 77005      |
| 0224       | Linkwood Park Community Center                       | 3699 Norris Drive         | at Ilona Lane              | Main MultiPurpose Room | Houston  | 77025-3600 |
| 0284       | Bonham Elementary School                             | 8302 Braes River Drive    | at Carew Street            | Main Entrance Foyer    | Houston  | 77074-4212 |
| 0304       | Herod Elementary School                              | 5627 Jason Street         | at Mullins Drive           | Library                | Houston  | 77096-2110 |
| 0315       | Elrod Elementary School                              | 6230 Dumfries Drive       | At Bob White Drive         | Library                | Houston  | 77096-4603 |
| 0335       | BakerRipley Gulfton Sharpstown Campus                | 6500 Rookin Street        |                            |                        | Houston  | 77074      |
| 0431       | Burnett Bayland Community Center                     | 6000 Chimney Rock Drive   | at Gulfton Street          | Gymnasium              | Houston  | 77081-4001 |
| 0895       | Poe Elementary School                                | 5100 Hazard Street        | at South Boulevard         | Front Hallway          | Houston  | 77098-5330 |

| District VI |                                  |                              |                             |                     |         |            |
|-------------|----------------------------------|------------------------------|-----------------------------|---------------------|---------|------------|
| PCT         | Location                         | Address 1                    | Address 2                   | Voting Rm           | City    | Zip        |
| 0284        | Bonham Elementary School         | 8302 Braes River Drive       | at Carew Street             | Main Entrance Foyer | Houston | 77074-4212 |
| 0297        | Sharpstown Park Community Center | 6600 Harbor Town Drive       | at Bellaire Boulevard       | MultiPurpose Room 2 | Houston | 77036-4052 |
| 0311        | Ed White Elementary School       | 9001 Triola Lane             | at Jorine Drive             | Library Foyer       | Houston | 77036-6147 |
| 0356        | Paul Revere Middle School        | 10502 Briar Forest Drive     | at West Sam Houston Parkway | Front Hallway       | Houston | 77042-2338 |
| 0425        | Raindrop Turkish House           | 9301 West Bellfort Boulevard |                             | Ballroom            | Houston | 77031      |
| 0625        | Heflin Elementary School         | 3303 Synott Road             | at Westpark Drive           | Gym                 | Houston | 77082-4926 |
| 0686        | Houston Marriott Westchase       | 2900 Briarpark Drive         | at Meadowglen Lane          | Westchase Rooms 1-4 | Houston | 77042      |
| 0711        | Westside High School             | 14201 Briar Forest Drive     | at Highway 6                | Library             | Houston | 77077-1806 |

| District VII |                                  |                          |                        |                                |         |            |
|--------------|----------------------------------|--------------------------|------------------------|--------------------------------|---------|------------|
| PCT          | Location                         | Address 1                | Address 2              | Voting Rm                      | City    | Zip        |
| 0054         | SPJST Lodge Num 88               | 1435 Beall Street        | at 15th Street         | Annex in back of main building | Houston | 77008-3441 |
| 0070         | Memorial Elementary School       | 6401 Arnot Street        | at Pickens Street      | Room 103                       | Houston | 77007-2007 |
| 0129         | Briargrove Elementary School     | 6145 San Felipe Street   | at Briarstead Drive    | Gym                            | Houston | 77057-2801 |
| 0135         | River Oaks Recreation Center     | 3600 Locke Lane          | at Timber Lane         | Main MultiPurpose Room         | Houston | 77027-4003 |
| 0178         | HCC West Loop South              | 5601 West Loop South     |                        | Room C108                      | Houston | 77081      |
| 0200         | Metropolitan MultiService Center | 1475 West Gray Street    | at Metropolitan Street | MMSL AR 2                      | Houston | 77019-4926 |
| 0272         | Unity of Houston                 | 2929 Unity Drive         | at Hillcroft Street    | Sanctuary                      | Houston | 77057      |
| 0431         | Burnett Bayland Community Center | 6000 Chimney Rock Drive  | at Gulfton Street      | Gymnasium                      | Houston | 77081-4001 |
| 0436         | Tanglewood Middle School         | 5215 San Felipe Street   | at Sage Road           | Gym                            | Houston | 77056      |
| 0491         | Mandarin Immersion Magnet School | 5445 West Alabama Street | at Yorktown Street     | Cafeteria                      | Houston | 77056      |
| 0730         | Hampton Inn Galleria             | 4500 Post Oak Parkway    | at West Loop           | Uptown Room                    | Houston | 77027-3419 |

Polling locations are subject to change by Harris County and are posted and updated on [HarrisVotes.com](https://www.harrisvotes.com). Registered voters in Harris County may vote at any Harris County election-day voting location.

7. The Harris County Administration Building, 1001 Preston Street, Fourth Floor Conference Room, Houston, Texas 77002 is designated as the main early voting place, and Isabel Longoria, Harris County Elections Administrator (telephone number: 713-755-6965), is hereby appointed clerk for early voting in the runoff election. Applications for ballots by mail should be directed in writing to Isabel Longoria, Harris Elections Administrator, Attn: Elections Division, P.O. Box 1148, Houston, Texas 77251-1148 by regular mail; to Isabel Longoria, Harris Elections Administrator, 1001 Preston Street, Fourth Floor, Houston, Texas 77002 by common or contract carrier; by telephonic facsimile machine at 713-755-4983 or 713-437-8683; or by electronic transmission of a scanned application containing an original signature to the following email address: [vbm@HarrisVotes.com](mailto:vbm@HarrisVotes.com). The application form may be downloaded from the County's website at <https://harrisvotes.com/VotingInfo#VoteByMail>. An application must be received by the Clerk for Early Voting by 5:00 o'clock p.m. on November 30, 2021. Additionally, if an application for ballot by mail (ABBM) is faxed or emailed, or if a federal postcard application (FPCA) is faxed, then the applicant must submit the original application to the Early Voting Clerk by mail so that the Clerk receives the original not later than the fourth (4th) business day after receiving the emailed or faxed ABBM or faxed FPCA. If the Early Voting Clerk does not receive the original ABBM or FPCA by this deadline, then the emailed or faxed ABBM or faxed FPCA is incomplete, and the Clerk cannot send the applicant a ballot.

8. Early voting by personal appearance will be held Monday, November 29, 2021, through Tuesday, December 7, 2021. Dates and times for early voting by personal appearance shall generally be as follows: November 29 – December 4, and December 6–7, 2021, from 7:00 a.m. to 7:00 p.m.; December 5, 2021, from 12:00 p.m. to 7:00 p.m. Early voting will be conducted at the following locations:

| <u>Location</u>                       | <u>Address</u>               | <u>City</u> | <u>Zip</u> |
|---------------------------------------|------------------------------|-------------|------------|
| SPJST Lodge Num 88                    | 1435 Beall Street            | Houston     | 77008-3441 |
| HCC West Loop South                   | 5601 West Loop South         | Houston     | 77081      |
| Metropolitan MultiService Center      | 1475 West Gray Street        | Houston     | 77019-4926 |
| Raindrop Turkish House                | 9301 West Bellfort Boulevard | Houston     | 77031      |
| Moody Park Community Center           | 3725 Fulton Street           | Houston     | 77009      |
| Harris County Administration Building | 1001 Preston Street          | Houston     | 77002      |
| Houston Community College Northline   | 8001 Fulton Street           | Houston     | 77022      |
| Houston Community College Felix Fraga | 301 North Drennan Street     | Houston     | 77003      |
| Houston Marriott Westchase            | 2900 Briarpark Drive         | Houston     | 77042      |

Registered voters in Harris County may vote at any Harris County early voting location. Please go to [HarrisVotes.com](http://HarrisVotes.com) for updates to early voting locations by Harris County. Early voting locations are subject to change by Harris County.

9. All voting at the election shall be by the method provided by the Commissioners’ Court of Harris County, Texas, for use in elections held in Harris County, Texas, under the conditions provided for by contract between Harris County and the Houston Independent School District.

10. Board Services Director Vermeille Jones, in consultation with the Superintendent of Schools and HISD Office of Legal Services, is hereby authorized to make all necessary arrangements for the holding of said election and to serve as the District’s representative to coordinate with the Harris County Elections Administrator in conducting the election in accordance with the laws of this State.

11. The candidates receiving the majority of the votes cast for Districts I, V, VI, and VII shall be deemed to be elected and be entitled to serve as trustees.

12. The results of the election shall be canvassed by the Board in accordance with the Texas Election Code and Article 2774b at a meeting called by the Board in accordance with the requirements of the Texas Open Meetings Act.

13. The candidates elected to office in Geographic Districts I, V, VI, and VII shall assume office on January 1, 2022, continuing until December 31, 2025.

14. All election materials including the notice of election, ballots, instruction cards, affidavits, and other forms which the voter may be requested to sign, and all early voting materials, shall be printed in English, Spanish, Chinese, and Vietnamese, or Spanish, Chinese, and Vietnamese translations thereof shall be made available in the circumstances permitted and the manner required by law.

15. Pursuant to Section 63.0013 of the Texas Election Code, an election officer may give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around. A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority. Disabilities and conditions that may qualify for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.

16. To the extent not contained within the District's official election notice, the District shall also post on its website not later than November 19, 2021, the following information: (1) the election date; (2) the location of each polling place; (3) the name of each candidate for an elected office on the ballot; and (4) to the extent applicable, each measure on the ballot.

17. Additionally, the District shall post the following information on its website as soon as practicable after the election: (1) the results of the election; (2) total number of votes cast; (3) total number of votes cast for each candidate or for or against each measure; (4) total number of votes cast by personal appearance on election day; (5) total number of votes cast by personal appearance or mail during the early voting period; and (6) total number of counted and uncounted provisional ballots cast.

18. The official ballots for the election shall be prepared in accordance with the Texas Election Code, and Article 2774b. All candidates shall be designated on the official ballot according to the number of the geographic district in which the candidate resides. The official ballot shall have printed on it the following:

**Official Houston ISD Runoff Election Ballot for Trustee Districts I, V, VI, and VII**

19. This Resolution and Order shall constitute the election order for the call of the runoff election herein described, and the same or a substantial copy of this Order shall serve as proper notice of the election. The notice, including a Spanish, Chinese and Vietnamese translation, shall be published at least one time not less than ten (10) days before the day of the election in a newspaper of general circulation in the District and posted not later than the 15th day before election day, and remain posted continuously through election day, on the bulletin board used for notices of meetings of the Board of Education and also on the District's website. The District shall deliver notice of this election to the Harris County Clerk as soon as practicable.

PASSED AND APPROVED, this 9<sup>th</sup> day of December, 2021.

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Kathy Blueford-Daniels, Secretary  
Board of Education  
Houston Independent School District

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Dr. Patricia K. Allen, President  
Board of Education  
Houston Independent School District



Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Academics  
Rick Cruz, Deputy Superintendent

**SUBJECT: AUTHORITY TO NEGOTIATE AND EXECUTE AN INTERLOCAL AGREEMENT WITH THE UNIVERSITY OF HOUSTON-DOWNTOWN CENTER FOR COMMUNITY ENGAGEMENT AND SERVICE LEARNING WORK-STUDY INTERNSHIP PROGRAM**

The Houston Independent School District (HISD) requests that the Board of Education authorizes the superintendent of schools or a designee to negotiate and execute an interlocal agreement with the University of Houston-Downtown (UHD) Center for Community Engagement and Service Learning (CCESL) and its work-study internship program to support the HISD Wraparound Services Department.

This agreement will provide HISD with students participating in the UHD CCESL Community Engagement and Work Study Program. The students are interns paid through federal work-study funding, and they would support the work of campus-based HISD wraparound specialists.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to HISD Goal 5: Culture of Trust through Action.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

**RECOMMENDED:** That the Board of Education authorizes the superintendent of schools or a designee to negotiate and execute an interlocal agreement with The University of Houston-Downtown CCESL Community Engagement Work Study and Internship Program to support the HISD Wraparound Services Department, effective December 10, 2021.

**Authority to Negotiate and Execute an Interlocal Agreement with the  
University of Houston-Downtown Center for Community Engagement and  
Service Learning Work-Study Internship Program**

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**BACKGROUND:**

This board item would permit the Houston Independent School District (HISD) to enter an affiliation agreement with the University of Houston-Downtown (UHD) work-study program. This program allows HISD to receive interns through UHD's Community Engagement Work Study and Internship Program. The program recruits students across various majors and disciplines to serve in nonprofit internships through the semester and is funded through the Federal College Work Study Program.

These interns would help support the work of campus-based wraparound specialists, helping to connect students to nonacademic resources that help to promote their overall well-being and academic outcomes. In addition, UHD students participating in these positions will gain hands-on experience with the role of an HISD wraparound specialist, helping to create a pipeline for future talent that could serve in this role.

**OBJECTIVES:**

- Provide additional support to HISD wraparound specialists
- Develop a talent pipeline for future HISD wraparound specialists

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Talent  
Rick Cruz, Deputy Superintendent

**SUBJECT: APPROVAL OF HOUSTON INDEPENDENT SCHOOL DISTRICT  
CAFETERIA PLAN AMENDMENT**

The Houston Independent School District (HISD) Cafeteria Plan is a document required by Internal Revenue Code Section 125 in order for HISD to offer certain coverage in its employee benefits plan on a pre-tax basis. Federal regulations have expanded two types of medical expenses that can be covered under a district employee's health care flexible spending account, but require adoption as eligible expenses under the HISD Cafeteria Plan, Appendix A.

The amendment to Appendix A includes:

- Additional over-the-counter medications now approved by the Internal Revenue Service; and
- Feminine care products.

A copy of the HISD Cafeteria Plan amendment to Appendix A is on file in Board Services.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approves the amended HISD Cafeteria Plan, Appendix A, effective December 10, 2021.

**EXPLANATORY SHEET**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TITLE (SUBJECT)</b><br>Approval of Houston Independent School District Cafeteria Plan Amendment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>INITIATED BY:</b> Office of Talent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>TYPE OF REVISION:</b> Amendment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Pursuant to the authority reserved in Section 8.1 of the Houston Independent School District Cafeteria Plan, the plan's Appendix A is hereby amended as follows:<br><br><ol style="list-style-type: none"><li>1. Effective January 1, 2020, Section 4.4.E is deleted and replaced with the following:<br/>"over-the-counter medicines or drugs as defined in IRS Code section 213(d) and the rulings and Treasury regulations thereunder, including those medicines or drugs that are not prescribed as also defined."</li><li>2. Effective January 1, 2020, Section 4.4 LLL shall be added as follows "menstrual care products" as defined in IRS Code Section 223(d)(2)(D)."</li></ol> |

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Finance  
Glenn Reed, Chief Financial Officer

**SUBJECT: APPROVAL OF VENDOR AWARDS FOR PURCHASES OVER \$100,000 AND RATIFICATION OF VENDOR AWARDS FOR PURCHASES UNDER \$100,000**

The purpose of this item is to authorize vendor awards for purchases over \$100,000 and ratify vendor awards for purchases under \$100,000. Pursuant to Board of Education policy, contracts for purchases over \$100,000 are submitted to the Houston Independent School District (HISD) Board of Education for approval prior to the issuance of purchase orders and/or agreement letters. Procurement Services, authorized by board policy, enters into purchase agreements for bid projects less than \$100,000, subject to ratification by the Board of Education.

When determining the successful bidder, consideration is given to the quality of the articles supplied, conformity with developed specifications, suitability to the requirements of the educational system, and delivery terms. All advertised bids are in compliance with minority- and woman-owned business enterprise procedures. All contracts are negotiated and executed with the supplier(s) providing the best overall value for the district.

The attachment reflects the names of successful bidders, the budgets to be charged, and a description of the items to be purchased. A copy of each tabulation is on file in Board Services.

**COST/FUNDING SOURCE(S):** Funds for these recommended actions will be necessary only one time.

**STAFFING IMPLICATIONS:** None

**ORGANIZATIONAL GOALS/IMPACT:** This agenda item supports all four district goals and is aligned to all five core initiatives of the district.

**THIS ITEM DOES NOT REQUIRE CONSULTATION.**

**THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.**

**RECOMMENDED:** That the Board of Education approves vendor awards for purchases over \$100,000 and ratifies vendor awards for purchases under \$100,000, effective December 10, 2021.

**Approval of Cooperative Purchase Over \$100,000  
Recommended for 12/9/2021 Board Agenda**

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Information</b>                 | 22-09-11-01 - Cooperative / Career and Technology Instructional Materials - (Scherer) - (DS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Project Description</b>                 | The purpose of this cooperative project is to obtain instructional materials, supplies, equipment, and related products for the Career and Technology Education (CTE) Department. Based on annual appropriations, the projected expenditure is not to exceed \$300,000 for the duration of the project. This is a cooperative agreement with BuyBoard utilizing cooperative project number 653-21 in accordance with Chapter 44 of the Texas Education Code (TEC), Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LLEGAL). |
| <b>RFx's Sent/Viewed/Received</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Project Term</b>                        | The project term is from December 10, 2021, through October 31, 2022, with two annual renewals, if BuyBoard executes its project renewal options, not to extend beyond October 31, 2024.                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Amount not to Exceed (Project Term)</b> | \$300,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| <b>Budget Information</b>                                       |                                    |                                                                 |
|-----------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------|
| Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O | Various Schools and/or Departments | Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O |
|                                                                 |                                    | Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O |

| <b>Recommended Vendor(s) for Approval</b> |                         |                 |
|-------------------------------------------|-------------------------|-----------------|
| <b>Name:</b>                              | <b>M/WBE Commitment</b> | <b>Location</b> |
| Paxton Patterson, LLC                     | -                       | 0               |

**Approval of Cooperative Purchase Over \$100,000  
Recommended for 12/9/2021 Board Agenda**

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Information</b>                 | 22-10-04-09 - Cooperative / Automotive Parts, Accessories, and Supplies - (James) - (COO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Project Description</b>                 | The purpose of this cooperative project is to obtain automotive parts, accessories, and supplies for use on school buses and various other vehicles districtwide. Based on annual appropriations, the projected expenditure is not to exceed \$1,700,000 for the duration of the project. This is a cooperative agreement with OMNIA Partners utilizing cooperative project number 2017000280 in accordance with Chapter 44 of the Texas Education Code (TEC), Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL). |
| <b>RFX's Sent/Viewed/Received</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Project Term</b>                        | The project term is from January 1, 2022, through December 31, 2023, with no remaining renewals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Amount not to Exceed (Project Term)</b> | \$1,700,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>Budget Information</b> |                                    |                 |
|---------------------------|------------------------------------|-----------------|
| Fund                      | Various Schools and/or Departments | Fund            |
| Cost Center               |                                    | Cost Center     |
| Functional Area           |                                    | Functional Area |
| General Ledger            |                                    | General Ledger  |
| I/O                       |                                    | I/O             |

| <b>Recommended Vendor(s) for Approval</b>                  |                         |                 |
|------------------------------------------------------------|-------------------------|-----------------|
| <b>Name</b>                                                | <b>M/WBE Commitment</b> | <b>Location</b> |
| Advance Stores Company Incorporated dba Advance Auto Parts | -                       | OT              |

**Approval of Cooperative Purchase Over \$100,000  
Recommended for 12/9/2021 Board Agenda**

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Information</b>                 | 22-10-06-23 - Cooperative / Technology Solutions and Related Services - (Ly) - (CIO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Project Description</b>                 | The purpose of this cooperative project is to obtain technology solutions and related software, hardware, telecommunication products, and services districtwide. Based on annual appropriations, the projected expenditure is not to exceed \$3,000,000 for the duration of the project. This is a cooperative agreement with The Interlocal Purchasing System (TIPS) utilizing cooperative project number 200105 in accordance with Chapter 44 of the Texas Education Code (TEC), Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LLEGAL). |
| <b>RFx's Sent/Viewed/Received</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Project Term</b>                        | The project term is from December 10, 2021, through May 31, 2023, with no remaining renewals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Amount not to Exceed (Project Term)</b> | \$3,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| <b>Budget Information</b> |                                    |                 |
|---------------------------|------------------------------------|-----------------|
| Fund                      | Various Schools and/or Departments | Fund            |
| Cost Center               |                                    | Cost Center     |
| Functional Area           |                                    | Functional Area |
| General Ledger            |                                    | General Ledger  |
| I/O                       |                                    | I/O             |

| <b>Recommended Vendor(s) for Approval</b>                 |                         |                 |
|-----------------------------------------------------------|-------------------------|-----------------|
| <b>Name</b>                                               | <b>M/WBE Commitment</b> | <b>Location</b> |
| SHI Government Solutions, Inc.                            | -                       | OT              |
| Raptor Technologies, LLC                                  | -                       | H               |
| Education Networks of America, Inc. dba ENA Services, LLC | -                       | O               |

**Approval of Cooperative Purchase Over \$100,000  
Recommended for 12/9/2021 Board Agenda**

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Information</b>                 | 22-10-17-55 - Cooperative / Bus Routing and Scheduling Operational Software - (Garcia) - (COO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Project Description</b>                 | The purpose of this cooperative project is to maintain the bus routing and scheduling operational software systems used by the Transportation Department. Based on annual appropriations, the projected expenditure is not to exceed \$400,000 for the duration of the project. This is a cooperative agreement with 1Government Procurement Alliance (1GPA) utilizing cooperative project number 18-01PV-03 in accordance with Chapter 44 of the Texas Education Code (TEC), Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL). |
| <b>RFx's Sent/Viewed/Received</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Project Term</b>                        | The project term is from December 10, 2021, through May 17, 2022, with one annual renewal, if 1GPA executes its project renewal option, not to extend beyond May 17, 2023.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Amount not to Exceed (Project Term)</b> | \$400,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| <b>Budget Information</b> |                  |                 |
|---------------------------|------------------|-----------------|
| Fund                      | 1993000000       | Fund            |
| Cost Center               | 1040810000       | Cost Center     |
| Functional Area           | AD34990000000000 | Functional Area |
| General Ledger            | 6299000000       | General Ledger  |
| I/O                       |                  | I/O             |

| <b>Recommended Vendor(s) for Approval</b> |                         |                 |
|-------------------------------------------|-------------------------|-----------------|
| <b>Name:</b>                              | <b>M/WBE Commitment</b> | <b>Location</b> |
| Transfinder Corporation                   | -                       | OT              |

**Approval of Cooperative Purchase Over \$100,000  
Recommended for 12/9/2021 Board Agenda**

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Information</b>                 | 22-11-06-03 - Cooperative / Engineering System Design and Integration Services - (Hill) - (COO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Project Description</b>                 | The purpose of this cooperative project is to obtain engineering system design and integration services for Construction Services. Based on annual appropriations, the projected expenditure is not to exceed \$3,000,000 for the duration of the project. This is a cooperative agreement with General Services Administration (GSA) utilizing cooperative project number 47QRAA19D00AP in accordance with Chapter 44 of the Texas Education Code (TEC), Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL). |
| <b>RFX's Sent/Viewed/Received</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Project Term</b>                        | The project term is from December 10, 2021, through July 23, 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Amount not to Exceed (Project Term)</b> | \$3,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| <b>Budget Information</b> |                                    |                 |                 |
|---------------------------|------------------------------------|-----------------|-----------------|
| Fund                      | Various Schools and/or Departments | Fund            | Fund            |
| Cost Center               |                                    | Cost Center     | Cost Center     |
| Functional Area           |                                    | Functional Area | Functional Area |
| General Ledger            |                                    | General Ledger  | General Ledger  |
| I/O                       |                                    | I/O             | I/O             |

| <b>Recommended Vendor(s) for Approval</b> |                         |                 |
|-------------------------------------------|-------------------------|-----------------|
| <b>Name</b>                               | <b>M/WBE Commitment</b> | <b>Location</b> |
| CBRE Heery, Inc.                          | -                       | OT              |

**Approval of Cooperative Purchase Over \$100,000  
Recommended for 12/9/2021 Board Agenda**

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Information</b>                 | 22-11-07-03 - Cooperative / Industrial Design Services - (Hill) - (COO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Project Description</b>                 | The purpose of this cooperative project is to obtain industrial design services for Construction Services. Based on annual appropriations, the projected expenditure is not to exceed \$3,000,000 for the duration of the project. This is a cooperative agreement with General Services Administration (GSA) utilizing cooperative project number 47QRAA21D00AF in accordance with Chapter 44 of the Texas Education Code (TEC), Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL). |
| <b>RFX's Sent/Viewed/Received</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Project Term</b>                        | The project term is from December 10, 2021, through July 23, 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Amount not to Exceed (Project Term)</b> | \$3,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| <b>Budget Information</b> |                                    |                 |
|---------------------------|------------------------------------|-----------------|
| Fund                      | Various Schools and/or Departments | Fund            |
| Cost Center               |                                    | Cost Center     |
| Functional Area           |                                    | Functional Area |
| General Ledger            |                                    | General Ledger  |
| I/O                       |                                    | I/O             |

| <b>Recommended Vendor(s) for Approval</b> |                         |                 |
|-------------------------------------------|-------------------------|-----------------|
| <b>Name</b>                               | <b>M/WBE Commitment</b> | <b>Location</b> |
| Jacobs Engineering Group, Inc.            | -                       | OT              |

**Approval of Interlocal Purchase Over \$100,000  
Recommended for 12/9/2021 Board Agenda**

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Information</b>                 | 21-06-06-48 - Interlocal / Curriculum Services - (Bellard) - (DS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Project Description</b>                 | The purpose of this interlocal project is to provide students with access to current events and newspaper articles to support development and improvement of curriculum documents. Based on annual appropriations, the projected expenditure is not to exceed \$290,000 for the duration of the contract. This is an interlocal agreement with the Central Texas Purchasing Alliance (CTPA) / Plano Independent School District (ISD) utilizing interlocal project number RFP 2021-033 in accordance with Chapter 44 of the Texas Education Code (TEC), Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL). |
| <b>RFX's Sent/Viewed/ Received</b>         | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Project Term</b>                        | The project term is from December 10, 2021, through October 31, 2022, with four annual renewals, if Plano ISD executes its project renewals options, not to extend beyond October 31, 2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Amount not to Exceed (Project Term)</b> | \$290,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| <b>Budget Information</b>                                       |                                    |                                                                 |
|-----------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------|
| Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O | Various Schools and/or Departments | Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O |
|                                                                 |                                    | Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O |

| <b>Recommended Vendor(s) for Approval</b> |                         |                 |
|-------------------------------------------|-------------------------|-----------------|
| <b>Name</b>                               | <b>M/WBE Commitment</b> | <b>Location</b> |
| NewsBank, Inc                             | -                       | O               |

**Amendment to Item Approved on a Prior Board Agenda  
Recommended for 12/9/2021 Board Agenda**

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Information</b>                 | 17-05-14-02 - Cooperative / Apple Products and Support - (Teer) - (CIO) - Term Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Project Description</b>                 | This project was originally approved by the Board of Education on June 8, 2017. The purpose of this project amendment is to ratify expenditures beginning November 12, 2021, and modify the project term, with no additional increase in funding, to obtain Apple devices and related products and services for use districtwide. This is a cooperative agreement with the Texas Department of Information Resources (DIR) utilizing cooperative project number DIR-TSO-3789 in accordance with Chapter 44 of the Texas Education Code (TEC), Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL). |
| <b>RFx's Sent/Viewed/Received</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Project Term</b>                        | The project term is from June 9, 2017, through May 7, 2022, with no remaining renewals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Amount not to Exceed (Project Term)</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| <b>Budget Information</b>                                       |                                    |                                                                 |
|-----------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------|
| Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O | Various Schools and/or Departments | Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O |
|                                                                 |                                    | Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O |

| <b>Recommended Vendor(s) for Approval</b> |                         |                 |
|-------------------------------------------|-------------------------|-----------------|
| <b>Name</b>                               | <b>M/WBE Commitment</b> | <b>Location</b> |
| Apple, Inc.                               | -                       | O               |

**Amendment to Item Approved on a Prior Board Agenda  
Recommended for 12/9/2021 Board Agenda**

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Information</b>                 | 20-10-05-01 - Cooperative / Light-Emitting Diode (LED) Marquee Signs and Scoreboards - (Castaneda) - (COO) - Vendor Name Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Project Description</b>                 | This project was originally approved by the Board of Education on November 14, 2019. The purpose of this project amendment is to change the name of an awarded vendor through a contract reassignment approval beginning October 15, 2021. EBSCO Sign Group, LLC has changed its business name to James T. Stephens dba Redmont Sign LLC dba Stewart Signs. This is a cooperative agreement with the BuyBoard utilizing cooperative contract number 592-19 in accordance with Chapter 44 of the Texas Education Code (TEC), Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LLEGAL). |
| <b>RFx's Sent/Viewed/ Received</b>         | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Project Term</b>                        | The project term is from December 13, 2019, through September 30, 2020, with two annual renewals, if BuyBoard executes its contract renewal options, not to extend beyond September 30, 2022.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Amount not to Exceed (Project Term)</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| <b>Budget Information</b>                                       |                                    |                                                                 |
|-----------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------|
| Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O | Various Schools and/or Departments | Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O |
|                                                                 |                                    | Fund<br>Cost Center<br>Functional Area<br>General Ledger<br>I/O |

| <b>Recommended Vendor(s) for Approval</b>                 |                         |                 |
|-----------------------------------------------------------|-------------------------|-----------------|
| <b>Name</b>                                               | <b>M/WBE Commitment</b> | <b>Location</b> |
| James T. Stephens dba Redmont Signs LLC dba Stewart Signs | -                       | O               |

**Amendment to Item Approved on a Prior Board Agenda  
Recommended for 12/09/2021 Board Agenda**

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Information</b>                 | 21-08-06-23 - Cooperative / Agricultural and Animal Equipment, Supplies, and Services - (Contreras) - (DS) - Project Name Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Project Description</b>                 | This project was originally approved by the Board of Education on September 10, 2020. The purpose of this project amendment is to request a project name change from Future Farmers of America (FFA) Equipment and Supplies to Agricultural and Animal Equipment, Supplies, and Services to obtain agricultural and animal equipment, services, and supplies. This is a cooperative agreement with The Interlocal Purchasing System (TIPS) utilizing cooperative project number 200501 in accordance with Chapter 44 of the Texas Education Code (TEC), Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL). |
| <b>RFx's Sent/Viewed/ Received</b>         | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Project Term</b>                        | The project term is from September 11, 2020, through July 31, 2023, with one annual renewal, if TIPS executes its project renewal options, not to extend beyond July 31, 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Amount not to Exceed (Project Term)</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| <b>Budget Information</b> |                                    |                 |
|---------------------------|------------------------------------|-----------------|
| Fund                      | Various Schools and/or Departments | Fund            |
| Cost Center               |                                    | Cost Center     |
| Functional Area           |                                    | Functional Area |
| General Ledger            |                                    | General Ledger  |
| I/O                       |                                    | I/O             |

| <b>Recommended Vendor(s) for Approval</b>                                 |                         |                 |
|---------------------------------------------------------------------------|-------------------------|-----------------|
| <b>Name:</b>                                                              | <b>M/WBE Commitment</b> | <b>Location</b> |
| Bailey Bark Materials, Inc.                                               | -                       | T               |
| Nasco Education, LLC                                                      | -                       | OT              |
| Realityworks, Inc.                                                        | -                       | OT              |
| W-W Manufacturing Co., Inc. dba W-W Livestock Systems,<br>W-W Paul Scales | -                       | OT              |

**Code Legend****M/WBE - Minority and Women Business Enterprise Notations**

- (A) - Certified M/WBE firm; if listed as A-100% indicates an M/WBE firm; if listed as A->100% the awardee will subcontract with an M/WBE firm(s).
- (B) - Non-M/WBE firm; who will subcontract the indicated percentage with an M/WBE firm(s) to meet or exceed the District's goal.
- (C) - Non-M/WBE firm; if listed as C-<%, the awardee will subcontract with an M/WBE firm(s) for a percentage less than the District's goal. If listed as, C-D, the awardee made a good faith effort.

**Other Status Options**

(NP-0%) - Non-profit

**LOC – Location**

Houston (H); Texas (T); Out of State (O); Out of State with Local Office (OT).

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Finance  
Glenn Reed, Chief Financial Officer

**SUBJECT: APPROVAL OF CURRENT AND ANTICIPATED DONATIONS FOR DISTRICTWIDE AND SCHOOL-SPECIFIC PROGRAMS AND AUTHORIZATION TO NEGOTIATE, EXECUTE, AND AMEND NECESSARY CONTRACTS ASSOCIATED WITH THESE DONATIONS**

In accordance with board policy, all donations in aggregate of \$5,000 or more must be approved by the Houston Independent School District Board of Education.

The attachment reflects a summary of proposed donations.

**COST/FUNDING SOURCE(S):** Shown on the attached list.

**STAFFING IMPLICATIONS:** None

**ORGANIZATIONAL GOALS/IMPACT:** This agenda item supports all four district goals and is aligned to Core Initiative 3: Rigorous Instructional Standards and Supports.

**THIS ITEM DOES NOT REQUIRE CONSULTATION.**

**THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.**

**RECOMMENDED:** That the Board of Education approves the proposed donations for districtwide and school-specific programs and authorizes the superintendent or a designee to negotiate, execute, and amend necessary contracts, effective December 10, 2021.

## SUMMARY OF DONATIONS GREATER THAN \$5,000

| Donor                | Receiving School/ Department                                      | Donation Disbursement | Total Value of Donation |
|----------------------|-------------------------------------------------------------------|-----------------------|-------------------------|
| Arts Connect Houston | Houston Independent School District (HISD) Community Partnerships | Contracted Services   | \$238,474.00 In-kind    |

Arts Connect Houston has made an in-kind donation valued at \$238,474.00 to HISD Community Partnerships to expand access to arts education programming from local arts and cultural organizations. The purpose of the donation is to help multiple schools in HISD improve their campus arts-ecosystem as defined by the HISD Fine Arts Department through the Arts Action Fund. This donation may only be used for the intended purpose.

|                                     |                              |                       |                     |
|-------------------------------------|------------------------------|-----------------------|---------------------|
| EF Education First International AG | College and Career Readiness | Other Operating Costs | \$60,000.00 In-Kind |
|-------------------------------------|------------------------------|-----------------------|---------------------|

EF Education First International AG has made an in-kind donation valued at \$60,000.00 to the College and Career Readiness Department. EF Education First International AG is an education company offering study abroad, language learning, cultural exchange, and academic programs around the world. The funds are to be used to provide international travel scholarships for 10 students. These scholarships will include roundtrip airfare, meals, lodging, tour costs, and other travel-related expenses. This donation will also include the following: (1) tuition for the Southern New Hampshire University (SNHU) three-credit undergraduate course PDHU 480D Interculturalism and Global Exploration for up to 50 Houston Independent School District (HISD) student travelers and (2) tuition for the SNHU three-credit graduate level course PDHU 598D Leading Global Discussions for every HISD educator who is the official group leader of a tour. The students will be chosen through an application process designed by the College and Career Readiness Department. Depending on global travel conditions, the travel scholarships will be offered during the 2022–2023 school year. This donation may only be used for the intended purpose.

## SUMMARY OF DONATIONS GREATER THAN \$5,000

| Donor | Receiving School/ Department | Donation Disbursement | Total Value of Donation |
|-------|------------------------------|-----------------------|-------------------------|
|-------|------------------------------|-----------------------|-------------------------|

|                                                 |                            |           |                     |
|-------------------------------------------------|----------------------------|-----------|---------------------|
| Harris County Resources for Children and Adults | Attucks Middle School (MS) | Equipment | \$25,938.00 In-Kind |
|-------------------------------------------------|----------------------------|-----------|---------------------|

Harris County Resources for Children and Adults has made an in-kind donation valued at \$25,938.00 to Attucks MS. The in-kind donation consists of tables, chairs, and technology, including computer equipment to be used by students and staff at Attucks. This donation may only be used for the intended purpose.

|                                                                                      |                 |                      |                        |
|--------------------------------------------------------------------------------------|-----------------|----------------------|------------------------|
| <del>Mandarin Immersion Magnet School (MIMS) Parent-Teacher Organization (PTO)</del> | <del>MIMS</del> | <del>Personnel</del> | <del>\$50,000.00</del> |
|--------------------------------------------------------------------------------------|-----------------|----------------------|------------------------|

~~MIMS PTO has made a \$50,000.00 donation to MIMS. The purpose of the donation is to provide MIMS with salary incentives to recruit Chinese language teachers through the United States (U.S.)-Taiwan Education Initiative Program for the 2021-2022 and 2022-2023 school years. This donation may only be used for the intended purpose.~~

|                                    |            |                                                                         |              |
|------------------------------------|------------|-------------------------------------------------------------------------|--------------|
| Roberts Elementary School (ES) PTO | Roberts ES | Substitute Pay, Contracted Services, Hourly Pay, Supplies and Materials | \$129,000.00 |
|------------------------------------|------------|-------------------------------------------------------------------------|--------------|

Roberts ES PTO has donated \$129,000.00 to Roberts ES. The funds are to be used to pay for substitutes to allow teachers to participate in Professional Learning Community (PLC) training and staff development, contracted services for Spanish classes as part of the international baccalaureate (IB) curriculum, hourly pay for a current dance teacher position, and general supplies and materials for students and school needs. This donation may only be used for the intended purpose.

## SUMMARY OF DONATIONS GREATER THAN \$5,000

| Donor                       | Receiving School/ Department   | Donation Disbursement | Total Value of Donation |
|-----------------------------|--------------------------------|-----------------------|-------------------------|
| Sports Authority Foundation | James Madison High School (HS) | Equipment             | \$5,000.00              |

The Sports Authority Foundation has donated \$5,000.00 to James Madison HS. The funds are to be used to support the band program and to purchase band equipment. This donation may only be used for the intended purpose.

|                |                         |                                                       |             |
|----------------|-------------------------|-------------------------------------------------------|-------------|
| Vertical Raise | Booker T. Washington HS | Supplies and Materials, Transportation, and Equipment | \$16,628.80 |
|----------------|-------------------------|-------------------------------------------------------|-------------|

Vertical Raise has donated \$16,628.80 to Booker T. Washington HS. The \$16,628.80 donation includes \$4,424.00 for the football program to purchase practice gear, training equipment, spirit wear, and other items as needed by the program. The donation also includes \$12,204.80 for the Washington HS Junior Reserve Officer Training Corps (JROTC) program to purchase supplies, materials, and equipment, and to cover field trip costs, as needed by the program. This donation may only be used for the intended purpose.

|                              |                        |           |                    |
|------------------------------|------------------------|-----------|--------------------|
| Vested Interest in K9s, Inc. | HISD Police Department | Equipment | \$6,500.00 In-kind |
|------------------------------|------------------------|-----------|--------------------|

Vested Interest in K9s, Inc., a 501(c)3 organization, has made an in-kind donation valued at \$6,500.00 to the HISD Police Department to provide three bulletproof vests for three canines (K9s). The bulletproof vests are intended for three K9s currently in service in the HISD Police Department. This donation may only be used for the intended purpose.

## SUMMARY OF DONATIONS GREATER THAN \$5,000

| Donor | Receiving School/ Department | Donation Disbursement | Total Value of Donation |
|-------|------------------------------|-----------------------|-------------------------|
|-------|------------------------------|-----------------------|-------------------------|

|                                                     |                      |                                           |                    |
|-----------------------------------------------------|----------------------|-------------------------------------------|--------------------|
| <u>Mark Twain Parent Teacher Organization (PTO)</u> | <u>Mark Twain ES</u> | <u>Payroll, Technology, and Equipment</u> | <u>\$25,000.00</u> |
|-----------------------------------------------------|----------------------|-------------------------------------------|--------------------|

Mark Twain PTO has donated \$25,000.00 to Mark Twain ES. The funds are to be used to provide support for the IB Program at Mark Twain, including to provide substitute support to allow teachers to attend professional development, as well as hourly and extra duty pay for school staff to support outdoor science program, library, students' tutorials, technology and equipment for the needs of the school. This donation may only be used for the intended purpose.

|                                                 |                       |                              |                            |
|-------------------------------------------------|-----------------------|------------------------------|----------------------------|
| <u>Barbara Bush Houston Literacy Foundation</u> | <u>Scarborough ES</u> | <u>My Home Library Books</u> | <u>\$18,600.00 In-kind</u> |
|-------------------------------------------------|-----------------------|------------------------------|----------------------------|

The Barbara Bush Houston Literacy Foundation has made an in-kind donation valued at \$18,600 to Scarborough ES. This donation will provide the 100,000<sup>th</sup> My Home Library to a third-grade student on campus. All 620 students enrolled at Scarborough will receive a library of six new books to start their own collection at home. The pre-bundled bags will include both English-only and Spanish-English bilingual books. The My Home Library was developed by the foundation in 2016 in partnership with Credera and a team of volunteer web developers from across the Houston community. Through the program, community members can sponsor a home library for an economically disadvantaged child. To commemorate the milestone event, the school will host a reading celebration on Friday, December 10, 2021. This donation may only be used for the intended purpose.

**Total Value of Donations: ~~\$531,540.80~~ ~~\$556,540.80~~ ~~\$575,140.80~~ \$525,140.80**

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Finance  
Glenn Reed, Chief Financial Officer

**SUBJECT: ACCEPTANCE OF GRANT FUNDS IN SUPPORT OF DISTRICTWIDE AND SCHOOL-SPECIFIC PROGRAMS AND AUTHORIZATION TO NEGOTIATE AND EXECUTE CONTRACTS REQUIRED UNDER THE GRANTS**

In accordance with board policy, all grant funds in aggregate of \$5,000 or more must be approved by the Houston Independent School District Board of Education.

The attachment reflects a summary of grants awarded to HISD.

**COST/FUNDING SOURCE(S):** Shown on the attached list.

**STAFFING IMPLICATIONS:** None

**ORGANIZATIONAL GOALS/IMPACT:** This agenda item supports all four district goals and is aligned to Core Initiative 3: Rigorous Instructional Standards and Supports.

**THIS ITEM DOES NOT REQUIRE CONSULTATION.**

**THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.**

**RECOMMENDED:** That the Board of Education accepts the proposed grant funds for districtwide and school-specific programs and authorizes the superintendent of schools or designee to negotiate and execute contracts required under the grants, effective December 10, 2021.

## SUMMARY OF GRANTS GREATER THAN \$5,000

| Grantor | Receiving School/ Department | Grant Disbursement | Total Value of Grant |
|---------|------------------------------|--------------------|----------------------|
|---------|------------------------------|--------------------|----------------------|

|                                   |                             |           |              |
|-----------------------------------|-----------------------------|-----------|--------------|
| City of Houston Health Department | Health and Medical Services | Personnel | \$300,000.00 |
|-----------------------------------|-----------------------------|-----------|--------------|

The City of Houston Health Department has awarded a \$300,000.00 subgrant to the Houston Independent School District (HISD) that is funded by the Centers for Disease Control and Prevention (CDC) Epidemiology Laboratory Capacity (ELC) Reopening Schools Grant. The purpose of the subaward is to provide voluntary COVID-19 screening tests of students and staff to ensure schools re-opening is sustained and in-person learning is conducted in a safe school environment. The resources provided by the subgrant will support schools to detect and prevent the transmission of COVID-19 within schools. The budgeted allocation will provide funding for a testing program coordinator, testing program support specialist, full- and part-time staff, temporary contract staff, and stipends to staff when applicable. The grant period is November 3, 2021 – June 30, 2022. The grant funds can only be used for the purpose intended.

|                      |                             |                                                                       |             |
|----------------------|-----------------------------|-----------------------------------------------------------------------|-------------|
| Dow Chemical Company | HISD Community Partnerships | Professional Development, Contracted Services, Supplies and Materials | \$10,000.00 |
|----------------------|-----------------------------|-----------------------------------------------------------------------|-------------|

The Dow Promise Program has awarded a \$10,000 grant to HISD Community Partnerships to benefit the Nutrition Services Department’s Get Growing Houston Food and Agriculture Education Program. The Dow Promise Program is an employee-led initiative of The Dow Chemical Company to positively impact educational and economic challenges faced by African American youth and adults in communities near Dow sites. A part of the Dow Promise program is an annual competitive grant program designed to support social, economic, or environmental projects that contribute to longterm success in the communities in which Dow operates and in which Dow employees reside. The grant funds will be used to purchase hydroponic garden systems for Bastian Elementary School (ES), Young ES, Woodson ES, and Attucks Middle School (MS). Activities will include training for teachers in understanding horticulture and plant science, food tastings, recipe development, and understanding the nutritional benefits of eating fresh produce. The grant period is from February 1, 2022 – April 15, 2022. These grant funds can only be used for the purpose intended.

# SUMMARY OF GRANTS GREATER THAN \$5,000

| Grantor                | Receiving School/ Department                  | Grant Disbursement                | Total Value of Grant |
|------------------------|-----------------------------------------------|-----------------------------------|----------------------|
| Houston Endowment Inc. | Talent Acquisition and Performance Management | Personnel and Contracted Services | \$270,000.00         |

The Houston Endowment Inc. has awarded a \$270,000.00 grant to HISD. The purpose of this grant is to provide project implementation support for designing an opportunity culture programming pilot in HISD. Opportunity culture programming consists of designing financially sustainable multi-classroom leadership opportunities for mentor teachers and schoolwide collaborative learning communities. The grant period is November 10, 2021 – December 31, 2023. The grant funds can only be used for the purpose intended.

|                                                                                    |                                                              |           |            |
|------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------|------------|
| Patrick Leahy Bulletproof Vest Partnership (BVP) of the U.S. Department of Justice | Houston Independent School District (HISD) Police Department | Equipment | \$8,045.65 |
|------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------|------------|

The Patrick Leahy BVP Grant Program of the U.S. Department of Justice has awarded an \$8,045.65 grant to the HISD Police Department. The award will be used to provide HISD police officers with up to 10 bulletproof vests as they serve the district to provide safety for students and staff. The grant period is for the 2021–2022 school year. The grant funds can only be used for the purpose intended.

**Total Value of Grants: \$588,045.65**

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Finance  
Glenn Reed, Chief Financial Officer

**SUBJECT: APPROVAL OF THE DECEMBER GENERAL FUND BUDGET AMENDMENT**

A report on the status of the 2021–2022 budget has been completed. This report reflects budget amendments that require approval by the Houston Independent School District (HISD) Board of Education in accordance with state guidelines, as well as budget-neutral adjustments made by schools and departments for ratification by the board. Although this update reflects all known changes and recommendations, additional changes may be needed. This item requests authority to make adjustments, if necessary, for the December Budget Amendment.

**COST/FUNDING SOURCE(S):** Adjustments to the budget will be appropriated as shown in the December Budget Amendment.

**STAFFING IMPLICATIONS:** None

**ORGANIZATIONAL GOALS/IMPACT:** This item supports all four district goals and is aligned to all five core initiatives. In addition, it allows HISD to fulfill its purposes and strategic intent.

**THIS ITEM DOES NOT REQUIRE CONSULTATION.**

**THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.**

**RECOMMENDED:** That the Board of Education approves the December Budget Amendment reflecting fiscal adjustments to estimated appropriations for fiscal year 2021–2022, effective December 10, 2021.

**General Fund:****Revenues:**

No change.

**Appropriations:**

Budget-neutral amendments are budget transfers between functions and do not impact the bottom-line district budget. The total for this column is zero. Transfers are a result of positions changes, supplies, contracted services, capital, and other operating expenses with varying reasons specific to each campus and department. November budget transfers included:

- School transferring funds from function 11 (instruction) supplies for University Interscholastic League (UIL) buybacks and athletic stipends in function 36 (co-curricular/extracurricular activities).
- School transferring funds from function 11 (instruction) supplies for staff professional development in function 13 (curriculum and instructional staff development).
- School transferring funds from function 11 (instruction) supplies for position actions and extra pay in function 23 (school leadership).
- School transferring funds from function 11 (instruction) supplies for supplies and extra pay in function 33 (health services).
- School transferring funds from function 11 (instruction) supplies for extra pay in function 52 (security and monitoring services).
- Department transferring funds from function 31 (guidance, counseling, and evaluation services) to function 13 (curriculum and instructional staff development) and function 41 (general administration) for position actions and non-salary for leadership reorganization.
- Department transferring funds from function 11 (instruction) to function 41 (general administration) for translator salary and benefits.
- Department transferring funds from function 51 (plant maintenance and operations) for face masks in function 33 (health services).

**Other Financing Sources (Uses):**

No change.

**HOUSTON INDEPENDENT SCHOOL DISTRICT**  
**STATEMENT OF OPERATIONS BY FUNCTION**  
**GENERAL FUND**  
**BUDGET AMENDMENT FISCAL YEAR 2021-2022 (as adjusted)**  
**FOR DECEMBER 31, 2021**

|                                                                              | 2021-2022<br>Adopted Budget<br>July 1, 2021 | Approved<br>Budget as of<br>November 30,<br>2021 | Proposed<br>Budget<br>Amendments<br>December 31,<br>2021 | Budget Neutral<br>Amendments<br>December 31,<br>2021 | Proposed<br>Budget as of<br>December 31,<br>2021 |
|------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------|----------------------------------------------------------|------------------------------------------------------|--------------------------------------------------|
| <b>ESTIMATED REVENUES</b>                                                    |                                             |                                                  |                                                          |                                                      |                                                  |
| Local sources                                                                | \$ 1,906,723,497                            | 1,906,723,497                                    | -                                                        | -                                                    | 1,906,723,497                                    |
| State sources                                                                | 157,174,069                                 | 157,174,069                                      | -                                                        | -                                                    | 157,174,069                                      |
| Federal sources                                                              | 17,230,000                                  | 17,230,000                                       | -                                                        | -                                                    | 17,230,000                                       |
| <b>Total estimated revenues</b>                                              | <b>\$ 2,081,127,566</b>                     | <b>2,081,127,566</b>                             | <b>-</b>                                                 | <b>-</b>                                             | <b>2,081,127,566</b>                             |
| <b>APPROPRIATIONS</b>                                                        |                                             |                                                  |                                                          |                                                      |                                                  |
| 11 Instruction                                                               | \$ 1,135,700,518                            | 1,218,855,490                                    | -                                                        | (1,197,946)                                          | 1,217,657,544                                    |
| 12 Instructional resources and media services                                | 8,877,520                                   | 9,158,056                                        | -                                                        | (80,209)                                             | 9,077,846                                        |
| 13 Curriculum and Instructional Staff Development                            | 35,962,547                                  | 36,559,721                                       | -                                                        | 241,376                                              | 36,801,097                                       |
| 21 Instructional leadership                                                  | 25,134,311                                  | 24,960,566                                       | -                                                        | (1,782)                                              | 24,958,784                                       |
| 23 School leadership                                                         | 148,669,010                                 | 150,995,156                                      | -                                                        | 78,516                                               | 151,073,672                                      |
| 31 Guidance, counseling and evaluation services                              | 65,403,532                                  | 67,436,194                                       | -                                                        | (290,221)                                            | 67,145,973                                       |
| 32 Social work services                                                      | 19,275,453                                  | 19,945,180                                       | -                                                        | (87,302)                                             | 19,857,878                                       |
| 33 Health services                                                           | 22,518,241                                  | 31,928,281                                       | -                                                        | 541,107                                              | 32,469,388                                       |
| 34 Student transportation                                                    | 59,893,990                                  | 61,318,080                                       | -                                                        | -                                                    | 61,318,080                                       |
| 35 Food services                                                             | -                                           | 41,233                                           | -                                                        | -                                                    | 41,233                                           |
| 36 Co-Curricular/extracurricular activities                                  | 11,269,840                                  | 12,254,729                                       | -                                                        | 696,673                                              | 12,951,402                                       |
| 41 General administration                                                    | 40,251,576                                  | 42,196,200                                       | -                                                        | 241,975                                              | 42,438,175                                       |
| 51 Plant maintenance and operations                                          | 205,844,817                                 | 235,101,131                                      | -                                                        | (242,273)                                            | 234,858,859                                      |
| 52 Security and monitoring services                                          | 28,026,356                                  | 29,995,414                                       | -                                                        | 61,326                                               | 30,056,740                                       |
| 53 Data processing services                                                  | 62,405,029                                  | 117,790,329                                      | -                                                        | (7,799)                                              | 117,782,530                                      |
| 61 Community services                                                        | 2,794,599                                   | 2,809,705                                        | -                                                        | 27,582                                               | 2,837,287                                        |
| 71 Debt Service                                                              | 15,250,000                                  | 16,092,017                                       | -                                                        | -                                                    | 16,092,017                                       |
| 81 Facilities acquisition and construction                                   | -                                           | 3,826,181                                        | -                                                        | 18,976                                               | 3,845,157                                        |
| 91 Contracted Instructional Services Between Public Schools                  | 213,265,281                                 | 213,265,281                                      | -                                                        | -                                                    | 213,265,281                                      |
| 95 Juvenile justice alternative education programs                           | 792,000                                     | 792,000                                          | -                                                        | -                                                    | 792,000                                          |
| 97 Tax reinvestment zone payments                                            | 69,106,766                                  | 69,106,766                                       | -                                                        | -                                                    | 69,106,766                                       |
| 99 Tax appraisal and collection                                              | 16,108,790                                  | 16,108,790                                       | -                                                        | -                                                    | 16,108,790                                       |
| <b>Total estimated appropriations</b>                                        | <b>\$ 2,186,550,176</b>                     | <b>2,380,536,500</b>                             | <b>-</b>                                                 | <b>-</b>                                             | <b>2,380,536,500</b>                             |
| <b>Excess (deficiency) of estimated revenues over (under) appropriations</b> | <b>\$ (105,422,610)</b>                     | <b>(299,408,934)</b>                             | <b>-</b>                                                 | <b>-</b>                                             | <b>(299,408,934)</b>                             |
| <b>OTHER FINANCING SOURCES (USES)</b>                                        |                                             |                                                  |                                                          |                                                      |                                                  |
| Proceeds from the sale of capital leases                                     | \$ 22,366,685                               | 22,366,685                                       | -                                                        | -                                                    | 22,366,685                                       |
| Transfers-in                                                                 | 20,000,000                                  | 20,000,000                                       | -                                                        | -                                                    | 20,000,000                                       |
| Transfers-out                                                                | (19,020,390)                                | (28,348,422)                                     | -                                                        | -                                                    | (28,348,422)                                     |
| <b>Total other financing sources (uses)</b>                                  | <b>\$ 23,346,295</b>                        | <b>14,018,263</b>                                | <b>-</b>                                                 | <b>-</b>                                             | <b>14,018,263</b>                                |
| Net Change                                                                   | (82,076,315)                                | (285,390,671)                                    | -                                                        | -                                                    | (285,390,671)                                    |
| Beginning Fund Balance July 1, 2021                                          | 769,293,013                                 | 996,625,712                                      | -                                                        | -                                                    | 996,625,712                                      |
| Projected Ending Fund Balance June 30, 2022                                  | 687,216,698                                 | 711,235,041                                      | -                                                        | -                                                    | 711,235,041                                      |
| Nonspendable Fund Balance                                                    | 14,510,708                                  | 20,562,375                                       | -                                                        | -                                                    | 20,562,375                                       |
| Committed Fund Balance                                                       | 46,364,840                                  | 94,146,930                                       | -                                                        | -                                                    | 94,146,930                                       |
| Assigned Fund Balance <sup>(1)</sup>                                         | 134,346,906                                 | 123,002,867                                      | -                                                        | -                                                    | 123,002,867                                      |
| Unassigned Fund Balance <sup>(2)</sup>                                       | 491,994,244                                 | 473,522,869                                      | -                                                        | -                                                    | 473,522,869                                      |

(1) Reflects liquidation of carryover encumbrances

(2) Any unspent funds will flow into Unassigned Fund Balance

### December Campus and Department Transfers by Function

| Function | Function Description                           | Budget<br>Amendment | Campus Funds  | Department<br>Funds |
|----------|------------------------------------------------|---------------------|---------------|---------------------|
| 11       | Instruction                                    | (\$1,197,946)       | (\$1,202,019) | \$4,073             |
| 12       | Instructional resources and media services     | (\$80,209)          | (\$80,209)    | (\$0)               |
| 13       | Curriculum and Instructional Staff Development | \$241,376           | \$115,414     | \$125,963           |
| 21       | Instructional leadership                       | (\$1,782)           | \$0           | (\$1,782)           |
| 23       | School leadership                              | \$78,516            | \$73,536      | \$4,980             |
| 31       | Guidance, counseling and evaluation services   | (\$290,221)         | \$47,250      | (\$337,471)         |
| 32       | Social work services                           | (\$87,302)          | (\$87,303)    | \$0                 |
| 33       | Health services                                | \$541,107           | \$46,087      | \$495,020           |
| 34       | Student transportation                         | \$0                 | \$0           | \$0                 |
| 35       | Food services                                  | \$0                 | \$0           | \$0                 |
| 36       | Co-Curricular/extracurricular activities       | \$696,673           | \$696,673     | \$0                 |
| 41       | General administration                         | \$241,975           | \$0           | \$241,975           |
| 51       | Plant maintenance and operations               | (\$242,273)         | \$292,863     | (\$535,135)         |
| 52       | Security and monitoring services               | \$61,326            | \$51,950      | \$9,376             |
| 53       | Data processing services                       | (\$7,799)           | (\$799)       | (\$7,000)           |
| 61       | Community services                             | \$27,582            | \$27,582      | \$0                 |
| 71       | Debt Service                                   | \$0                 | \$0           | \$0                 |
| 81       | Facilities acquisition and construction        | \$18,976            | \$18,976      | (\$0)               |
|          |                                                | (\$0)               | \$0           | (\$0)               |

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Finance  
Glenn Reed, Chief Financial Officer

**SUBJECT: APPROVAL OF 2021 TAX ROLL**

At its meeting of September 9, 2021, the Houston Independent School District Board of Education adopted a tax rate of \$1.0944 per \$100 of taxable value for tax year 2021. On the basis of that tax rate, the Harris County Tax Office has calculated an initial tax roll levy of \$2,102,447,795 based on taxable value of \$192,109,630,410 prior to the age 65 and older and disabled persons' homestead frozen-levy loss calculations. The actual levy will be reduced by approximately \$62,893,156 for levy loss due to those frozen-levy loss calculations. This levy includes certified appraisal roll values as of September 10, 2021, by the Harris County Appraisal District. The levy may also be subject to some increase as uncertified values are added to the roll, and to decrease due to settled value protests. This is submitted to the Board of Education for approval as the 2021 tax roll for the district pursuant to requirements of the Texas Property Tax Code.

A copy of the information from the Harris County Tax Office can be reviewed on the attachment and is on file in Board Services.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to Core Initiative 4: Data-Driven Accountability. It also supports the mission, vision, and beliefs of the district established by the Board of Education.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approves the 2021 Certified Appraisal Roll and 2021 Calculated Tax Roll as submitted, effective December 10, 2021.

**Executive Summary:**

Approval of 2021 Tax Roll

**Department Requestor:**

Glenn Reed, Chief Financial Officer

**Purpose:**

Section 26.04 of the Texas Property Tax Code requires that the assessor for a taxing unit shall determine the total appraised value, the total assessed value, and the total taxable value of property taxable by the unit and submit the information to the taxing unit. Section 26.09 of the Texas Property Tax Code requires the tax assessor for a taxing unit to calculate the tax due a unit and submit the information to the governing body of the unit for approval.

**Prerequisites:**

The Harris County Appraisal District (HCAD) certified the appraisal roll to the taxing units on August 16, 2021. The Houston Independent School District (HISD) adopted its tax rate for tax year 2021 on September 9, 2021. The information was forwarded to HISD's Tax Assessor-Collector Ann Harris Bennett, Harris County Tax Assessor-Collector. The Harris County Tax Office provides information to HISD regarding tax year 2021 as required under Texas Property Tax Code Sections 26.04 and 26.09.

**Board Meeting Requirements:**

The board approves the information provided by the Harris County Tax Assessor Collector for tax year 2021.

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Finance  
Glenn Reed, Chief Financial Officer

**SUBJECT: ORDER APPROVAL OF AUTHORIZING THE REDEMPTION OF CERTAIN OUTSTANDING BONDS; AND APPROVING OTHER PROVISIONS RELATING THERETO**

Pursuant to an order adopted on December 10, 2015, and amended on March 10, 2016, the Board of Education of the Houston Independent School District (HISD) authorized the issuance of Limited Tax Refunding Bonds, Series 2016B - Exchanged in the principal amount of \$19,975,000.

The administration is recommending redemption of such bonds in full on February 15, 2022, in advance of their maturity. Redemption of such bonds will lower the district's indebtedness in its debt portfolio.

The order approving redemption of the bonds and other provisions relating thereto is attached.

**COST/FUNDING SOURCE(S):** All interest costs and debt-servicing costs are paid from the Debt Service Fund.

**STAFFING IMPLICATIONS:** None

**ORGANIZATIONAL GOALS/IMPACT:** This agenda item supports all four district goals and is aligned to Core Initiative 4: Data-Driven Accountability. Approval of this item will enhance allocation of resources for debt service.

**THIS ITEM DOES NOT REQUIRE CONSULTATION.**

**THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.**

**RECOMMENDED:** That the Board of Education approves the order authorizing (i) the redemption of certain outstanding bonds; and (ii) other provisions related thereto, effective December 10, 2021.

## Executive Summary

**Purpose:**

The Series 2016B becomes callable in full on 2/15/2022 and the Houston Independent School District intends to use debt service fund cash to redeem the series in full prior to its scheduled maturity date of 2/15/2033. As provided by BNY, the payoff amount is \$20,324,562.50. By paying in full, the district will save \$7.7 million in future interest payments.

**Prerequisites:**

None

**Board Meeting Requirements:**

Approval to pay off debt early (prior to 2033 maturity date), using available debt service funds. The payment is intended to be made in February 2022.

**ORDER AUTHORIZING THE REDEMPTION OF  
CERTAIN OUTSTANDING BONDS; AND APPROVING OTHER  
PROVISIONS RELATING THERETO**

WHEREAS, pursuant to Chapter 45, Texas Education Code, as amended, and Chapters 1207 and 1371, Texas Government Code, as amended, and an order adopted on December 10, 2015 and amended on March 10, 2016 (the “Bond Order”), the Board of Education (the “Board”) of the Houston Independent School District (the “District”) authorized the issuance of the District’s Limited Tax Refunding Bonds, Series 2016B - Exchanged (the “Bonds”);

WHEREAS, the Board desires to redeem the Bonds in full on February 15, 2022, in advance of their maturity;

WHEREAS, the Bonds are outstanding in the principal amount of \$19,975,000;

WHEREAS, the Board desires to delegate authority to the Superintendent, Chief Financial Officer and Controller (each, an “Authorized Representative”) to do any and all things necessary and convenient to effectuate such redemption;

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF EDUCATION OF THE HOUSTON INDEPENDENT SCHOOL DISTRICT THAT:

**Section 1. Recitals.** The recitals to this Order are hereby approved by the Board and incorporated into and made a part hereof.

**Section 2. Definitions.** Terms not otherwise defined in this Order shall have the same meanings set forth in the Bond Order.

**Section 3. Redemption of Bonds.** The Board hereby approves the redemption in full of the Bonds on February 15, 2022. On or before February 15, 2022 the District shall deposit with the paying agent/registrars for the Bonds lawfully available funds sufficient to pay the redemption price of the Bonds to be redeemed on such date. The Board hereby ratifies and confirms any and all action taken by any Authorized Representative prior to the date hereof, and hereby authorizes the Authorized Representative(s) to give any notices required for such redemption and to do any and all things necessary and convenient to effectuate such redemption.

**Section 4. Open Meeting.** It is hereby officially found and determined that the meeting at which this Order was adopted was open to the public, and public notice of the time, place and purpose of the meeting was given, all as required by the Texas Open Meetings Act.

**Section 5. Severability.** If any section, paragraph, clause or provision of this Order shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Order.

**Section 6. Repealer.** All orders, resolutions and ordinances, or parts thereof, inconsistent herewith are hereby repealed to the extent of such inconsistency.

*[The remainder of the page is intentionally left blank.]*

PASSED AND APPROVED this \_\_\_\_\_, 2021.

\_\_\_\_\_  
President, Board of Education  
Houston Independent School District

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education  
Houston Independent School District

(SEAL)

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of the Chief of Staff  
Silvia Trinh, Chief of Staff

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY  
AE(LOCAL), EDUCATIONAL PHILOSOPHY—FIRST READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves a revision to Board Policy AE(LOCAL), *Educational Philosophy*, to update the superintendent constraint progress measures. These changes complete the process of establishing progress measures for all of the previously approved constraints.

The proposed update to Board Policy AE(LOCAL), *Educational Philosophy*, is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed revisions to AE(LOCAL), *Educational Philosophy*, on first reading, effective December 10, 2021.

**EXPLANATORY SHEET**

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | TITLE (SUBJECT)                                                                                | SCHEDULED MEETING |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------|
| K-1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY AE(LOCAL), EDUCATIONAL PHILOSOPHY—FIRST READING | December 2, 2021  |
| <b>INITIATED BY: Silvia Trinh, Chief of Staff</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                |                   |
| <p><b>BACKGROUND:</b><br/>This item asks the Houston Independent School District (HISD) Board of Education to accept revisions to AE(LOCAL) policy on first reading. These revisions would complete the process of establishing goals and constraints for the superintendent through the 2023–2024 school year in accordance with House Bill 3 and the Lonestar Governance Framework. Specifically, during the prior approval process in September, trustees requested that the two progress measures noted below be brought forth within three months.</p> <p><b>Constraint 1: Background</b><br/>For this constraint, “strong teacher” is defined as a teacher rated Effective or Highly Effective in the Teacher Appraisal and Development System (TADS). In 2018–2019, 89 percent of teachers who received a TADS rating were rated Effective or Highly Effective. Due to staff changes, vacancies, and other factors, students may have a teacher who is not rated by TADS. The progress measure 1.2 for this constraint is designed to challenge the administration to reduce how often these situations occur, especially for the student groups that are more frequently impacted.</p> <p>For CPM 1.2, a student is counted as having strong teachers if at least 75 percent of the student’s teachers in core foundation courses across both semesters were rated Effective or Highly Effective in the prior school year. New teachers to HISD, longterm substitutes, and other teachers who do not have a TADS rating from the prior year do not count as strong teachers for this calculation.</p> <p><b>Constraint 1: Proposed Changes</b></p> <p>Values have been assigned to replace the “XX” placeholders in CPM 1.2.</p> <p><b>Constraint 5: Background</b><br/>State law outlines the following components of a high-quality pre-kindergarten program:</p> <ul style="list-style-type: none"> <li>• Data Driven Instruction/Progress Monitoring</li> <li>• Teacher Quality</li> <li>• Family and Community Engagement</li> <li>• Student-to-Teacher Ratio</li> <li>• Environment</li> <li>• Curriculum and Instruction Implementation</li> </ul> <p>HISD must document specific strategies and resources in each of these areas to remain in compliance.</p> |                                                                                                |                   |

**Constraint 5: Proposed Changes**

CPM 5.1 has been added.

**OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: None**

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

**Beliefs and Vision**

The Board's Declaration of Beliefs and Vision for the Improvement of the District is as follows:

Beliefs

- We believe that equity is a lens through which all policy decisions are made.
- We believe that there should be no achievement gap between socio-economic groups or children of ethnic diversity.
- We believe that the District must meet the needs of the whole child providing wraparound services and social and emotional supports.
- We believe our classrooms/schools should be safe, vibrant, joyful spaces where students are guaranteed access to a challenging and deep educational experience.
- We believe that instruction should be customized/personalized to meet the learning needs for each individual child including students with disabilities, gifted and talented students, and English Language Learners so they have the support and opportunity they need to flourish.
- We believe that recruitment and retention of qualified and effective personnel are the keys to enhancing the quality of education and increasing student achievement.
- We believe that the community has a right to transparent operations across the District in all schools, departments, and divisions.
- We believe that meaningful engagement with the community is important in all major decision making.

Vision

Every child shall have equitable opportunities and equal access to an effective and personalized education in a nurturing and safe environment. Our students will graduate as critical thinkers and problem solvers; they will know and understand how to be successful in a global society.

**Mission**

To equitably educate the whole child so that every student graduates with the tools to reach their full potential.

**Theory of Action**

- If the District creates a culture of support and the expectation that every child can succeed regardless of existing challenges; and
- If the District allocates resources equitably, through a weighted funding formula based on student characteristics and performance, that distributes all resources to meet differentiated student needs; and

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

- If the District offers equitable access to high-quality diverse school settings that meet the needs of its diverse community of students; and
- If the District defines and funds essential positions or functions that guarantee a basic standard for student health, safety, and well-being at every campus.

Then campuses will be able to accomplish the Board's student outcome goals while honoring the Board's constraints.

**Mandate for Change**  
Human Capital

The District's greatest strength is its human capital. The personal, face-to-face contact between teacher and child shall always be the central event in education. Changes in the District's structure, governance, and policies underscore the importance of this relationship; that is, through reform, they exist to support the relationship. In addition, the District sets high expectations for school leadership to inspire creative thinking and innovative approaches that lead to instructional and operational excellence.

- Employees identified as high performers using value-added data should be rewarded. The District must establish levels of compensation and differentiated salaries driven by performance, value-added data, and accountability for all employees.
- Reform measures must focus on higher standards for recruitment and selection, job performance and compensation, and professional development and career planning and must provide employees with a viable career path within the organization.

School  
Empowerment

Schools must be empowered to develop and implement the methods that best achieve their unique and individual instructional goals. The District is fully committed to a decentralized system of schools, giving principals the authority over the educational and operational systems. In such a system, the Board of Education remains accountable to the public for high-quality educational services for all children. The Board provides guidance and support to schools by establishing clear, consistent Districtwide goals, high standards and expectations, and effective systems of evaluation; but the individual school is held accountable for innovation and instructional results within those District-wide parameters.

The Board believes that:

- Principals are the leaders of the decision-making process affecting their schools, and their leadership is measured not only by results but also by their collaboration with teachers, parents, and the community.

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

- Recognizing that schools are where decisions should be made and that successful decentralization is a function of leadership capacity at the school level, the District shall establish a tiered system of differentiated autonomy focusing on instructional competencies, budget, and business operational systems. Schools demonstrating higher levels of student performance, innovation, and operational excellence (including school safety) are further empowered with greater autonomy and decision making. However, other schools may need greater support and guidance; and until they reach acceptable levels of performance, the District must manage for them critical areas such as curriculum, professional development, and operational systems. When guidance over decision making is needed, structured interventions shall help develop the competencies toward greater autonomy. Annual performance monitoring of instruction, operations, and attractiveness to the community served shall determine the level of principal autonomy or central office intervention at the school.

School Choice

School choice must remain an integral part of the HISD system. School choice ignites the spirit of competition, motivates excellence, promotes innovation, and empowers parents to match their children with the schools that best meet their children's needs. It is important for the District to focus more on developing, improving, and using creative educational tools so that every child at every school has access to the instructional program that best suits ~~his or her~~their unique interests.

Equal access to instructional excellence requires adequate and equitable allocation of resources. That, in turn, requires fair funding formulas. The District shall remain a system of schools rather than a school system where every campus offers the same programs.

- The District shall offer diverse school settings to meet the needs of its diverse community of students. All schools, whether they are specialty, magnet, or neighborhood, shall be accountable to identify educational and programmatic standards, including a common core of academic subjects, approved by the administration and the Board of Education. All students are expected to meet those standards.
- Achievement gaps between student groups are unacceptable. Closing achievement gaps requires unequal resources for unequal needs. Weighted funding allocations address individual differences, allowing the money to follow the child in accordance with ~~his or her~~their unique instructional needs and thereby ensuring access to the resources that enhance student achievement.

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

- The District must be proactive in the early identification of schools that may have too few students enrolled to provide adequate resources. The District must be ready to provide the school with appropriate interventions.

Meaningful  
Engagement

Meaningful engagement is defined as actively listening to constructive input, collecting and exchanging information, and sharing outcomes. The Board of Education understands and appreciates the need for constructive engagement with both the community and District employees and shall aggressively solicit their opinions and ideas without relinquishing its responsibility as an elected body. As a publicly funded entity, the District must maintain open and respectful relationships, both internally and externally, and be a model for a service-oriented culture. Schools belong to the people; communities shall be engaged in the decision-making process.

- Everyone in the District, including the Board and the Superintendent, must be responsive to the District's diverse communities. Consistent, meaningful two-way communication with those who support the District as well as those with differing philosophies is essential to establishing public trust and confidence. The District shall provide parents and the public (and, where appropriate, students) with formal, structured systems for input into decision making that sets high achievement standards for all children.
- All employees must be encouraged to play a more active, visible role in representing the District to the community.

**Change in Action**

For nearly two decades, the District's Board of Education has been guided successfully by an uncompromising statement of its beliefs and its visions for improving education in Houston. We, the 2009 Board of Education, shall continue to move the District forward. We shall work openly and creatively with administrators, teachers, parents, and community leaders to put in action this new mandate for change.

Change is essential if we are to make our children's education our very highest priority. We, alone, cannot affect school transformation; and we, alone, cannot simply demand it. As our predecessors clearly understood, meaningful improvement is not a top-down exercise. It must include and involve everyone at all levels of the organization and the community. We pledge to seek input and ownership by those who will be most affected by reform and restructuring in the District, and we shall guide the Superintendent to ensure that the District is collaborative on issues of such importance to the entire community. This is a solemn pledge, and it is a privilege to accept this great responsibility on behalf of the children of Houston.

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

**Decentralization**

The District shall decentralize. Effectiveness requires that decision making be placed as close as possible to the teacher and the student. Decisions should be made in schools; accordingly, principals shall be the leaders of that decision-making process. To accomplish this goal:

- The Board shall provide guidance and support to local schools by establishing clear goals, high standards, and effective systems of evaluation, while at the same time giving schools maximum freedom to develop and implement the methods that best achieve those goals.
- The central office shall turn the traditional management pyramid upside down and become an enabler rather than an enforcer. Its role shall be to train, consult, provide resources, and evaluate.
- The individual school shall be the unit of accountability and improvement.
- Schools shall be responsive to their communities, providing parents and members of the community (and where appropriate, students) with formal, structured input into decision making.
- Schools shall be given control over budgets, delivery of curriculum, teaching methodologies, and personnel, provided they are led by a strong and effective principal, function as a team, and collaboratively develop a vision and a plan to achieve that vision.

The following core beliefs and principles shall guide District decentralization:

1. Academic success is paramount;
2. All resources shall be at the schools unless managerial issues such as efficiency dictate otherwise;
3. The District shall pursue a goal of equity in funding;
4. Accountability and resource allocation decisions shall be matched (linked); and
5. Good sense shall guide implementation.

**Purpose and Strategic Intent**

The District exists to strengthen the social and economic foundation of Houston by assuring its youth the highest quality elementary and secondary education available anywhere.

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

**Goals and Progress Measures**

The District's strategic intent shall be to earn so much respect from the citizens of Houston that the District becomes their prekindergarten–grade 12 educational system of choice.

The District has adopted goals and goal progress measures in accordance with the Texas Education Agency (TEA) Lone Star Governance continuous improvement model and the Framework for School Board Development.

Goal 1

The percentage of grade 3 students performing at or above grade level in reading as measured by the Meets Grade Level Standard on the State of Texas Assessments of Academic Readiness (STAAR) will increase 8 percentage points from 42 percent in spring 2019 to 50 percent in spring 2024.

- Goal Progress Measure 1.1

The percentage of grade 1 students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 63 percent in 2019 to 71 percent in 2024.

- Goal Progress Measure 1.2

The percentage of grade 2 students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 61 percent in 2019 to 69 percent in 2024.

- Goal Progress Measure 1.3

The percentage of grade 3 students reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 57 percent in 2019 to 65 percent in 2024.

Goal 2

The percentage of grade 3 students performing at or above grade level in math as measured by the Meets Grade Level Standard on STAAR will increase 8 percentage points from 46 percent in spring 2019 to 54 percent in spring 2024.

- Goal Progress Measure 2.1

The percentage of grade 1 students performing on grade level in math as measured by the end-of-year math screener will increase eight percentage points from 64 percent in 2019 to 72 percent in 2024.

- Goal Progress Measure 2.2

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

The percentage of grade 2 students performing on grade level in math as measured by the end-of-year math screener will increase eight percentage points from 62 percent in 2019 to 70 percent in 2024.

- Goal Progress Measure 2.3

The percentage of grade 3 students performing on grade level in math as measured by the end-of-year math screener will increase eight percentage points from 69 percent in 2019 to 77 percent in 2024.

Goal 3

The percentage of graduates that meet the criteria for college, career, and military readiness (CCMR) as measured in Domain 1 of the state accountability system will increase 8 percentage points from 63 percent for 2017–2018 graduates to 71 percent for 2022–2023 graduates reported in 2024.

- Goal Progress Measure 3.1

The percentage of students who by the end of grade 11 have demonstrated college readiness by satisfying the Texas Success Initiative (TSI) requirements via SAT, ACT, or Texas Success Initiative Assessment (TSIA) will increase eight percentage points from 24 percent in 2019 to 32 percent in 2024.

- Goal Progress Measure 3.2

The percentage of students who by the end of grade 11 have demonstrated college readiness via Advanced Placement/International Baccalaureate (AP/IB) examinations, dual credit coursework, or dual-enrollment credit eligibility will increase eight percentage points from 26 percent in 2019 to 34 percent in 2024.

- Goal Progress Measure 3.3

The percentage of students who by the end of grade 11 have demonstrated career readiness via an industry-based certification will increase 18 percentage points from 0 percent in 2019 to 18 percent in 2024.

Goal 4

The percentage of students receiving special education services reading at or above grade level as measured by the Meets Grade Level Standard on the STAAR 3–8 Reading and STAAR end-of-course (EOC) English I and II assessments will increase 8 percentage points from 21 percent in spring 2019 to 29 percent in spring 2024.

- Goal Progress Measure 4.1

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AE  
(LOCAL)

The percentage of students receiving special education services in second- through fifth-grade reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 14 percent in 2019 to 22 percent in 2024.

- Goal Progress Measure 4.2

The percentage of students receiving special education services in sixth- through eighth-grade reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 7 percent in 2019 to 15 percent in 2024.

- Goal Progress Measure 4.3

The percentage of students receiving special education services enrolled in English I or II reading on grade level as measured by the end-of-year literacy screener will increase eight percentage points from 5 percent in 2019 to 13 percent in 2024.

**Constraints and  
Constraint Progress  
Measures**

Board’s Constraints  
for the Board

The District has adopted constraints and constraint progress measures in accordance with the TEA Lone Star Governance continuous improvement model and the Framework for School Board Development.

*Constraint 1*

The Board will not conduct its duties without including students, families, teachers, and community members (inclusive of those that speak languages other than English) in a manner that inspires broad community ownership of Board policy.

*Constraint 2*

The Board will not support recommendations or policy that contribute to historic patterns of disproportionate discipline.

*Constraint 3*

The Board will not allow five years to pass without an equity audit, a Legislative Budget Board (LBB) review, and a special education (SPED) review.

*Constraint 4*

The Board will not operate without an annual review of strengths and weaknesses and a plan for team building and Board professional development that includes anti-racist training.

*Constraint 5*

The Board will spend no less than 50 percent of its meeting time monitoring progress on student outcome goals – starting at zero today and shall be 50 percent by the end of the second quarter of 2022.

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

Board's Constraints  
for the  
Superintendent

*Constraint 1*

The Superintendent will not allow the District to operate without a system to recruit/employ strong teachers, who meet the needs of students needing the most support.

- Constraint Progress Measure 1.1

The percentage of students receiving special education services served by strong teachers will increase three percentage points from 57 percent during the 2018–2019 school year to 60 percent during the 2023–2024 school year.

- Constraint Progress Measure 1.2

The percentage of English as a Second Language (ESL) students served by strong teachers will increase six percentage points from 49 percent during the 2018–2019 school year to 55 percent during the 2023–2024 school year.

- Constraint Progress Measure 1.3

The gap in retention rates of newly recruited teachers between identified campuses and other HISD campuses will decrease six percentage points from 20 percent during the 2019–2020 school year to 14 percent during the 2023–2024 school year.

*Constraint 2*

The Superintendent will not allow the District to operate without students having effective, school-based wraparound support systems.

- Constraint Progress Measure 2.1

The number of annual interventions provided through Wraparound Services will increase from 628,753 during the 2019–2020 school year to 883,253 during the 2023–2024 school year.

- Constraint Progress Measure 2.2

The percentage of campuses engaged with cross-functional Wraparound Advisory Councils (WAC), as measured by attending at least two WAC meetings during the year, will increase from 50 percent during the 2019–2020 school year to 100 percent during the 2023–2024 school year.

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

- Constraint Progress Measure 2.3  
The number of wraparound service partnerships will increase by 56 partners from 72 partnerships in spring 2020 to 128 partnerships in spring 2024.
- Constraint 3* The Superintendent will not allow the District to operate without notifying parents/guardians at least once each 12 weeks about how to help their student, if the student is one or more grade levels behind in literacy.
- Constraint Progress Measure 3.1  
The percentage of students, one or more grade levels behind in literacy, whose parents/guardians are centrally documented as having been notified of their child’s literacy level at least once every 12 weeks will increase 100 percentage points from 0 percent in spring 2020 to 100 percent in spring 2024.
  - Constraint Progress Measure 3.2  
The percentage of campuses with a centrally documented literacy plan, including parent outreach strategies, to address the needs of students one or more grade levels behind in literacy will increase 100 percentage points from 0 percent during the 2019–2020 school year to 100 percent during the 2023–2024 school year.
- Constraint 4* The Superintendent will not allow the District to operate without students receiving special education services meeting individualized education program (IEP) progress.
- Constraint Progress Measure 4.1  
The percentage of students with up-to-date IEP progress recorded every six weeks in the IEP system will increase from 0 percent during the 2019–2020 school year to 100 percent during the 2023–2024 school year.
  - Constraint Progress Measure 4.2  
The percentage of audited IEPs showing standards-based goals shall increase from 0 percent during the 2019–2020 school year to 90 percent during the 2023–2024 school year.
  - Constraint Progress Measure 4.3  
The percentage of students demonstrating measurable progress for all IEP goals will increase from 0 percent during the 2019–2020 school year to 75 percent during the 2023–2024 school year.

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

*Constraint 5*

The Superintendent shall not allow the District to operate without significantly increasing quality seats for early childhood education including prekindergarten 3, prekindergarten 4, and kindergarten.

- Constraint Progress Measure 5.1

The number of students enrolled in prekindergarten for 3- and 4-year-old students (PK3 and PK4) and kindergarten will increase 11,663 students from 24,837 students in 2020–2021 to 36,500 students in 2023–2024.

- Constraint Progress Measure 5.2

The district student to instructor ratio in prekindergarten will decrease from 15:1 in 2019–2020 to 11:1 or less in 2023–2024.

**Core Values**

The District's core values are as follows:

- Safety Above All Else.

Safety takes precedence over all else. A safe environment shall be provided for every student and employee.

- Student Learning is the Main Thing.

All decisions and actions, at any level, focus on and support the "main thing," which is effective student learning.

- Focus on Results and Excellence.

Each employee shall focus on results and excellence in individual and organizational efforts.

- Parents are Partners.

Parents are valued partners in the educational process, serving as the child's teacher in the home. All school and District activities shall give proper consideration to the involvement of parents.

- Common Decency.

The District shall be responsive and accountable to the public and its employees. Community members and employees shall receive respectful and courteous treatment.

- Human Capital.

Through recruitment, retention, dismissal, and professional development programs, the District shall work to make sure students are served by the top talent available, from teachers to superintendents.

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

**Central Office  
Accountability  
System**

The overall goal of the District's central office accountability system is to provide resources and services to schools in an efficient and timely manner that promotes schools' progress in achieving their educational missions.

Specifically, the objectives of the District central office accountability system are to:

- Establish and monitor progress toward performance indicators for each central office department, including evaluations of each departmental improvement plan goals and objectives;
- Determine which central office departments are meeting the District's objectives through the use of "customer" surveys; and
- Determine whether central office departments that are failing to meet the objectives require assistance, reorganization, and/or replacement.

**Effective Date**

This policy shall be effective as of the adoption date, ~~September 3~~December 10, 2021.

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Finance  
Glenn Reed, Chief Financial Officer

**SUBJECT: APPROVAL OF PROPOSED DELETION OF BOARD POLICY CFEA(LOCAL), PAYROLL PROCEDURES: SALARY DEDUCTIONS AND REDUCTIONS—SECOND READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves the deletion of Board Policy CFEA(LOCAL), *Payroll Procedures: Salary Deductions and Reductions*. This local policy is recommended for deletion in the district's policy manual as several of the items listed as optional deductions are now included as mandatory deductions in the legally referenced policy at this code and are unnecessary to list in local policy. Other employee requests for deductions can be addressed in administrative regulations.

The proposed deletion of Board Policy CFEA(LOCAL), *Payroll Procedures: Salary Deductions and Reductions*, is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives. It also allows HISD to fulfill its purposes and strategic intent.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education approves the deletion of CFEA(LOCAL), *Payroll Procedures: Salary Deductions and Reductions*, on second reading, effective December 10, 2021.

**BOARD POLICY EXPLANATORY SHEET**

| POLICY CODE                                                                                                                                                                                                                                                                                                                                                                                                                                                          | TITLE (SUBJECT)    | SUBTITLE                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------|
| CFEA(LOCAL)                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PAYROLL PROCEDURES | SALARY DEDUCTIONS AND REDUCTIONS |
| <b>INITIATED BY:</b> Texas Association of School Boards (TASB)                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                  |
| <b>TYPE OF REVISION:</b> Deletion                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                                  |
| <b>APPLICABILITY:</b> This policy update applies to all district personnel.                                                                                                                                                                                                                                                                                                                                                                                          |                    |                                  |
| <b>BACKGROUND:</b><br>TASB-recommended changes are based on the following rationale:<br><br>This local policy addressing salary deductions and reductions is recommended for deletion. Several of the items listed as optional deductions are now included as mandatory deductions in the legally referenced policy at this code and are unnecessary to list in local policy. Other employee requests for deductions can be addressed in administrative regulations. |                    |                                  |
| <b>OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY:</b> None                                                                                                                                                                                                                                                                                                                                                                                            |                    |                                  |
| <b>ADMINISTRATIVE PROCEDURES REQUIRED:</b> Administrative regulations will be revised in accordance with changes to policy.                                                                                                                                                                                                                                                                                                                                          |                    |                                  |

~~PAYROLL PROCEDURES  
SALARY DEDUCTIONS AND REDUCTIONS~~

~~CFEA  
(LOCAL)~~

~~ADDITIONAL  
AMOUNTS~~

~~In addition to legally required deductions, the Board approved voluntary deductions [see CFEA(LEGAL)] will be allowed for:~~

- ~~1. Approved insurance programs;~~
- ~~2. United States Savings Bonds;~~
- ~~3. Annuities;~~
- ~~4. Deferred compensation programs (for existing participants only);~~
- ~~5. Other cafeteria plan options; and~~
- ~~6. The First Educators' Credit Union.~~

~~Employees may request additional voluntary salary deductions or change the amount(s) of those deductions in accordance with administrative procedures included in the *Finance Procedures Manual*.~~

~~EXCESS LEAVE~~

~~Deductions shall be made for unauthorized or excessive personal leave or sick leave. [See DEC]~~

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Information Technology  
Scott Gilhousen, Chief Information Technology Officer

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY  
CPC(LOCAL), OFFICE MANAGEMENT: RECORDS MANAGEMENT—  
SECOND READING**

The Houston Independent School District (HISD) Board of Education is asked to approve proposed revisions to Board Policy CPC(LOCAL), *Office Management: Records Management*, as recommended by the Texas Association of School Boards and the HISD administration.

The revisions include:

- Adding a definition of local government record;
- Adding sections about the records management officer, records control schedules, website postings, and training for the records management officer and certain other HISD employees; and
- Updating the section about records destruction practices.

A copy of the proposed revisions to Board Policy CPC(LOCAL) is attached.

COST/FUNDING SOURCE(S):               None

STAFFING IMPLICATIONS:               None

ORGANIZATIONAL GOALS/IMPACT:   This agenda item supports all four district goals and is aligned to Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education approves the proposed revisions to Board Policy CPC(LOCAL), *Office Management: Records Management*, on second reading, effective December 10, 2021.

## BOARD POLICY EXPLANATORY SHEET

| POLICY CODE                                                          | TITLE (SUBJECT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | SUBTITLE           |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| CPC(LOCAL)                                                           | Office Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Records Management |
| <b>INITIATED BY:</b>                                                 | Texas Association of School Boards (TASB); Information Technology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |
| <b>TYPE OF REVISION:</b>                                             | Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |
| <b>APPLICABILITY:</b>                                                | This policy update applies to all board members and district personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |
| <b>BACKGROUND:</b>                                                   | <p>TASB-recommended changes are based on the following rationale: to reflect changes in law and to provide expanded guidance.</p> <p>Recommended updates to the local policy on records management include:</p> <ul style="list-style-type: none"> <li>• Adding a definition of “local government record”</li> <li>• Adding sections on the Local Government Records Act, the records management officer, records control schedules, website postings, and training</li> <li>• Updating the section on records destruction practices</li> <li>• Adding an Effective Date paragraph.</li> </ul> |                    |
| <b>OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY:</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |
| <b>ADMINISTRATIVE PROCEDURES REQUIRED:</b>                           | Administrative regulations will be revised in accordance with changes to policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |

OFFICE MANAGEMENT  
RECORDS MANAGEMENT

CPC  
(LOCAL)

- The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:
- ~~Records Management Officer, as prescribed by Local Government Code 203.023~~
- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CHE]
- Officer for Public Information, as prescribed by Government Code 552.201-.2045 [See GBAA]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

**Local Government Records Act**

The term "local government record" shall pertain to all items identified as such by Section 201.003 (8) of the Local Government Records Act.

"Local Government Record"

Records Management Officer

The Board shall designate the position of records management officer as prescribed by Local Government Code 203.025, who shall administer the District's records management program pertaining to local government records in compliance with the Local Government Records Act.

Notification

The records management officer shall file their name with the Director and Librarian of the Texas State Library and Archives Commission (TSLAC) within 30 days after the date of designation.

Records Control Schedules

The records management officer shall file with the TSLAC a written declaration that the District has adopted records control schedules that comply with records retention schedules issued by the TSLAC as provided by law.

**Website Postings**

Website postings that are the only copy of the record that exists must be retained according to the district's records retention schedule. If the record copy is kept elsewhere (not on the district's website), then the version posted on the website is a duplicate and does not need to be retained for the full retention period.

**Document Records Destruction Practices**

All local government records shall be considered District property and any unauthorized destruction or removal shall be prohibited. The District shall follow its records control schedules, records management program, and all applicable laws regarding document records destruction. However, the District shall preserve documents records, including electronically stored information, and suspend routine record destruction practices as applicable according to where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall

OFFICE MANAGEMENT  
RECORDS MANAGEMENT

CPC  
(LOCAL)

describe the circumstances under which local government records scheduled for destruction must be retained.; Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

1. In the event of pending or reasonably anticipated litigation;
2. In the event of an investigation by a federal agency or department or any bankruptcy case; or
3. In the event of a public information request.

Notification shall be given to appropriate staff of any applicable obligations to suspend routine record destruction practices.

**Training**

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable District staff are trained on the District's records management program, including this policy and corresponding procedures.

**Effective Date**

This policy shall be effective as of the adoption date, December 10, 2021.

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Finance  
Glenn Reed, Chief Financial Officer

**SUBJECT: APPROVAL OF PROPOSED DELETION OF BOARD POLICY CRB(LOCAL), INSURANCE AND ANNUITIES MANAGEMENT: LIABILITY INSURANCE—SECOND READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves deletion of Board Policy CRB(LOCAL), *Insurance and Annuities Management: Liability Insurance*. This local policy is recommended for deletion in the district's policy manual as these decisions are typically made during the budget process and there is no requirement to reflect these decisions in board policy.

The proposed update to Board Policy CRB(LOCAL), *Insurance and Annuities Management: Liability Insurance*, is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives. It also allows HISD to fulfill its purposes and strategic intent.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

**RECOMMENDED:** That the Board of Education approves the deletion of CRB(LOCAL), *Insurance and Annuities Management: Liability Insurance*, on second reading, effective December 10, 2021.

**BOARD POLICY EXPLANATORY SHEET**

| <b>POLICY CODE</b>                                                   | <b>TITLE (SUBJECT)</b>                                                                                                                                                                                                                                                                                                                   | <b>SUBTITLE</b>            |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>CRB(LOCAL)</b>                                                    | <b>INSURANCE AND ANNUITIES<br/>MANAGEMENT</b>                                                                                                                                                                                                                                                                                            | <b>LIABILITY INSURANCE</b> |
| <b>INITIATED BY:</b>                                                 | <b>Texas Association of School Boards (TASB)</b>                                                                                                                                                                                                                                                                                         |                            |
| <b>TYPE OF REVISION:</b>                                             | <b>Deletion</b>                                                                                                                                                                                                                                                                                                                          |                            |
| <b>APPLICABILITY:</b>                                                | <b>This policy update applies to all board members and all district personnel.</b>                                                                                                                                                                                                                                                       |                            |
| <b>BACKGROUND:</b>                                                   | <p>TASB-recommended changes are based on the following rationale:</p> <p>This local policy addressing the various types of insurance the district will purchase is recommended for deletion, as these decisions are typically made during the budget process and there is no requirement to reflect these decisions in board policy.</p> |                            |
| <b>OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY:</b> | <b>None</b>                                                                                                                                                                                                                                                                                                                              |                            |
| <b>ADMINISTRATIVE PROCEDURES REQUIRED:</b>                           | <b>Administrative regulations will be revised in accordance with changes to policy.</b>                                                                                                                                                                                                                                                  |                            |

INSURANCE AND ANNUITIES MANAGEMENT  
LIABILITY INSURANCE

CRB  
(LOCAL)

TRUSTEES

The District shall purchase insurance as provided in CRB(LEGAL) to fund the cost of litigation to protect the District and Trustees who are exposed to individual liability by virtue of their official duties.  
[See CRB(LEGAL)]

TORT CLAIMS

In addition, the District shall purchase insurance to protect the District and employees from liability under the Tort Claims Act.  
[See CRB(LEGAL)]

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Business Operations  
Wanda Paul, Chief Operating Officer

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY  
CV(LOCAL), FACILITIES CONSTRUCTION—SECOND READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves proposed revisions to Board Policy CV(LOCAL), *Facilities Construction*, as recommended by the Texas Association of School Boards and the HISD administration.

This update to CV(LOCAL) addresses delegation to the superintendent for emergency contracting. In order to align with Board Policy CH(LOCAL), *Purchasing and Acquisition*, it is recommended to delete the emergency contracting provision in CV(LOCAL), which is limited to construction contracts. The broader delegation outlined in CH(LOCAL) addresses all emergency purchases and/or repairs, including equipment and facilities- and construction-related purchases/repairs, and will provide additional flexibility.

A copy of the revised Board Policy CV(LOCAL) is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education approves the proposed revisions to Board Policy CV(LOCAL), *Facilities Construction*, on second reading, effective December 10, 2021.

FACILITIES CONSTRUCTION

CV  
(LOCAL)

**Compliance with Law**

The Superintendent shall be responsible for establishing procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

**Professional Services**

The administration shall recommend employment of such professional services as needed for architectural and engineering design and appraisals, soil analyses, construction testing services, planning, and for other specific job requirements. Fees shall be established at the time of employment and shall be no more than the prevailing rate for such services.

**Emergency Repairs**

~~The Board delegates to the Superintendent authority for approving emergency repairs of equipment provided that any such items are presented to the Board at its next meeting for ratification. [See CH(LEGAL) and (LOCAL)]~~

**Construction Contracts**

For each construction contract valued at or above \$50,000, the Superintendent shall recommend to the Board the project delivery/contract award method that ~~he or she~~they determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved; see also CH(LEGAL) and (LOCAL) and CV series]

The Board may approve one or more general construction delivery methods for all projects subject to approval of alternate methods for individual projects.

For construction valued at or above \$50,000, the Superintendent shall submit the required contracts to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See CH(LEGAL) and (LOCAL) and CBB(LEGAL)]

The Board may approve one or more general construction delivery methods for all projects subject to approval of alternate methods for individual projects.

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**Note:** For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

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**Project Administration**

All construction projects shall be administered by the Superintendent or designee.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public. [See CH series]

FACILITIES CONSTRUCTION

CV  
(LOCAL)

**Change Orders**

Change orders allowances shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.

**Final Payment**

Final payments for construction work and/or the supervision of such work in the District shall not be made until the work has been completed and accepted by the Officer, Construction and Facility Services or designee, and all releases of liens have been provided confirming payment to subcontractors.

**Bond Oversight Committee**

The Bond Oversight Committee encourages greater accountability, transparency, public support, and confidence in the effective and efficient use of bond proceeds. The committee's charge, as outlined in the committee charter [see CV5(REGULATION)], is to monitor all applicable bond-funded construction projects and help interested Houstonians stay informed about new construction and renovation projects in the District.

**Effective Date**

This policy shall be effective as of the adoption date, ~~December 11, 2015~~ December 10, 2021.

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Talent  
Rick Cruz, Deputy Superintendent

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY DED(LOCAL), COMPENSATION AND BENEFITS: VACATIONS AND HOLIDAYS—SECOND READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves proposed revisions to Board Policy DED(LOCAL), *Compensation and Benefits: Vacations and Holidays*, recommended by the Texas Association of School Boards (TASB) and the HISD administration.

Updates are also recommended to clarify the number of vacation days employees are able to carry over and to grant the superintendent authority to negotiate the accrual of up to 10 additional vacation days per year.

The proposed update to Board Policy DED(LOCAL) is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

**RECOMMENDED:** That the Board of Education approves the proposed revisions to Board Policy DED(LOCAL), *Compensation and Benefits: Vacations and Holidays*, on second reading, effective December 10, 2021.

**BOARD POLICY EXPLANATORY SHEET**

| POLICY CODE                                                                                                                                                                                                                                                                                                                                                     | TITLE (SUBJECT)           | SUBTITLE               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------|
| DED(LOCAL)                                                                                                                                                                                                                                                                                                                                                      | Compensation and Benefits | Vacations and Holidays |
| <b>INITIATED BY:</b> Office of Talent                                                                                                                                                                                                                                                                                                                           |                           |                        |
| <b>TYPE OF REVISION:</b> Update                                                                                                                                                                                                                                                                                                                                 |                           |                        |
| <b>RATIONALE:</b><br><br>The purpose of this agenda item is to adopt recommendations from the Texas Association of School Boards (TASB) and the district administration as they relate to the clarification of the number of vacation carryover days and the superintendent’s authority to negotiate the accrual of up to 10 additional vacation days per year. |                           |                        |
| <b>OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY:</b> None                                                                                                                                                                                                                                                                                       |                           |                        |
| <b>ADMINISTRATIVE PROCEDURES REQUIRED:</b> Administrative regulations will be revised in accordance with changes to policy. This item requires consultation.                                                                                                                                                                                                    |                           |                        |

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

~~Vacation Days Leave~~  
~~— 12-Month~~  
~~Employees Only~~

~~Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:~~

- ~~1. Eligibility criteria;~~
- ~~2. Accrual rates and availability;~~
- ~~3. Request and approval processes;~~
- ~~4. Accumulation and carryover limits; and~~
- ~~5. Treatment of vacation days upon separation from service.~~

~~The District shall provide paid vacation time for all employees in 12-month full-time assignments:~~

~~1. During the first year of employment, employee vacation time shall accrue at 5/6 of a day for each month worked, up to ten days.~~

~~2. After the first year of employment, vacation shall accrue as follows:~~

|                                                   |                              |
|---------------------------------------------------|------------------------------|
| <del>1–9 years of continuous service</del>        | <del>2 weeks (10 days)</del> |
| <del>10–18 years of continuous service</del>      | <del>3 weeks (15 days)</del> |
| <del>19 years or more of continuous service</del> | <del>4 weeks (20 days)</del> |

~~Employees shall be expected to use vacation days in the year in which they are earned. Employees may accumulate and carry over vacation days for a total maximum of 50 days at the close of the school year. Unused vacation days in excess of the maximum will be lost. Time of vacation shall be subject to approval of the immediate supervisor.~~

Exceptions

1. The Board extends to the Superintendent authority to allow all eligible employees the opportunity to carry vacation over the maximum, up to 50 days.
2. The Board extends to the Superintendent authority to negotiate the accrual of up to ten additional vacation days per year, not to exceed a total of 20 vacation days in any given year. Carryover provisions articulated above shall apply. This authority shall be limited to employment negotiations with staff members who report directly to the Superintendent and shall be exercised only during negotiation of such an individual's employment contract.

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

**Effective Date**

This policy shall be effective as of the adoption date, December 10, 2021.

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Academics  
Rick Cruz, Deputy Superintendent

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY  
EHBAF(LOCAL), SPECIAL EDUCATION: VIDEO/AUDIO  
MONITORING—SECOND READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves revisions to Board Policy EHBAF(LOCAL), *Special Education: Video/Audio Monitoring*, as recommended by the Texas Association of School Boards (TASB).

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports district Goal 4: The percentage of students receiving special education services reading at or above grade level as measured by the Meets Grade Level Standard on the STAAR 3–8 Reading and STAAR end-of-course (EOC) English I and II assessments will increase 8 percentage points from 21 percent in spring 2019 to 29 percent in spring 2024, and is aligned to Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education approves the proposed revisions to EHBAF(LOCAL), *Special Education: Video/Audio Monitoring*, on second reading, effective December 10, 2021.

## BOARD POLICY EXPLANATORY SHEET

| POLICY CODE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | TITLE (SUBJECT)   | SUBTITLE               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------|
| EHBAF(LOCAL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Special Education | Video/Audio Monitoring |
| <b>INITIATED BY:</b> Texas Association of School Boards (TASB)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |                        |
| <b>TYPE OF REVISION:</b> Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |                        |
| <b>APPLICABILITY:</b> This policy update applies to all board members, district personnel, students, and students' parents and guardians.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |                        |
| <p><b>BACKGROUND:</b></p> <p>This local policy on video and audio monitoring of special-education classrooms and other settings has been extensively revised in accordance with Senate Bill (SB) 1398 to include:</p> <ul style="list-style-type: none"> <li>• The identification of the superintendent as the administrator responsible for coordinating the provision of equipment to campuses;</li> <li>• New provisions regarding when a parent may request that a video camera be placed in a classroom for the following year;</li> <li>• For current-year requests, reference to the specific procedures in law that must be followed;</li> <li>• The new requirement that the district must provide a response to a request within seven business days;</li> <li>• Reference to the time frames in law for installation and operation of a video camera and details on when operation of a camera may be discontinued during the school year;</li> <li>• Additional details on retention and confidentiality of recordings; and</li> <li>• A new provision referring to an appeal to the commissioner of education.</li> </ul> |                   |                        |
| <b>OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |                        |
| <b>ADMINISTRATIVE PROCEDURES REQUIRED:</b> Administrative regulations will be revised in accordance with changes to policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                        |

SPECIAL EDUCATION  
VIDEO/AUDIO MONITORING

EHBAF  
(LOCAL)

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**Note:** Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term “classroom” shall also include other special education settings subject to video and audio recording required by law.

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To promote student safety, the District shall comply with requests for video and audio monitoring of certain self-contained special education classrooms and settings as required by law to promote student safety in those settings. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The Executive Director of the Office of Special Education or other person designated by the Superintendent is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

**Requests and Notice**  
For Following Year

A parent, Trustee, or staff member making a request of a student receiving special education services and whose placement for the following school year will be in a self-contained classroom eligible for video surveillance under this policy shall submit the request in writing that a video camera be placed in the classroom by the end of the current school year or by the tenth business day after the student’s admission, review, and dismissal (ARD) committee determines the student’s placement, whichever is later. If such a request is made, the campus shall begin operation of the camera by the deadlines in law.

For Current Year

Written requests from a parent, assistant principal on a form provided by the District, and the principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

Response

As required by law, the District shall provide a response to the requestor within ten District not later than the seventh business days after receipt of the request and either authorize the request or state the reason for denying the request.

**Notice**

Before a camera is activated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom or setting that video and audio surveillance will be conducted in the

SPECIAL EDUCATION  
VIDEO/AUDIO MONITORING

EHBAF  
(LOCAL)

~~classroom or setting. The Superintendent shall develop administrative regulations as necessary to implement these request, response, and notice provisions.~~

**Installation and  
Operation**

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom ~~or other setting~~ as required by law, the District shall operate the cameras during the instructional day at all times when one or more students are in the classroom ~~or other setting~~. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom ~~or other setting~~.

For the school year in which a campus receives a request for video and audio surveillance, theA campus shall continue to operate and maintain any video cameras placed in the classroom ~~or other setting~~ for as long as the classroom or other setting continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requester withdraws the request in writing and no request is submitted to continue the surveillance. Before a camera is deactivated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be discontinued in the classroom and of the opportunity to request continued video and audio surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom ~~or setting~~, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, except that no video surveillance shall be conducted of the inside of a bathroom or other area used for toileting or diapering a student or removing or changing a student's clothes.

The District shall post notice at the entrance to a classroom ~~or other setting~~ in which video cameras are placed stating that video and audio surveillance is conducted in that classroom ~~or setting~~.

**Retention of  
Recordings**

Video recordings shall be retained for at least ~~six~~ three months after the date of the recording but may be retained for a longer period in accordance with the District's records management program or as required by law. [See CPC]

**Confidentiality of  
Recordings**

Video recordings made in accordance with this policy shall be confidential and shall only be ~~accessed~~ released or viewed by the

SPECIAL EDUCATION  
VIDEO/AUDIO MONITORING

EHBAF  
(LOCAL)

individuals and in the limited circumstances permitted by law. Contractors and District personnel with job duties related to the installation, operation, or maintenance of video equipment, or the retention of video recordings, who incidentally view recordings when performing regular job duties such as ensuring the proper functioning of the equipment or pulling specific footage shall not be considered in violation of the confidentiality provisions. The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an alleged incident documented by a recording for which a complaint has been and reported to the District;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;
3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource Talent Office staff member in response to a complaint report of an alleged incident or an investigation of an incident employee or a report of alleged abuse committed by a student; and
4. Appropriate Texas Education Agency or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term "human resource Talent Office staff member" shall include the Superintendent, a principal, an assistant principal or other campus administrator, and any supervisory position within the District's human resources Talent Office, as approved by the Chief Talent Officer. If an individual listed in items 2 through 4 above believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human resources Talent Office personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy. [See FFG]

**Reporting an Incident**

A person alleging that an incident, as defined by law, has occurred in a classroom or other setting in which video surveillance is conducted shall file a report on the form provided by the District with the principal as soon as possible after the person suspects the

SPECIAL EDUCATION  
VIDEO/AUDIO MONITORING

EHBAF  
(LOCAL)

alleged incident. If possible, an incident report form shall be filed within 48 hours of the facts giving rise to the allegation. The principal shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than ten District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District's video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

Complaints

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District's complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057 and 19 Administrative Code 103.1303. A parent, staff member, or District administrator may request an expedited review in accordance with 19 Administrative Code 103.1303.

Effective Date

This policy shall be effective as of the adoption date: ~~October 14, 2016~~ December 10, 2021.

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of the Deputy Superintendent  
Rick Cruz, Deputy Superintendent

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY  
EI(LOCAL), ACADEMIC ACHIEVEMENT—SECOND READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves revisions to Board Policy EI(LOCAL), *Academic Achievement*, as recommended by the Texas Association of School Boards (TASB).

The proposed Board Policy EI(LOCAL) is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education approves the proposed revisions to EI(LOCAL), *Academic Achievement*, on second reading, effective December 10, 2021.

**BOARD POLICY EXPLANATORY SHEET**

| POLICY CODE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TITLE (SUBJECT)      | SUBTITLE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------|
| EI(LOCAL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Academic Achievement |          |
| <b>INITIATED BY:</b> Texas Association of School Boards (TASB)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |          |
| <b>TYPE OF REVISION:</b> Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |          |
| <b>APPLICABILITY:</b> This policy update applies to all board members, district personnel, students, and students' parents and guardians.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                      |          |
| <p><b>BACKGROUND:</b></p> <p>Provisions on partial credit have been updated to reflect revised Texas Administrative Code rules, which changed terminology regarding awarding of credit proportionately when a student receives a passing grade in "half" of a course, rather than per "semester."</p> <p>To provide flexibility, TASB recommends deletion of the statement that a student shall be required to retake only the portion of the course with a failing grade. The ways a student can earn credit for the failed part of a course can include various methods other than retaking the failed portion, and board policy is not required to specify which method may be used.</p> |                      |          |
| <b>OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                      |          |

ACADEMIC ACHIEVEMENT

EI  
(LOCAL)

**Certificate of Coursework Completion**

The District shall issue a certificate of coursework completion to a student who has successfully completed state and local credit requirements for graduation but has failed to meet all applicable state testing requirements. [See EIF, FMH]

**Partial Credit**

When a student earns a passing grade in only ~~one semester~~ half of a ~~two semester~~ course and the combined grade for ~~the two semesters~~ both halves is lower than 70, the District shall award the student credit for the ~~semester~~ half with the passing grade. ~~The student shall be required to retake only the semester in which he or she earned the failing grade.~~

**Withdrawal or Late Enrollment**

A migrant or homeless student who enrolls after the first day of instruction or who withdraws early shall be provided opportunities to achieve mastery of the essential knowledge and skills to meet course requirements. Teachers and counselors shall consider the student's particular circumstances in determining appropriate opportunities, which may include, but are not limited to:

1. Individualized work.
2. Tutorial sessions.
3. Testing to verify mastery of the essential knowledge and skills.
4. Early final examinations.

**Effective Date**

This policy shall be effective as of the adoption date, December 10, 2021.

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Talent  
Rick Cruz, Deputy Superintendent

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY FNG(LOCAL), STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES—SECOND READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves proposed revisions to Board Policy FNG(LOCAL), *Student Rights and Responsibilities: Student and Parent Complaints/Grievances*, recommended by the Texas Association of School Boards (TASB) and the HISD administration.

The proposed update to Board Policy FNG(LOCAL) is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

**RECOMMENDED:** That the Board of Education approves the proposed revisions to Board Policy FNG(LOCAL), *Student Rights and Responsibilities: Student and Parent Complaints/Grievances*, on second reading, effective December 10, 2021.

**BOARD POLICY EXPLANATORY SHEET**

| POLICY CODE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | TITLE (SUBJECT)                     | SUBTITLE                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------|
| FNG(LOCAL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Student Rights and Responsibilities | Student and Parent Complaints/Grievances |
| <b>INITIATED BY:</b> Office of Talent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |                                          |
| <b>TYPE OF REVISION:</b> Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |                                          |
| <p><b>RATIONALE:</b></p> <p>The purpose of this agenda item is to adopt recommendations from the Texas Association of School Boards (TASB) and the HISD Administration as they relate to Student and Parent Complaints/Grievances. Revisions include:</p> <ul style="list-style-type: none"> <li>• Aligning the language as it relates to “days” between Board Policy FNG(LOCAL) and GF(LOCAL) to reflect district business days.</li> <li>• Clarifying the definition of discrimination to ensure FNG(LOCAL) aligns with the district’s student anti-discrimination statement.</li> <li>• The addition of “Refusal of Entry to or Ejection from District Property” section to align with the Texas Administrative Code.</li> <li>• Clarifying that engaging in the informal resolution process will not extend deadlines set forth in FNG(LOCAL), unless by mutual written consent.</li> <li>• <u>Clarifying who may receive filings of complaint forms and appeal notices.</u></li> <li>• Expanding the scheduling conferences section <u>to clarify how the district shall schedule conferences and</u> to include the allowance of a representative to appear in place of the student or parent, with written approval from the hearing officer.</li> <li>• Removing language of “holding” a conference within the specified timeframe and replacing with “scheduling.”</li> </ul> |                                     |                                          |
| <b>OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |                                          |
| <b>ADMINISTRATIVE PROCEDURES REQUIRED:</b> Administrative regulations will be revised in accordance with changes to policy. This item requires consultation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     |                                          |

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

**Definitions**

- Days** For purposes of this policy, “days” shall mean ~~calendar district busi-~~  
~~ness~~ days unless otherwise noted in this policy. In calculating time-  
lines under this policy, the day a document is filed is “day zero.”  
The following calendar day is “day one.”
- Superintendent** For the purposes of this policy, “Superintendent” shall mean the  
Superintendent or ~~his or her~~their designee.
- Complaints** In this policy, the terms “complaint” and “grievance” shall have the  
same meaning.
- Other Complaint  
Processes** Student or parent complaints shall be filed in accordance with this  
policy, except as required by the policies listed below. Some of  
these policies require appeals to be submitted in accordance with  
FNG after the relevant complaint process; except as provided be-  
low:
1. Complaints alleging discrimination or harassment based on ~~age,~~  
~~race,~~ color, religion, sex, gender, ancestry, national  
origin, ~~age, sex, handicap or disability,~~ ancestry, marital sta-  
tus, ~~religion,~~ veteran status, political affiliation, sexual orienta-  
tion, gender identity, and/or gender expression, or any other  
basis prohibited by law, that adversely affects the student [see  
FFH] shall be submitted in accordance with FFH.
  2. Complaints concerning dating violence shall be submitted in  
accordance with FFH.
  3. Complaints concerning retaliation related to discrimination  
and harassment shall be submitted in accordance with FFH.
  4. Complaints concerning cyberbullying, bullying, or retaliation  
related to bullying shall be submitted in accordance with FFI.
  5. Complaints concerning ~~loss of~~failure to award credit or a final  
grade on the basis of attendance shall be submitted in ac-  
cordance with FEC.
  6. Complaints concerning removal to a disciplinary alternative  
education program (DAEP) shall be submitted in accordance  
with FOC and the Code of Student Conduct.
  7. Complaints concerning expulsion shall be submitted in ac-  
cordance with FOD and the Code of Student Conduct.
  8. Complaints concerning any final decisions of the gifted and  
talented selection committee regarding selection for or exit  
from the gifted program shall be submitted in accordance with  
EHBB.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

9. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted in accordance with FB and the procedural safeguards handbook.
10. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act (IDEA) shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
11. Complaints concerning instructional materials shall be submitted in accordance with EFA.
12. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
13. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
14. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

**Refusal of Entry to or Ejection from District Property**

Complaints to appeal refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Notice to Students and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

**Guiding Principles**  
Informal Process

The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. ~~with the appropriate teacher, principal, or other campus administrator.~~

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

Formal Process

~~If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the A student or parent may initiate the formal process described below by timely filing a written complaint form.~~

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, ~~by electronic communication, including e-mail and fax, or by fax, or~~ U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. ~~The appropriate administrator or designee may include the campus, the schools office providing oversight to the campus, the Houston Independent School District Parent Center, or the relevant central office department, dependent upon the nature of the complaint.~~ Filings submitted by ~~electronic communication~~ ~~Fax filings~~ shall be timely filed if they are received on or before the ~~close of business on the~~ deadline, as indicated by the date/time shown on the ~~electronic communication~~ ~~fax copy~~. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

~~The District shall document at least three (3) attempts via email or by telephone make reasonable attempts to schedule conferences at a mutually agreeable time. Students and parents shall be given at least two (2) school-days' notice, unless mutual agreement is reached. The student or parent is expected to participate in each phase of the complaint process. If the student and parent are unable to attend a conference, they must seek prior written approval from the hearing officer to allow a representative to appear at the conference in their place or to seek a postponement of the hearing. Failure to obtain prior written approval shall result in dismissal of the dispute.~~

Withdrawal

~~A grievant may withdraw a dispute at any time. Once withdrawn, a dispute may not be reopened.~~

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

~~Unless modified by written mutual consent, a dispute shall be deemed withdrawn if a grievant fails to pursue the dispute or otherwise is deemed to be unreasonably protracting the process, including failure to attend a scheduled Level One or Level Two conference or Level Three hearing. Once withdrawn, a dispute cannot be reopened.~~

Response At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

~~Days "Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."~~

Representative "Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

~~Withdrawal A grievant may withdraw a dispute at any time. Once withdrawn, a dispute may not be reopened.~~

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

~~Unless modified by written mutual consent, a dispute shall be deemed withdrawn if a grievant fails to pursue the dispute or otherwise is deemed to be unreasonably protracting the process, including failure to attend a scheduled Level One or Level Two conference or Level Three hearing. Once withdrawn, a dispute cannot be reopened.~~

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and  
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing a complaint.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold schedule a conference with the student or parent within ten

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, tThe administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

**Level Two**

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall initiate the Level Two hearing scheduling process by contacting both parties ~~hold a conference~~ within ten days after the appeal notice is filed to determine availability and a mutually agreed upon date and time for the hearing. The conference shall be limited to the issues raised in the FNG Dispute Resolution Form and documents presented by the student or parent at the Level One conference and identified in the Level Two appeal notice. At the conference, the student or parent may provide information concerning any documents or information re-

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

lied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The conference is not an evidentiary or due process hearing. There shall be no cross-examination of witnesses. The student or parent shall be allotted a specific amount of time to present ~~his or her~~ their concerns. The student or parent may also present witnesses and may submit any available documentation. The administration shall be allotted the same amount of time to present its position and shall be allowed to present witnesses and submit any documentation on the issues addressed at the conference.

~~There shall be no cross-examination of witnesses, nor shall this conference in any way resemble an evidentiary hearing. Each side shall simply make presentations to the Superintendent or designee within the time restrictions set by the Superintendent or designee.~~

The Superintendent or designee shall provide the student or parent a written response within ten days following the ~~conference~~ Superintendent or designee's receipt of the court reporter's transcript of the Level Two hearing, unless otherwise mutually agreed upon between the parties and the hearing officer. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint. In the event the Level Two hearing officer's decision is adverse to the administration, the administration may appeal the decision to Level Three.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

It is expected for the grievant to participate in each phase of the dispute resolution process. Therefore, if the grievant is unable to attend a conference, the grievant must seek prior written approval from the hearing officer to allow a representative to appear at the conference in the grievant's place or to seek a postponement of the hearing. Failure to obtain prior written approval will result in dismissal of the dispute.

**Level Three**

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Board shall not conduct a Level Three hearing until after a Level Two hearing has been convened, and a transcript of the hearing is available for the Board's review.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if ~~if~~ at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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(LOCAL)

presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**Effective Date**

This policy shall be effective as of the adoption date, December 10, 2021.

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Talent  
Rick Cruz, Deputy Superintendent

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY  
GF(LOCAL), PUBLIC COMPLAINTS—SECOND READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves proposed revisions to Board Policy GF(LOCAL), *Public Complaints*, recommended by the Texas Association of School Boards (TASB) and the HISD administration.

The proposed update to Board Policy GF(LOCAL) is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education approves the proposed revisions to Board Policy GF(LOCAL), *Public Complaints*, on second reading, effective December 10, 2021.

**BOARD POLICY EXPLANATORY SHEET**

| POLICY CODE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | TITLE (SUBJECT)   | SUBTITLE |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|
| GF(LOCAL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Public Complaints |          |
| <b>INITIATED BY:</b> Office of Talent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |          |
| <b>TYPE OF REVISION:</b> Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |          |
| <p><b>RATIONALE:</b></p> <p>The purpose of this agenda item is to adopt recommendations from the Texas Association of School Boards (TASB) and the Houston Independent School District (HISD) administration as they relate to public complaints. Revisions include:</p> <ul style="list-style-type: none"> <li>• Aligning the language as it relates to “days” between Board Policy FNG(LOCAL) and GF(LOCAL) to reflect district business days.</li> <li>• The addition of “Refusal of Entry to or Ejection from District Property” section to align with the Texas Administrative Code.</li> <li>• Clarifying that engaging in the informal resolution process will not extend deadlines set forth in GF(LOCAL), unless by mutual written consent.</li> <li>• Expanding the scheduling conferences section to include the allowance of a representative to appear in place of the grievant, with written approval from the hearing officer.</li> <li>• Removing language of “holding” a conference within the specified time frame and replacing with “scheduling.”</li> </ul> |                   |          |
| <b>OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |          |
| <b>ADMINISTRATIVE PROCEDURES REQUIRED:</b> Administrative regulations will be revised in accordance with changes to policy. This item requires consultation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |          |

PUBLIC COMPLAINTS

GF  
(LOCAL)

**Definitions**

Days

For purposes of this policy, "days" shall mean district business days unless otherwise noted in this policy. In calculating timelines under this policy, the day a document is filed is "day zero." The following calendar day is "day one."

Superintendent

For the purposes of this policy, "Superintendent" shall mean the Superintendent or his or her designee.

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as ~~provided~~ required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process.

1. Complaints concerning instructional materials shall be filed in accordance with EFA.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with CKE.

**Refusal of Entry to or Ejection from District Property**

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Guiding Principles**

Informal Process

The Board encourages the public to discuss concerns and complaints ~~through informal conferences~~ with the appropriate administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Formal Process

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

~~If an informal conference regarding a complaint fails to reach the outcome requested by a~~ An individual, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

PUBLIC COMPLAINTS

GF  
(LOCAL)

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

**Freedom From Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic information, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. ~~Fax filings~~ submitted by electronic communication shall be timely filed if they are received on or before the close of business on the deadline, as indicated by the date/time shown on the ~~fax copy~~ electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. The grievant is expected to participate in each phase of the complaint process. If the grievant is unable to attend a conference, they must seek prior written approval from the hearing officer to allow a representative to appear at the conference in their place or to seek a postponement of the hearing. Failure to obtain prior written approval shall result in dismissal of the dispute.

Withdrawal

A grievant may withdraw a dispute at any time. Once withdrawn, a dispute may not be reopened.

Unless modified by written mutual consent, a dispute shall be deemed withdrawn if a grievant fails to pursue the dispute or otherwise is deemed to be unreasonably protracting the process, including failure to attend a scheduled Level One or Level Two conference or Level Three hearing. Once withdrawn, a dispute cannot be reopened.

Response

At Levels One and Two, “response” shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the individual’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

“Days” shall mean District business days. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

PUBLIC COMPLAINTS

GF  
(LOCAL)

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Representative                    | <p>“Representative” shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.</p> <p>The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p> |
| Consolidating Complaints          | <p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>                                                                                                                                                                                                                                                                                                                                                |
| Untimely Filings                  | <p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>                                                                                                  |
| <del>Withdrawal</del>             | <p><del>A grievant may withdraw a dispute at any time. Once withdrawn, a dispute may not be reopened.</del></p> <p><del>Unless modified by written mutual consent, a dispute shall be deemed withdrawn if a grievant fails to pursue the dispute or otherwise is deemed to be unreasonably protracting the process, including failure to attend a scheduled Level One or Level Two conference or Level Three hearing. Once withdrawn, a dispute cannot be reopened.</del></p>                                                                                                                                                           |
| Costs Incurred                    | <p>Each party shall pay its own costs incurred in the course of the complaint.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Complaint <u>and Appeal</u> Forms | <p>Complaints <u>and appeals</u> under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may</p>                                                                                                                                                                                                                                         |

PUBLIC COMPLAINTS

GF  
(LOCAL)

be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing a complaint.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and ~~hold schedule~~ a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstance, ~~the~~ administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

**Level Two**

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she/they may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

PUBLIC COMPLAINTS

GF  
(LOCAL)

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall ~~hold a conference to initiate the Level Two hearing scheduling process by contacting both parties within ten days after the appeal notice is filed to determine availability and a mutually agreed upon date and time for the hearing.~~

~~The conference shall be limited to the issues raised in the GF Dispute Resolution form and documents presented by the individual at the Level One and identified in the Level Two appeal notice conference.~~ At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The conference is not an evidentiary or due process hearing. ~~There shall be no cross-examination of witnesses.~~ The individual shall be allotted a specific amount of time to present ~~his or her~~ their concerns. The individual may also present witnesses and may submit any available documentation. The administration shall be allotted the same amount of time to present its position and shall be allowed to present witnesses and submit any documentation on the issues addressed at the conference.

~~There shall be no cross-examination of witnesses, nor shall this conference in any way resemble an evidentiary hearing. Each side shall simply make presentations to the Superintendent or designee within the time restrictions set by the Superintendent or designee.~~

The Superintendent or designee shall provide the individual a written response within ten days following the ~~conference~~ Superintendent or designee's receipt of the court reporter's transcript of the Level Two hearing, unless otherwise mutually agreed upon between the parties and the hearing officer. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record,

PUBLIC COMPLAINTS

GF  
(LOCAL)

information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint. In the event the Level Two hearing officer's decision is adverse to the administration, the administration may appeal the decision to Level Three.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

The grievant is expected to participate in each phase of the dispute resolution process. Therefore, if the grievant fails to attend a conference or hearing, the District will deem the failure to appear a withdrawal of the grievance.

**Level Three**

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, ~~he or she~~ they may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Board shall not conduct a Level Three hearing until after a Level Two hearing has been convened, and a transcript of the hearing is available for the Board's review.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

PUBLIC COMPLAINTS

GF  
(LOCAL)

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or ~~his or her~~their representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**Effective Date**

This policy shall be effective as of the adoption date, December 10, 2021.

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of Communications  
Silvia Trinh, Chief of Staff

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY  
GKB(LOCAL), COMMUNITY RELATIONS: ADVERTISING AND  
FUNDRAISING—SECOND READING**

The purpose of this agenda item is to obtain Houston Independent School District (HISD) Board of Education approval of changes to GKB(LOCAL), *Community Relations: Advertising and Fundraising*, as recommended by the Texas Association of School Boards (TASB) and HISD administration.

The TASB-recommended change is to add the section *Sponsorships and Donations*, which clarifies that a district's acknowledgment of sponsorships and donations may be through whatever means the district deems appropriate, and the district retains full editorial control, even if donors may suggest text for the acknowledgment.

The HISD administration recommends adding a statement of the policy's effective date.

The proposed changes are shown in the attached revised policy.

COST/FUNDING SOURCE(S):           None

STAFFING IMPLICATIONS:           None

ORGANIZATIONAL GOALS/IMPACT:   This agenda item supports all four district goals and is aligned to Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education approves the proposed revisions to Board Policy GKB(LOCAL), *Community Relations: Advertising and Fundraising*, on second reading, effective December 10, 2021.

**BOARD POLICY EXPLANATORY SHEET**

| POLICY CODE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | TITLE (SUBJECT)     | SUBTITLE                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------|
| GKB(LOCAL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Community Relations | Advertising and Fundraising |
| <b>INITIATED BY:</b> Texas Association of School Boards (TASB)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                             |
| <b>TYPE OF REVISION:</b> Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                             |
| <b>APPLICABILITY:</b> This policy update applies to all district community members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                             |
| <b>BACKGROUND:</b><br>TASB-recommended changes are based on the following rationale: <ul style="list-style-type: none"><li>• New provisions are recommended to clarify that a district's acknowledgment of sponsorships and donations may be through whatever means the district deems appropriate and the district retains full editorial control, even if donors may suggest text for the acknowledgment.</li><li>• No other changes have been made to the district's unique provisions throughout the remainder of this policy.</li></ul> The district administration recommends adding a statement of the policy's effective date. |                     |                             |
| <b>OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                             |
| <b>ADMINISTRATIVE PROCEDURES REQUIRED:</b> Administrative regulations will be revised in accordance with changes to policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                             |

COMMUNITY RELATIONS  
ADVERTISING AND FUND RAISING IN THE SCHOOLS

GKB  
(LOCAL)

**Political / Sectarian  
Groups**

Except as provided in this policy, school facilities shall not be used to advertise, promote, sell tickets, or collect funds for any organization or program defined as political or sectarian in nature without prior approval of the Superintendent or designee.

**Criteria for Approval**

In granting approval under this policy, the Superintendent or designee shall reject any proposals or materials that are reasonably foreseeable to be disruptive, libelous, obscene, inflammatory, sexually inappropriate for the age of the audience, or that endorse actions endangering the health or safety of students. The Superintendent or designee shall grant or reject the request within five school days, and decisions may be appealed to the Board.

Advertising

Advertising, with the approval of the Superintendent or designee, shall be permitted on book covers, school calendars, and similar materials provided by the District. Advertising in school publications and in instructional materials shall be in accordance with policies FMA and EFA, respectively.

**Civic / Cultural  
Groups**

The Superintendent or designee may authorize nonprofit civic or cultural organizations to advertise shows, events, or activities; to distribute free tickets or ticket discounts or options; or to make commercial announcements in the schools. Schools shall not sell tickets, collect funds, or distribute advertising literature by or through students without prior approval of the Superintendent or designee.

**Houston ISD Digital  
Media, Athletic  
Facilities, and Other  
Approved Venues**

Advertising on District-operated digital media, District athletic facilities, District school buses and other District vehicles, and other District venues approved by the Board shall be in accordance with the following:

1. All advertisements must be submitted to the Superintendent or designee in accordance with administrative regulations.
2. Using the standards found in this policy, the Superintendent or designee shall approve or reject the submitted advertisement within ten school days of the time the advertisement was received.
3. The District shall consider advertisements only from commercial businesses or nonprofit entities whose primary purpose is serving children or other humanitarian ends. An advertisement shall not be approved if:
  - a. The advertisement is obscene or vulgar.
  - b. The advertisement endorses actions endangering the health or safety of the public.

COMMUNITY RELATIONS  
ADVERTISING AND FUND RAISING IN THE SCHOOLS

GKB  
(LOCAL)

- c. The advertisement promotes use of alcohol, cigarettes or other tobacco products, electronic (smokeless) cigarettes, illegal drugs, or other controlled substances.
- d. The advertisement would violate the intellectual property rights, privacy rights, or other rights of another person.
- e. The advertisement contains defamatory statements about public figures or others.
- f. The advertisement advocates imminent lawless or disruptive action and is likely to incite or produce such action.
- g. The advertisement scurrilously attacks ethnic, religious, or racial groups or contains content aimed at creating hostility and violence and would materially and substantially interfere with the rights of others.
- h. There is reasonable cause to believe that the advertisement would result in material and substantial interference with the rights of others.
- i. The advertisement is political, including advertising for or against political candidates, or for or against political propositions and/or referendums.
- j. The advertisement promotes food products that are at variance with national school nutritional standards as set forth in regulations implementing the Healthy, Hunger-Free Kids Act of 2010, or other appropriate nutritional guidelines.
- k. The advertisement is for adult entertainment or sexually oriented businesses of any sort.

**Sponsorships and Donations**

If the District or any campus accepts financial or in-kind donations to support District-sponsored activities, the District reserves the right to acknowledge donors through whatever means the District deems appropriate. The District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

**Appeals**

In the event there is a question concerning the appropriateness of any advertising intended for dissemination by the District, the Superintendent or designee, using the above-listed standards, shall have final approval authority in such matter.

**Effective Date**

This policy shall be effective as of the adoption date, December 10, 2021.

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

Office of School Offices  
Denise Watts, Chief of Schools

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY GRA(LOCAL), RELATIONS WITH GOVERNMENTAL ENTITIES: STATE AND LOCAL GOVERNMENTAL AUTHORITIES—SECOND READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves revisions to Board Policy GRA(LOCAL), *Relations with Governmental Entities: State and Local Governmental Authorities*, as recommended by the Texas Association of School Boards (TASB) and HISD administration.

The proposed Board Policy GRA(LOCAL) is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education approves the proposed revisions to GRA(LOCAL), *Relations with Governmental Entities: State and Local Governmental Authorities*, on second reading, effective December 10, 2021.

**BOARD POLICY EXPLANATORY SHEET**

| POLICY CODE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | TITLE (SUBJECT)                      | SUBTITLE                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------------|
| GRA(LOCAL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Relations with Governmental Entities | State and Local Governmental Authorities |
| <b>INITIATED BY:</b> Texas Association of School Boards (TASB)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                      |                                          |
| <b>TYPE OF REVISION:</b> Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                      |                                          |
| <b>APPLICABILITY:</b> This policy update applies to all board members, district personnel, students, and students' parents and guardians.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                                          |
| <p><b>BACKGROUND:</b></p> <p>This revision to GRA(LOCAL) specifies the guidelines for when the Department of Family and Protective Services (DFPS) or another lawful authority requests to question or interview a student who has allegedly been a victim of child abuse or neglect. <u>It also clarifies a principal's efforts to notify a student's parent or guardian.</u></p> <p>The amended guidelines specify that the principal verify and record the identity of the DFPS or other lawful authority, verify that the student is a subject of the abuse or neglect investigation, and may request that a school official be present during the interview; however, a school official cannot deny access to the student if the request for a school official to attend the interview is denied.</p> |                                      |                                          |
| <p><b>OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY:</b><br/>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                      |                                          |

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 (DFPS) or another lawful authority ~~desires requests~~ to question or interview an allegedly victimized student at school as part of a child abuse or neglect investigation of the subject student, the following guidelines shall apply:

1. The principal shall verify and record the identity of the DFPS representative or other lawful authority before the interview with the student.
2. The principal shall verify that the student is the subject of the abuse or neglect investigation.
3. The principal may request that a school official be present during the interview. However, a school official shall not deny access to the student or prohibit the interview if the request for a school official to attend the interview is denied.
4. 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 re-~~ quest to question or interview a student at school for any purpose other than a child abuse or neglect investigation of the subject child, 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, which includes attempted notification via telephone or e-mail within 24 hours. If the interviewer raises what the principal considers to be a valid objection to the notification, the 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 their ability, the principal shall verify the official's authority to take custody of the student [see GRA] and then shall deliver over the student.

RELATIONS WITH GOVERNMENTAL ENTITIES  
STATE AND LOCAL GOVERNMENTAL AUTHORITIES

GRA  
(LOCAL)

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.

[See FO series for notification requirements by the campus behavior coordinator under Education Code Chapter 37.]

**Effective Date**

This policy shall be effective as of the adoption date, December 10, 2021.

# REPORT FROM THE SUPERINTENDENT

Office of the Superintendent of Schools  
Board of Education Meeting of December 9, 2021

**SUBJECT: INVESTMENT REPORT**

Section 2256 of the Government Code requires that the board-designated investment officers prepare and submit to the Board of Education, not less than quarterly, a written report of investment transactions for all funds covered by the act for the preceding quarter.

The quarterly investment report for the quarter ending September 30, 2021, for fiscal year 2021–2022 contains portfolio composition and maturity schedules for all funds, as well as beginning and ending book and market values for each fund's investments.

Houston Independent School District (HISD) investments are governed by the board-approved *Cash Management and Investment Policy*. All investments purchased meet the three basic tenets included in policy: investment safety, investment liquidity, and investment yield. All investments are held to maturity. HISD does not invest on a speculative basis.

This report also contains a compliance letter signed by the chief financial officer, the controller, and the treasurer, who have all been designated by the Board of Education as the district's investment officers for the day-to-day management of HISD's cash and investment position.

**Executive Summary****Purpose:**

§2256 of the Government Code, commonly known as the Public Funds Investment Act, requires that the board-designated investment officers prepare and submit to the Board of Education, not less than quarterly, a written report of investment transactions for all funds covered by the act for the preceding quarter.

The investment report for the quarter ending September 30, 2021, for fiscal year 2021–2022 contains portfolio composition and maturity schedules for all funds, as well as beginning and ending book and market values for each fund's investments.

**Prerequisites:**

None

**Board Meeting Requirements:**

None



# QUARTERLY INVESTMENT REPORT

Houston Independent School District  
As of September 30, 2021

# HOUSTON INDEPENDENT SCHOOL DISTRICT

HATTIE MAE WHITE EDUCATION SUPPORT CENTER

4400 WEST 18<sup>th</sup> STREET, HOUSTON, TEXAS 77092

## BOARD OF EDUCATION

(As of September 30, 2021)

**Dr. Patricia K. Allen**, PRESIDENT

**Holly Maria Flynn Vilaseca**, FIRST VICE PRESIDENT

**Judith Cruz**, SECOND VICE PRESIDENT

**Kathy Blueford-Daniels**, SECRETARY

**Dani Hernandez**, ASSISTANT SECRETARY

**Sue Deigaard**

**Myrna Guidry**

**Elizabeth Santos**

**Anne Sung**

**Millard House II**

SUPERINTENDENT OF SCHOOLS

**Glenn Reed**

CHIEF FINANCIAL OFFICER

**Sherrie H. Robinson**

CONTROLLER

**Brian Keller**

TREASURER

# FOREWORD

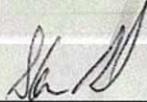
- Under the Public Funds Investment Act (PFIA), governmental units are required to have Board approved investment policies, investment portfolios limited to only those investments specifically authorized by law, and quarterly reports submitted to the governing body which disclose both the book and market values of investments held.
- The Houston Independent School District is in compliance with the PFIA. All investments purchased meet the four basic tenets included in the District's investment policy in descending order of priority – investment safety, liquidity, public trust and yield.
- The day-to-day management of the District's cash and investment position is the responsibility of the Chief Financial Officer, the Controller, and the Treasurer, who have all been designated by the Board as the District's investment officers.

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# COMPLIANCE CERTIFICATION

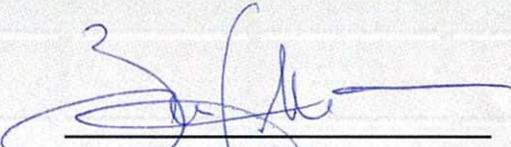
We hereby certify that the Quarterly Investment Report represents the investment position of the District as of September 30, 2021 and that all investments were purchased in compliance with the Board-approved Cash Management and Investment Policy.



Glenn Reed  
Chief Financial Officer



Sherrie H. Robinson  
Controller



Brian Keller  
Treasurer

# Quarterly Compliance Review

## As of September 30, 2021

| <b>Houston ISD Compliance Summary</b>      |                  |                                                                                                                                                                                              |
|--------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Category</b>                            | <b>Compliant</b> | <b>Comments</b>                                                                                                                                                                              |
| Cash Management & Investment Policy        | Yes              | Approved by Board of Education on 06/3/2021                                                                                                                                                  |
| Authorized Broker/Dealer List              | Yes              | Approved by Board of Education on 06/03/2021                                                                                                                                                 |
| Distribution to Brokers/Financial Entities | Yes              | Distribution = 25                                                                                                                                                                            |
| Investment Officers & Administrators       | Yes              | Approved by Board of Education 08/12/2021                                                                                                                                                    |
| Training                                   | Yes              | Chief Financial Officer and Controller completed required training during Fiscal Year 2020 including training requirements for Fiscal Year 2021. Treasurer completed training in March 2021. |
| Eligibility, gifts & contributions         | Yes              | Annual contracts and reports maintained by Human Resources                                                                                                                                   |
| Investments                                | Yes              | As authorized by Public Funds Investment Act and Cash Management & Investment Policy                                                                                                         |
| Standard of care                           | Yes              | Objectives of investment consistently exceeded or met                                                                                                                                        |
| Collateral pledges                         | Yes              | Minimum required level maintained                                                                                                                                                            |
| Ratings                                    | Yes              | As required by Public Funds Investment Act and Cash Management & Investment Policy                                                                                                           |
| Internal Management Reports                | Yes              | Quarterly Investment Reports submitted to the Board of Education                                                                                                                             |

# INVESTMENT PRIORITIES

- Houston Independent School District investments are guided by four priorities in declining order of priority:
  - **Safety** Ensuring the return of principle invested, credit risk is minimized by investing in highly rated investments as defined in the District's investment policy and the Public Funds Investment Act.  
  
Monitoring safety factors includes limiting exposure to concentration of credit risk, interest rate risk, and event risk.
  - **Liquidity** Ensuring that funds are available when needed for expenditures.
  - **Public Trust** Maintenance of the public trust as custodians and managers responsible for the investing of funds subject to state and federal laws.
  - **Yield** Attaining a reasonable rate of return in order to further District goals while not taking speculative risks.

# SAFETY

## RECENT INVESTMENT VEHICLES

### U.S. Agency Securities

U.S. Agency securities are purchased directly by the District from investment brokerage firms registered to do business with the District. These securities are purchased in the District's name, cleared through the Federal Reserve Bank system, and held in safekeeping by JPMorgan Chase Bank, NA.

### U.S. Treasury Securities

Debt securities issued by the United States Department of the Treasury and purchased through brokers.

### Municipal Bonds

Debt securities issued by a state or local government or their agencies.

### Certificates of Deposit (CDs)

Certificates of deposit are time deposits issued by commercial banks against funds deposited for specified periods of time usually with fixed interest rates.

### Lone Star Investment Pool (LSIP)

The LSIP is a local government investment pool administered by First Public with investment advisory services provided by American Beacon Advisors and Standish Mellon Investment Asset Management.

### TexPool

TexPool is a local government investment pool overseen by the State Comptroller's Office and both administered and managed by Federated Investors.

### TexSTAR

TexSTAR is a local government investment pool co-administered by Hilltop Securities, Inc., and J. P. Morgan Fleming Investment Management, Inc.

# SAFETY

## ALLOWABLE INVESTMENTS

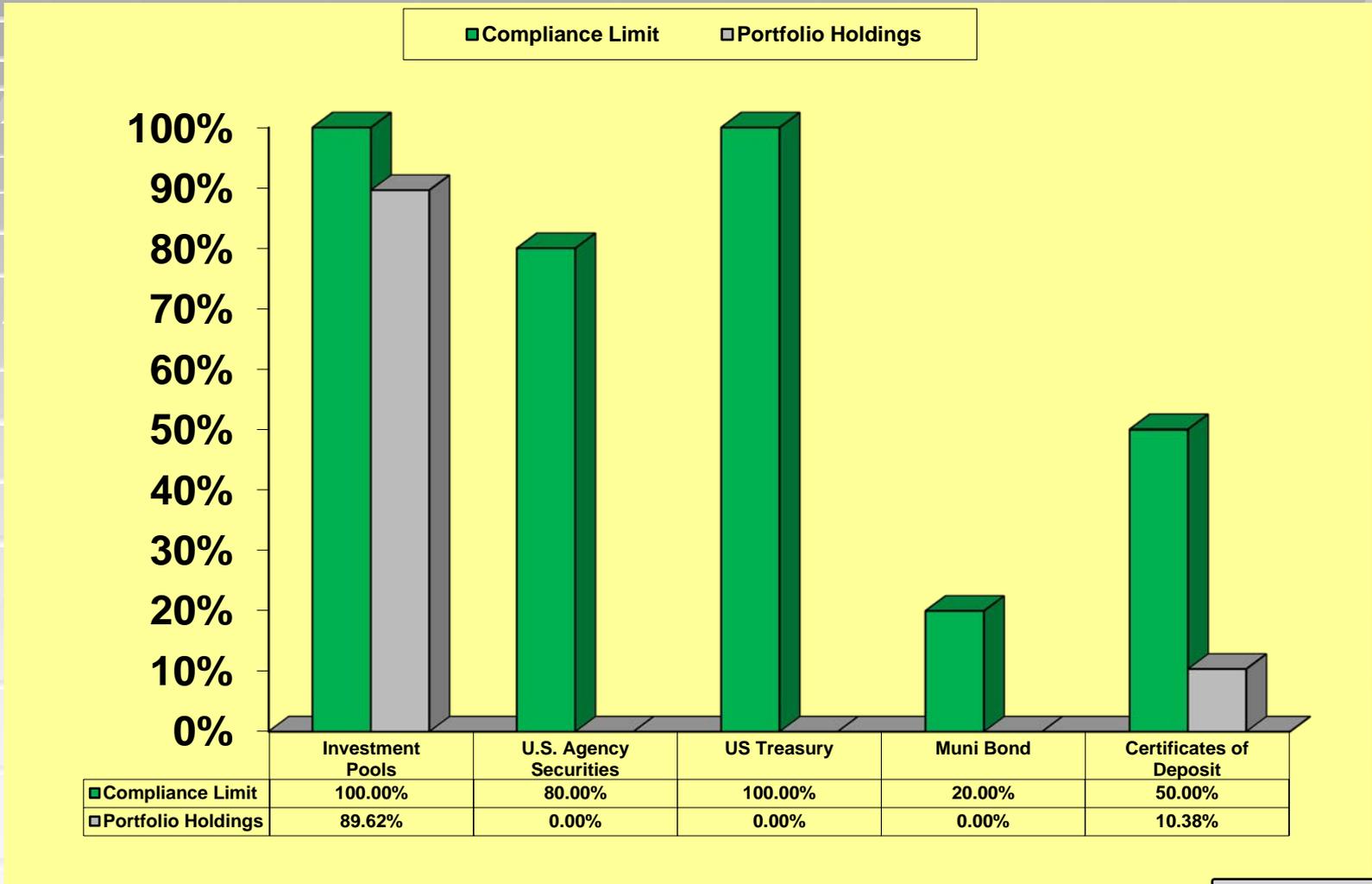
In order to minimize credit risk the District has defined the types of allowable investments in the Cash Management and Investment Policy. The District has additionally placed limits on the percentage of investment types and issuers in order to reduce concentration of credit risk.

| <u>INVESTMENT TYPE</u>     | <u>DISTRICT LIMIT</u> | <u>ISSUER LIMIT</u> |
|----------------------------|-----------------------|---------------------|
| U.S. Government Securities | 100%                  | 100%                |
| Investment Pools *         | 100%                  | 40%                 |
| U.S. Agency Securities     | 80%                   | 40%                 |
| Certificates of Deposit    | 50%                   | 10%                 |
| Commercial Paper           | 30%                   | 5%                  |
| Municipal Securities       | 20%                   | 5%                  |
| Money Market Mutual Funds  | 15%                   | 5%                  |
| Mutual Funds               | 15%                   | 5%                  |
| Corporate Bonds            | 15%                   | 5%                  |
| Repurchase Agreements      | 8%                    | 8%                  |
| Money Market Accounts      | 7%                    | 7%                  |

\*Investments in any pool additionally will be limited to 25% of the Net Asset Value of the pool.

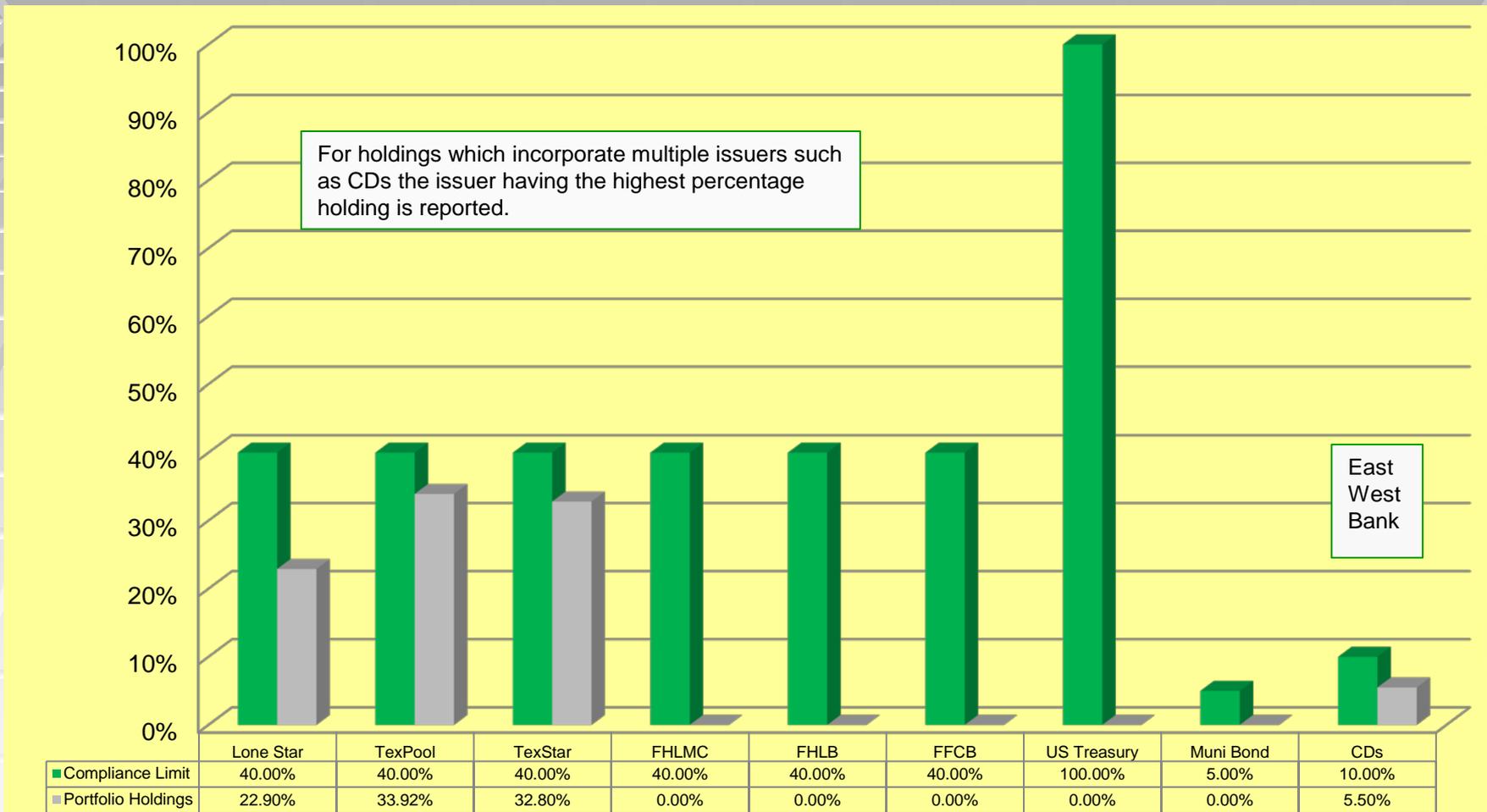
# PORTFOLIO COMPLIANCE DISTRICT LIMITS

## Holdings as of September 30, 2021



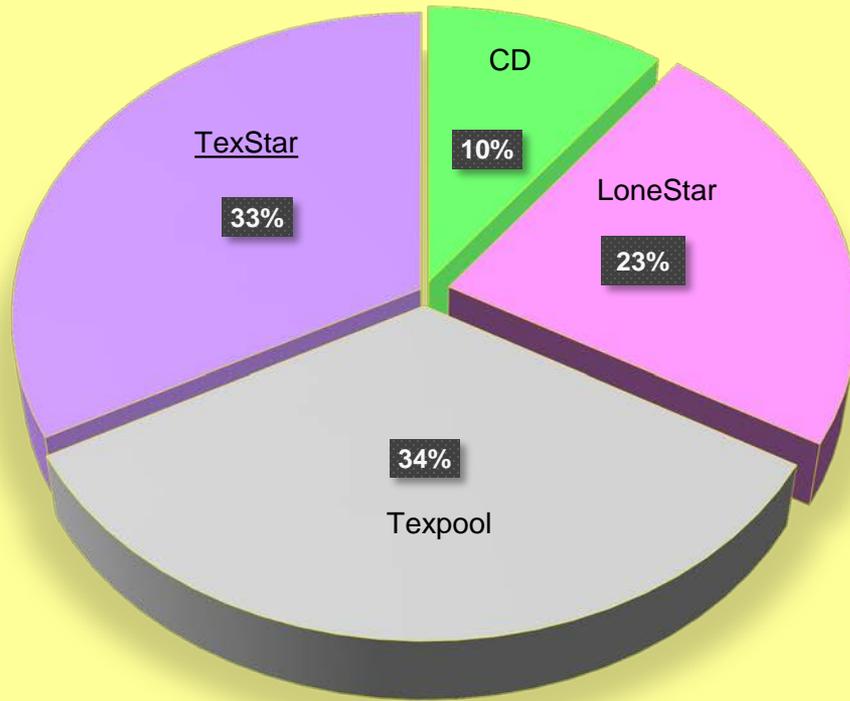
# PORTFOLIO COMPLIANCE ISSUER LIMITS

## Holdings as of September 30, 2021



# SAFETY

## PORTFOLIO COMPOSITION - ALL FUNDS by INVESTMENT TYPE As of September 30, 2021



# LIQUIDITY

## MATURITY SCHEDULE

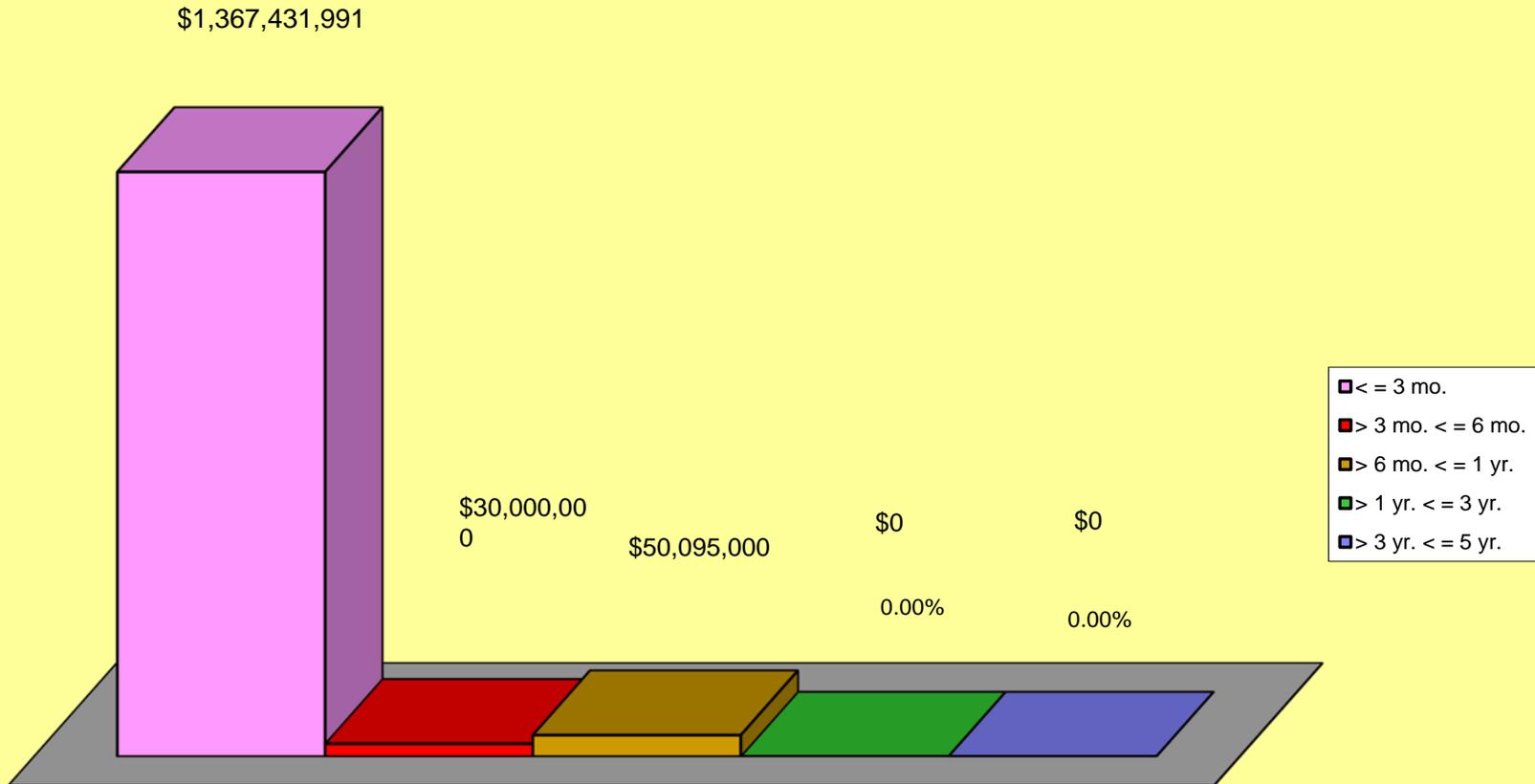
As of September 30, 2021 94.47% of the District's investments will mature within three months, 2.07% within three to six months, 3.46% within six months to one year, 0.00% within one to three years, and 0.00% will mature from three to five years.

Short-term cash requirements are maintained through money market like accounts with the Lone Star Investment Pool, TexPool, and TexSTAR. The monthly and daily cash flow projections used by investment officers show the amount of funds that will be needed for any given time period. Investments are purchased to meet the cash flow needs of the District.

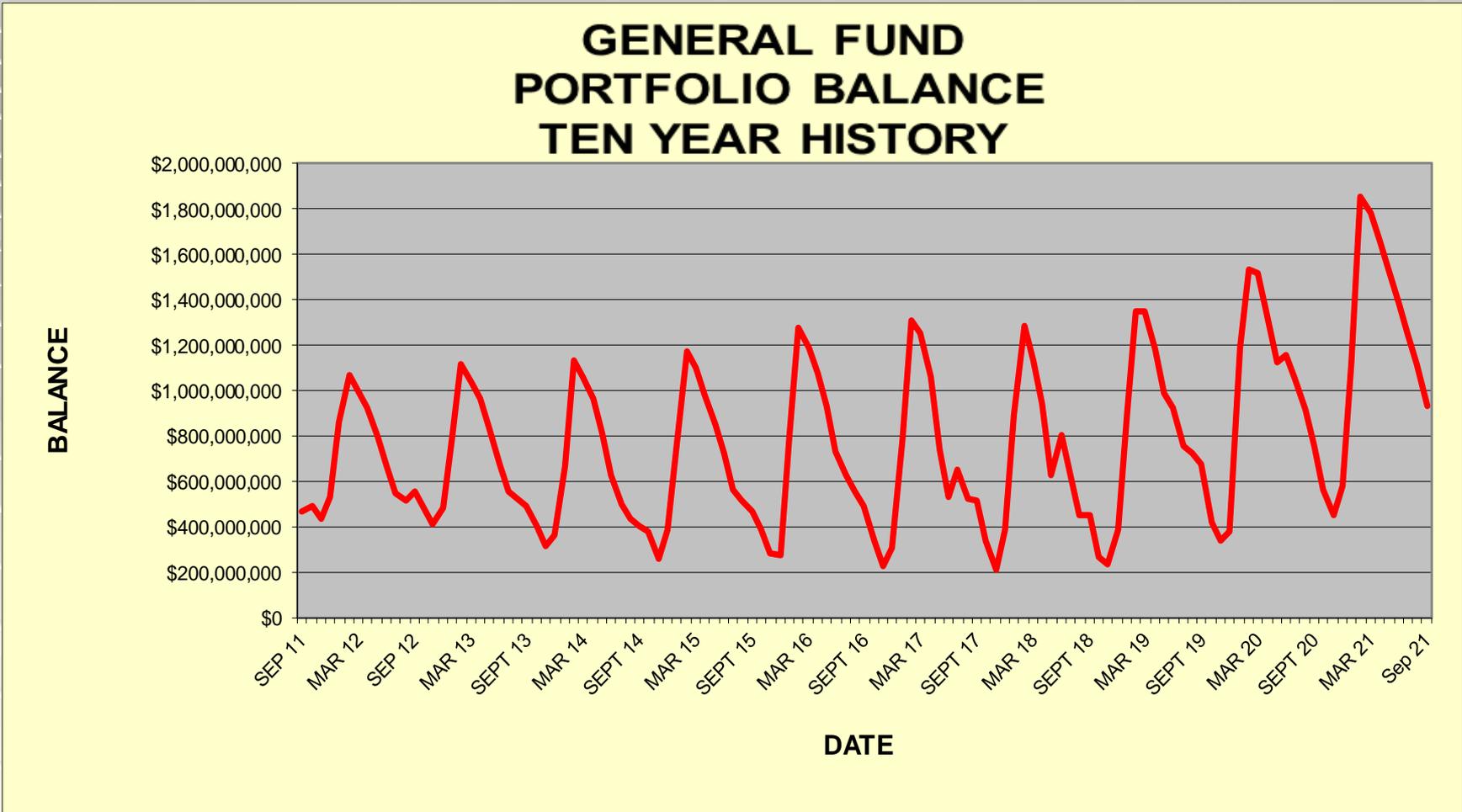
| Maturity Range                                    | Amount                 | Percent of Total |
|---------------------------------------------------|------------------------|------------------|
| Less than or equal 3 months                       | \$1,367,431,991        | 94.47%           |
| Greater than 3 months less than or equal 6 months | \$30,000,000           | 2.07%            |
| Greater than 6 months less than or equal 1 year   | \$50,095,000           | 3.46%            |
| Greater than 1 year less than or equal 3 years    | \$0                    | 0.00%            |
| Greater than 3 years less than or equal 5 years   | \$0                    | 0.00%            |
| Total                                             | <u>\$1,447,526,991</u> | <u>100.00%</u>   |

# LIQUIDITY

**PORTFOLIO MATURITY SCHEDULE - ALL FUNDS**  
As of September 30, 2021



# LIQUIDITY



# YIELD

## CURRENT INVESTMENT ENVIRONMENT

- Domestic financial markets continue to strengthen due to progress of Covid-19 vaccinations and policy support. The area of the economy that have been most impacted by the pandemic have improved recently, but their recovery has been slow due to a rise in Covid-19 cases.
- The Federal Reserve voted to keep the target rate at the 0.00%-0.6% target range with an expectation that this will continue through 2023. Interest rates have reached bottom with almost no where to go but up. The 2-Year Treasury increased slightly from 0.13%<sup>(1)</sup> on December 31st to 0.28%<sup>(1)</sup> on September 30<sup>th</sup>.
- Interest rates are at historic lows and are expected to stay that way until economic activity and inflation picks up. Interest rates out longer than five years on the interest rate curve have continued to increase reflecting eventual expectation of inflation impact.

(1) US Department of Treasury ([treasury.gov](https://www.treasury.gov))

# YIELD BENCHMARKS

As of September 30, 2021 the District made a comparison of the yields earned by the District as compared to the three-month Treasury bill rate, Lone Star Investment, Logic, TexPool and TexSTAR. Average yields as of September 30, 2021 are as follows:

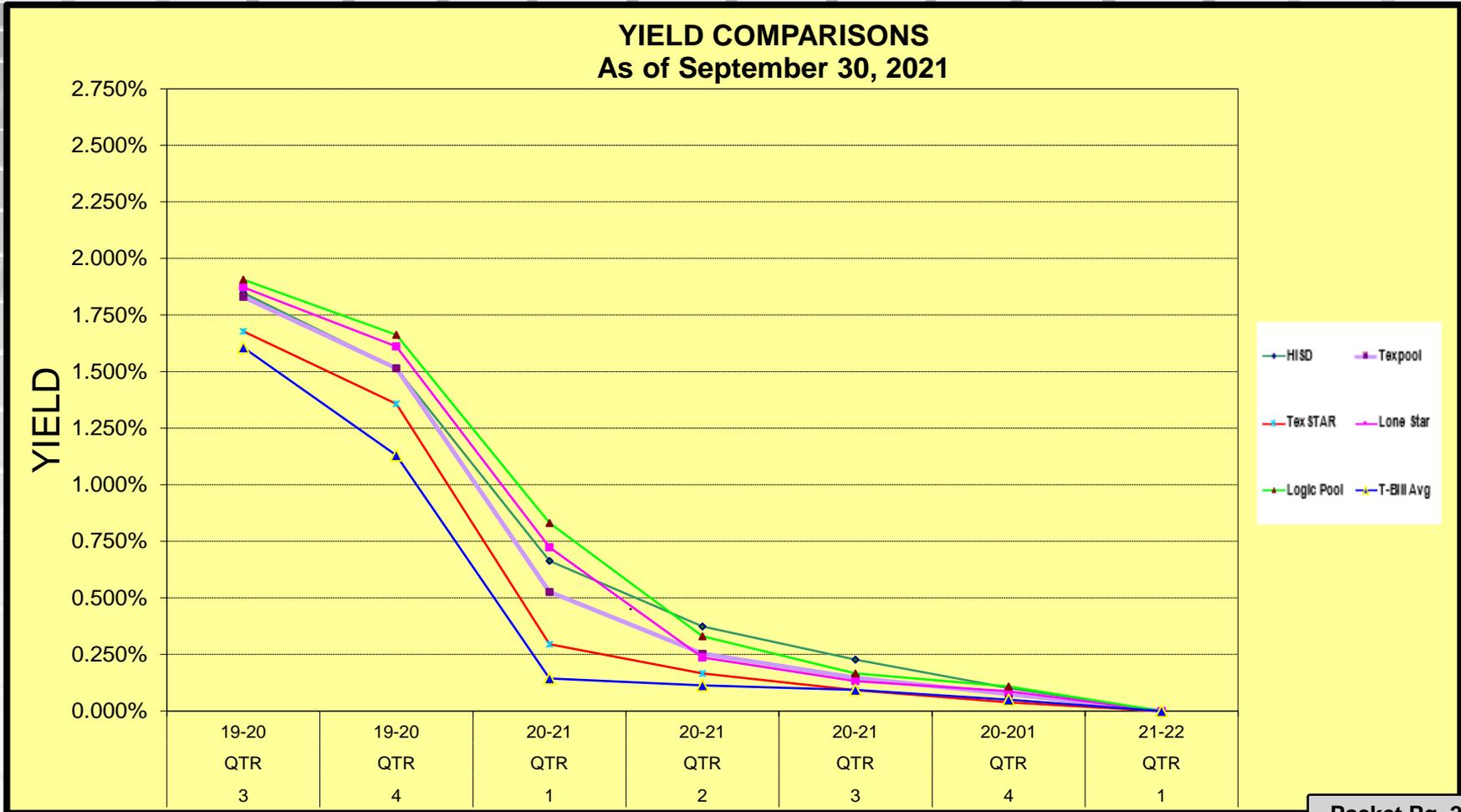
## AVERAGE YIELDS

|                    | 4th<br>QTR<br>19-20 | 1st<br>QTR<br>20-21 | 2nd<br>QTR<br>20-21 | 3rd<br>QTR<br>20-21 | 4th<br>QTR<br>20-21 | 1st<br>QTR<br>21-22 |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Houston ISD        | .69%                | .37%                | .23%                | .10%                | .07%                | .07%                |
| TexPool            | .53%                | .25%                | .15%                | .07%                | .05%                | .04%                |
| TexSTAR            | .30%                | .17%                | .09%                | .03%                | .01%                | .01%                |
| Lone Star          | 1.61%               | .24%                | .13%                | .08%                | .07%                | .05%                |
| Logic Pool         | 1.66%               | .33%                | .17%                | .11%                | .07%                | .04%                |
| 3-MonthT-Bill Avg. | 1.13%               | .11%                | .09%                | .05%                | .03%                | .07%                |

The District's portfolio for the quarter ended September 30, 2021 earned an average yield of .07%, Lone Star yielded .05%, TexPool yielded .04%, and TexSTAR yielded .01%.

# YIELD

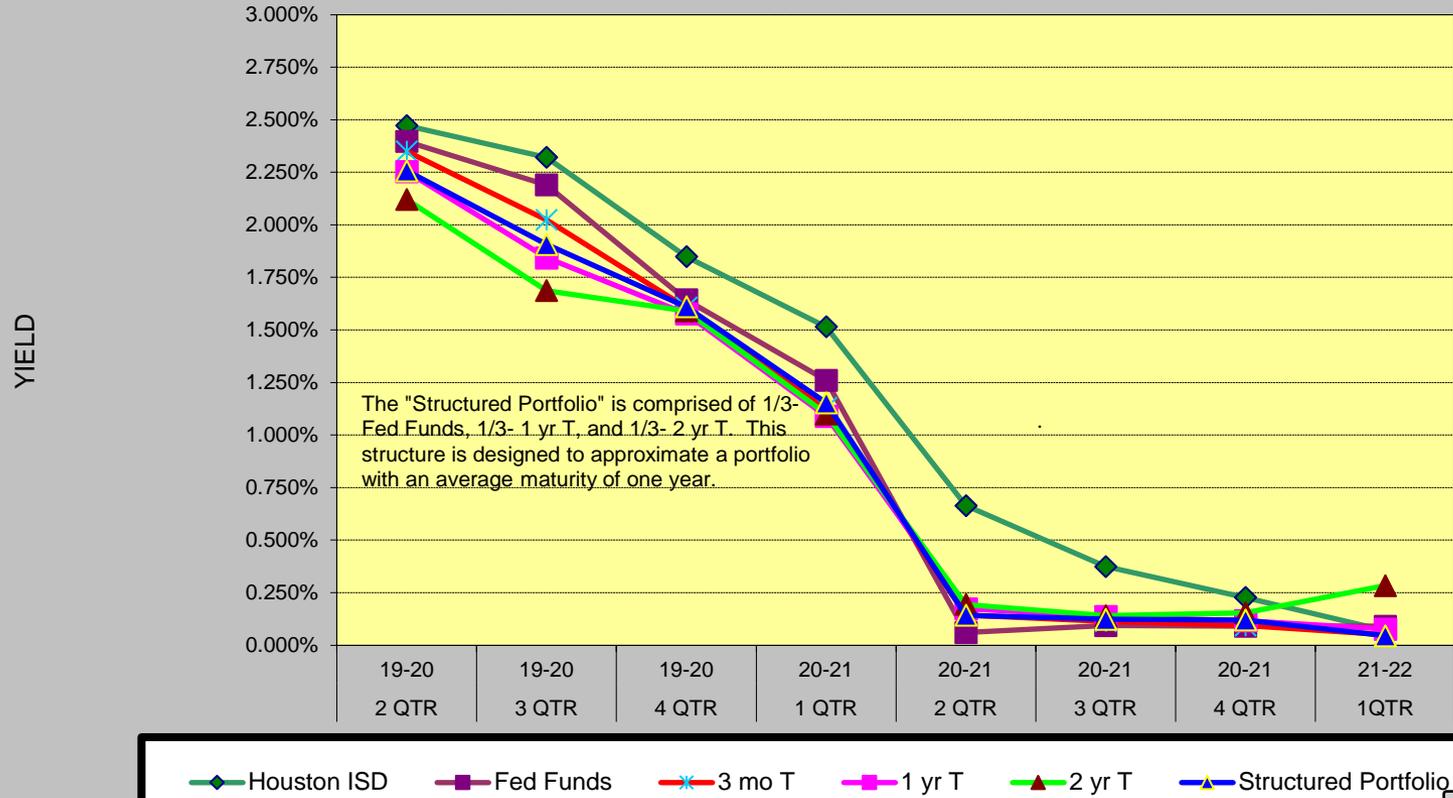
## BENCHMARK COMPARISONS SHORT TERM YIELDS



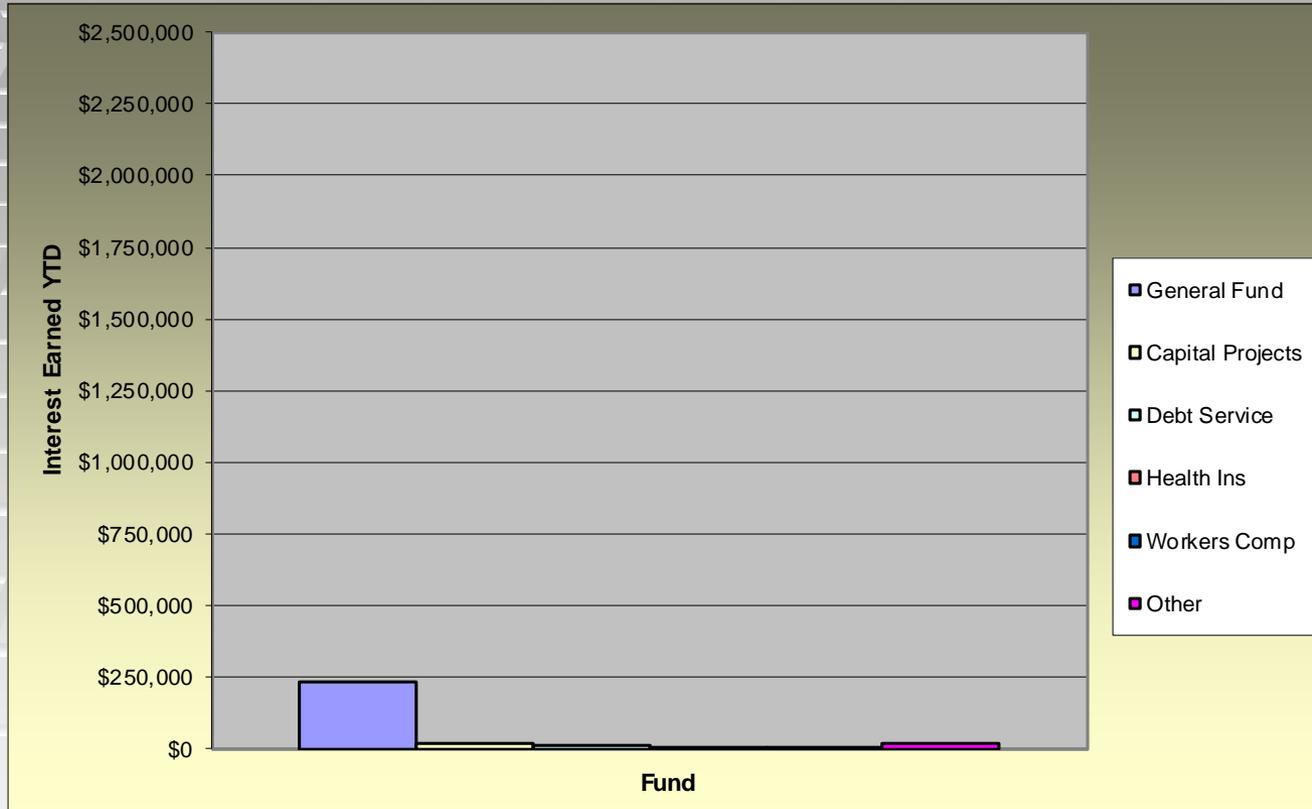
# YIELD

## BENCHMARK COMPARISONS LONG TERM YIELDS

**YIELD COMPARISONS**  
**As of SEPTEMBER 30, 2021**



# Year To Date Interest Earned As of SEPTEMBER 30, 2021



Earnings in this management report do not include unrealized gains or losses resulting from fair market valuation entries.

## YIELD

# TOTAL INVESTMENT EARNINGS

## QUARTERLY AND YTD COMPARATIVE PERIODS

Chart 1

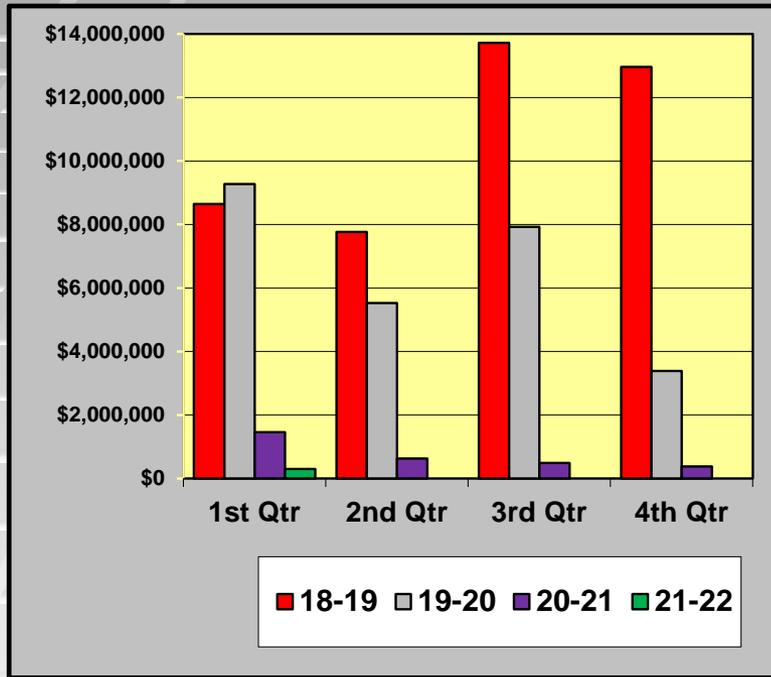


Chart 2

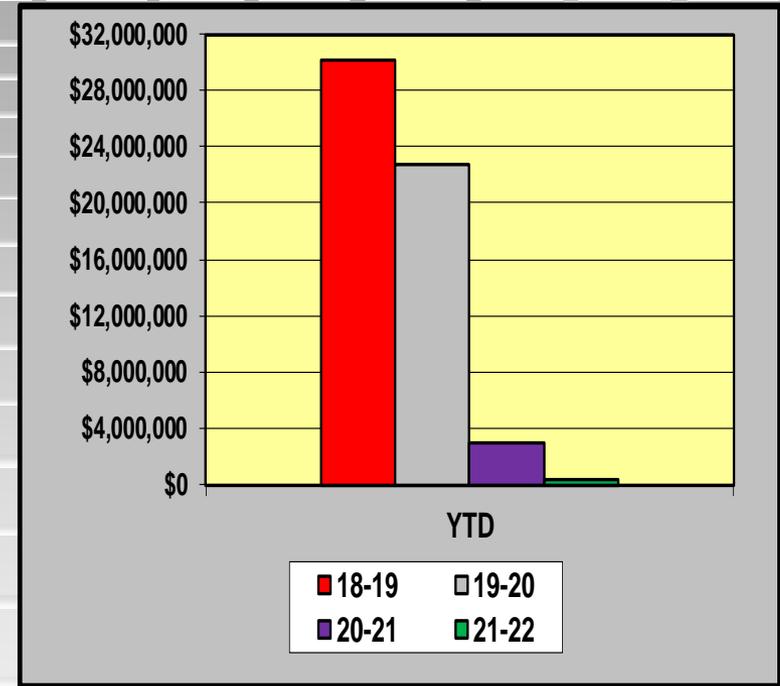


Chart 1 displays interest earnings for each quarter in the current year and three preceding years.

Chart 2 displays year-to-date interest earnings as of the current quarter end for the current year and three preceding years.

Earnings in this management report do not include unrealized gains or losses resulting from fair market valuation entries.

# PORTFOLIO REPORTS

- **Summary Report** – This report shows the change in book value and market value from the prior quarter end through the current quarter end in summary form. The report also shows accrued interest receivable by fund groups for those funds which have investments paying interest on a non-monthly basis.
  
- **Balances by Fund** – This report shows investment sector totals by fund.
  
- **Portfolio Inventory and Transaction Report** – This report details each individual investment security and pool account subtotaled by fund group.
  - Security type or pool name are detailed.
  - Purchase and maturity dates are shown for those investments which have a stated final maturity.
  - The change in book and market value for each investment is shown for the period reported.
  - Purchases and redemptions in investment pool accounts are shown on a net basis.
  - Purchases, sales, and maturities of securities are shown on an individual transaction basis.
  - The final maturity (Par) value of securities are detailed.

**HOUSTON INDEPENDENT SCHOOL DISTRICT  
SUMMARY REPORT  
FOR QUARTER SEPTEMBER 2021**

| <b>FUND NAME</b>            | <b>BOOK VALUE<br/>6/30/2021</b> | <b>MARKET VALUE<br/>6/30/2021</b> | <b>BOOK VALUE<br/>9/30/2021</b> | <b>MARKET VALUE<br/>9/30/2021</b> | <b>CHANGE IN BOOK VALUE</b> | <b>CHANGE IN MARKET VALUE</b> | <b>ACCRUED INTEREST RECEIVABLE</b> |
|-----------------------------|---------------------------------|-----------------------------------|---------------------------------|-----------------------------------|-----------------------------|-------------------------------|------------------------------------|
| General Fund                | \$ 1,382,541,229.47             | \$ 1,382,541,229.47               | \$ 933,064,976.67               | \$ 933,064,976.67                 | \$ (449,476,252.80)         | \$ (449,476,252.80)           | \$ 234,571.94                      |
| Capital Projects Fund       | \$ 228,541,034.93               | \$ 228,541,034.93                 | \$ 249,693,018.45               | \$ 249,693,018.45                 | \$ 21,151,983.52            | \$ 21,151,983.52              | \$ 21,983.52                       |
| Debt Service Fund           | \$ 125,703,814.55               | \$ 125,703,814.55                 | \$ 60,754,153.67                | \$ 60,754,153.67                  | \$ (64,949,660.88)          | \$ (64,949,660.88)            | \$ 10,339.12                       |
| Food Service Fund           | \$ 335,299.85                   | \$ 335,299.85                     | \$ 38,870,382.58                | \$ 38,870,382.58                  | \$ 38,535,082.73            | \$ 38,535,082.73              | \$ 5,082.73                        |
| Marketplace                 | \$ 61,942.43                    | \$ 61,942.43                      | \$ 61,952.85                    | \$ 61,952.85                      | \$ 10.42                    | \$ 10.42                      | \$ 10.42                           |
| Health Insurance Fund       | \$ 42,198,303.30                | \$ 42,198,303.30                  | \$ 6,703,574.25                 | \$ 6,703,574.25                   | \$ (35,494,729.05)          | \$ (35,494,729.05)            | \$ 4,270.95                        |
| Workers' Compensation Fund  | \$ 38,949,014.58                | \$ 38,949,014.58                  | \$ 38,443,786.11                | \$ 38,442,786.11                  | \$ (505,228.47)             | \$ (506,228.47)               | \$ 7,771.53                        |
| Internal Service Fund       | \$ 6,604,058.53                 | \$ 6,604,058.53                   | \$ 6,604,440.18                 | \$ 6,604,440.18                   | \$ 381.65                   | \$ 381.65                     | \$ 381.65                          |
| Medicaid Fund               | \$ 1,744,292.67                 | \$ 1,744,292.67                   | \$ 3,047,653.10                 | \$ 3,047,653.10                   | \$ 1,303,360.43             | \$ 1,303,360.43               | \$ 360.43                          |
| Print Shop Fund             | \$ 3,420,642.41                 | \$ 3,420,642.41                   | \$ 3,420,840.06                 | \$ 3,420,840.06                   | \$ 197.65                   | \$ 197.65                     | \$ 197.65                          |
| Special Revenue Fund        | \$ 34,237,292.32                | \$ 34,237,292.32                  | 87,418,042.55                   | 87,418,042.55                     | \$ 53,180,750.23            | \$ 53,180,750.23              | \$ 13,327.03                       |
| Trust & Agency Funds        | \$ 4,955,614.25                 | \$ 4,955,614.25                   | \$ 701,273.96                   | \$ 701,273.96                     | \$ (4,254,340.29)           | \$ (4,254,340.29)             | \$ 286.71                          |
| Activity Funds              | \$ 13,100,471.36                | \$ 13,100,471.36                  | \$ 18,742,896.31                | \$ 18,742,896.31                  | \$ 5,642,424.95             | \$ 5,642,424.95               | \$ 2,221.15                        |
| Public Facility Corporation | \$ 2,216,127.69                 | \$ 2,216,678.94                   |                                 |                                   | \$ (2,216,127.69)           | \$ (2,216,678.94)             | \$ 709.00                          |
| <b>TOTAL INVESTMENTS</b>    | <b>\$ 1,884,609,138.34</b>      | <b>\$ 1,884,609,689.59</b>        | <b>\$ 1,447,526,990.74</b>      | <b>\$ 1,447,525,990.74</b>        | <b>\$ (437,082,147.60)</b>  | <b>\$ (437,083,698.85)</b>    | <b>\$ 301,513.83</b>               |

**PORTFOLIO TOTALS  
BALANCES BY FUND  
As of SEPTEMBER 30, 2021**

|                             | U.S. TREASURY INVESTMENTS | MUNI BOND INVESTMENTS | AGENCY INVESTMENTS | LONE STAR INVESTMENT POOL | INVESTMENTS IN TEXPOOL   | INVESTMENTS IN TEXSTAR   | CERTIFICATES OF DEPOSIT  | TOTAL PORTFOLIO            |
|-----------------------------|---------------------------|-----------------------|--------------------|---------------------------|--------------------------|--------------------------|--------------------------|----------------------------|
| General Fund                | \$ -                      | \$ -                  |                    | \$ 53,986,658.34          | \$ 332,725,688.96        | \$ 396,112,629.37        | \$ 150,240,000.00        | \$ 933,064,976.67          |
| Capital Projects Fund       | \$ -                      | \$ -                  | \$ -               | \$ 77,037,251.27          | \$ 94,039,664.24         | \$ 78,616,102.94         | \$ -                     | \$ 249,693,018.45          |
| Debt Service Fund           | \$ -                      | \$ -                  | \$ -               | \$ 23,086,420.93          | \$ 37,667,732.74         | \$ -                     | \$ -                     | \$ 60,754,153.67           |
| Food Service Fund           | \$ -                      | \$ -                  | \$ -               | \$ 38,703,682.27          | \$ 166,700.31            | \$ -                     | \$ -                     | \$ 38,870,382.58           |
| Marketplace                 | \$ -                      | \$ -                  | \$ -               | \$ 61,952.85              | \$ -                     | \$ -                     | \$ -                     | \$ 61,952.85               |
| Health Insurance            | \$ -                      | \$ -                  | \$ -               | \$ 6,673,652.92           | \$ 29,921.33             | \$ -                     | \$ -                     | \$ 6,703,574.25            |
| Workers' Compensation       | \$ -                      | \$ -                  | \$ -               | \$ 29,609,774.48          | \$ 8,834,011.63          | \$ -                     | \$ -                     | \$ 38,443,786.11           |
| Internal Service Fund       | \$ -                      | \$ -                  | \$ -               | \$ -                      | \$ 6,604,440.18          | \$ -                     | \$ -                     | \$ 6,604,440.18            |
| Medicaid                    | \$ -                      | \$ -                  | \$ -               | \$ 3,003,725.66           | \$ 43,927.44             | \$ -                     | \$ -                     | \$ 3,047,653.10            |
| Print Shop                  | \$ -                      | \$ -                  | \$ -               | \$ -                      | \$ 3,420,840.06          | \$ -                     | \$ -                     | \$ 3,420,840.06            |
| Special Revenue Fund        | \$ -                      | \$ -                  | \$ -               | \$ 85,440,902.62          | \$ 1,977,139.93          | \$ -                     | \$ -                     | \$ 87,418,042.55           |
| Trust & Agency Funds        | \$ -                      | \$ -                  | \$ -               | \$ 90,752.99              | \$ 610,520.97            | \$ -                     | \$ -                     | \$ 701,273.96              |
| Activity Funds              | \$ -                      | \$ -                  | \$ -               | \$ 13,852,171.54          | \$ 4,890,724.77          | \$ -                     | \$ -                     | \$ 18,742,896.31           |
| Public Facility Corporation | \$ -                      | \$ -                  |                    |                           |                          | \$ -                     | \$ -                     | \$ -                       |
| <b>TOTAL INVESTMENTS</b>    | <b>\$ -</b>               | <b>\$ -</b>           | <b>\$ -</b>        | <b>\$ 331,546,945.87</b>  | <b>\$ 491,011,312.56</b> | <b>\$ 474,728,732.31</b> | <b>\$ 150,240,000.00</b> | <b>\$ 1,447,526,990.74</b> |

PORTFOLIO INVENTORY AND TRANSACTION REPORT  
FOR QUARTER ENDED SEPTEMBER 30, 2021

| INVESTMENT TYPE        | DATE OF PURCHASE | MATURITY DATE | BOOK VALUE                 | MARKET VALUE               | MATURITIES SALES        | PURCHASES                  | BOOK VALUE               | MARKET VALUE             | FINAL MATURITY VALUE     |
|------------------------|------------------|---------------|----------------------------|----------------------------|-------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
|                        |                  |               | 12/31/2009                 | 12/31/2009                 | REDEMPTIONS             | 12/31/2009                 | 12/31/2009               | 12/31/2009               |                          |
|                        |                  |               | 6/30/2021                  | 6/30/2021                  |                         | 9/30/2021                  | 9/30/2021                | 9/30/2021                |                          |
| <b>GF-GENERAL FUND</b> |                  |               |                            |                            |                         |                            |                          |                          |                          |
| Lone Star Corp         | Open             | Open          | \$ 123,141,396.94          | \$ 123,141,396.94          | \$ -                    | \$ (106,716,637.07)        | \$ 16,424,759.87         | \$ 16,424,759.87         | \$ 16,424,759.87         |
| Lone Star Liq +        | Open             | Open          | \$ 70,057,506.80           | \$ 70,057,506.80           | \$ -                    | \$ (55,999,602.31)         | \$ 14,057,904.49         | \$ 14,057,904.49         | \$ 14,057,904.49         |
| Lone Star Liq          | Open             | Open          | \$ 135,849,304.56          | \$ 135,849,304.56          | \$ -                    | \$ (112,345,310.58)        | \$ 23,503,993.98         | \$ 23,503,993.98         | \$ 23,503,993.98         |
| TexPool                | Open             | Open          | \$ 16,124,971.92           | \$ 16,124,971.92           | \$ -                    | \$ (14,869,879.53)         | \$ 1,255,092.39          | \$ 1,255,092.39          | \$ 1,255,092.39          |
| TexPool Prime          | Open             | Open          | \$ 408,016,147.67          | \$ 408,016,147.67          | \$ -                    | \$ (76,545,551.10)         | \$ 331,470,596.57        | \$ 331,470,596.57        | \$ 331,470,596.57        |
| TexSTAR                | Open             | Open          | \$ 459,111,901.58          | \$ 459,111,901.58          | \$ -                    | \$ (62,999,272.21)         | \$ 396,112,629.37        | \$ 396,112,629.37        | \$ 396,112,629.37        |
| CD EAST WEST BANK      | 14-Jun-20        | 15-Mar-21     | \$ -                       | \$ -                       | \$ -                    | \$ -                       | \$ -                     | \$ -                     | \$ -                     |
| CD EAST WEST BANK      | 20-Jan-21        | 20-Jul-21     | \$ 20,000,000.00           | \$ 20,000,000.00           | \$ 20,000,000.00        | \$ -                       | \$ -                     | \$ -                     | \$ -                     |
| CD EAST WEST BANK      | 27-Oct-20        | 27-Jul-21     | \$ 20,000,000.00           | \$ 20,000,000.00           | \$ 20,000,000.00        | \$ -                       | \$ -                     | \$ -                     | \$ -                     |
| CD EAST WEST BANK      | 14-Oct-20        | 14-Oct-21     | \$ 20,000,000.00           | \$ 20,000,000.00           | \$ -                    | \$ -                       | \$ 20,000,000.00         | \$ 20,000,000.00         | \$ 20,000,000.00         |
| CD EAST WEST BANK      | 28-Oct-20        | 28-Oct-21     | \$ 10,000,000.00           | \$ 10,000,000.00           | \$ -                    | \$ -                       | \$ 10,000,000.00         | \$ 10,000,000.00         | \$ 10,000,000.00         |
| CD EAST WEST BANK      | 28-Oct-20        | 28-Oct-21     | \$ 20,000,000.00           | \$ 20,000,000.00           | \$ -                    | \$ -                       | \$ 20,000,000.00         | \$ 20,000,000.00         | \$ 20,000,000.00         |
| CD EAST WEST BANK      | 15-Mar-21        | 15-Mar-22     | \$ 10,000,000.00           | \$ 10,000,000.00           | \$ -                    | \$ -                       | \$ 10,000,000.00         | \$ 10,000,000.00         | \$ 10,000,000.00         |
| CD EAST WEST BANK      | 27-Jul-21        | 27-Jul-22     | \$ -                       | \$ -                       | \$ -                    | \$ 20,000,000.00           | \$ 20,000,000.00         | \$ 20,000,000.00         | \$ 20,000,000.00         |
| CD IND BANK            | 25-Jan-20        | 25-Jan-21     | \$ -                       | \$ -                       | \$ -                    | \$ -                       | \$ -                     | \$ -                     | \$ -                     |
| CD IND BANK            | 5-Aug-20         | 5-Aug-21      | \$ 30,000,000.00           | \$ 30,000,000.00           | \$ 30,000,000.00        | \$ -                       | \$ -                     | \$ -                     | \$ -                     |
| CD IND BANK            | 30-Nov-20        | 30-Nov-21     | \$ 20,000,000.00           | \$ 20,000,000.00           | \$ -                    | \$ -                       | \$ 20,000,000.00         | \$ 20,000,000.00         | \$ 20,000,000.00         |
| CD IND BANK            | 25-Jan-21        | 25-Jan-22     | \$ 20,000,000.00           | \$ 20,000,000.00           | \$ -                    | \$ -                       | \$ 20,000,000.00         | \$ 20,000,000.00         | \$ 20,000,000.00         |
| CD IND BANK            | 5-Aug-21         | 5-Aug-22      | \$ -                       | \$ -                       | \$ -                    | \$ 30,000,000.00           | \$ 30,000,000.00         | \$ 30,000,000.00         | \$ 30,000,000.00         |
| CD UNITY               | 14-Nov-20        | 8-Oct-20      | \$ 145,000.00              | \$ 145,000.00              | \$ -                    | \$ -                       | \$ 145,000.00            | \$ 145,000.00            | \$ 145,000.00            |
| CD UNITY               | 31-Aug-20        | 31-Aug-21     | \$ 95,000.00               | \$ 95,000.00               | \$ 95,000.00            | \$ -                       | \$ -                     | \$ -                     | \$ -                     |
| CD UNITY               | 31-Aug-21        | 31-Aug-22     | \$ -                       | \$ -                       | \$ -                    | \$ 95,000.00               | \$ 95,000.00             | \$ 95,000.00             | \$ 95,000.00             |
| <b>GF-TOTAL</b>        |                  |               | <b>\$ 1,382,541,229.47</b> | <b>\$ 1,382,541,229.47</b> | <b>\$ 70,095,000.00</b> | <b>\$ (379,381,252.80)</b> | <b>\$ 933,064,976.67</b> | <b>\$ 933,064,976.67</b> | <b>\$ 933,064,976.67</b> |
| <b>CP-CAP PROJECTS</b> |                  |               |                            |                            |                         |                            |                          |                          |                          |
| Lone Star Corp         | Open             | Open          | \$ 20,261,273.81           | \$ 20,261,273.81           | \$ -                    | \$ 21,138,143.96           | \$ 41,399,417.77         | \$ 41,399,417.77         | \$ 41,399,417.77         |
| TexPool                | Open             | Open          | \$ 12,587,137.25           | \$ 12,587,137.25           | \$ -                    | \$ 727.43                  | \$ 12,587,864.68         | \$ 12,587,864.68         | \$ 12,587,864.68         |
| TexPool Prime          | Open             | Open          | \$ 19,139,410.40           | \$ 19,139,410.40           | \$ -                    | \$ 3,058.81                | \$ 19,142,469.21         | \$ 19,142,469.21         | \$ 19,142,469.21         |
| Lone Star Corp         | Open             | Open          | \$ 6,073,439.41            | \$ 6,073,439.41            | \$ -                    | \$ -                       | \$ 6,074,746.40          | \$ 6,074,746.40          | \$ 6,074,746.40          |
| Lone Star Liq +        | Open             | Open          | \$ 10,093,587.48           | \$ 10,093,587.48           | \$ -                    | \$ 130.10                  | \$ 10,093,717.58         | \$ 10,093,717.58         | \$ 10,093,717.58         |
| Lone Star Liq          | Open             | Open          | \$ 13,630,838.75           | \$ 13,630,838.75           | \$ (2,292.14)           | \$ -                       | \$ 13,633,130.89         | \$ 13,633,130.89         | \$ 13,633,130.89         |
| Texstar                | Open             | Open          | \$ 41,518,970.29           | \$ 41,518,970.29           | \$ -                    | \$ 1,046.86                | \$ 41,520,017.15         | \$ 41,520,017.15         | \$ 41,520,017.15         |
| TexPool                | Open             | Open          | \$ 62,305,729.61           | \$ 62,305,729.61           | \$ -                    | \$ 3,600.75                | \$ 62,309,330.36         | \$ 62,309,330.36         | \$ 62,309,330.36         |
| Lone Star Corp         | Open             | Open          | \$ 3,293,787.34            | \$ 3,293,787.34            | \$ -                    | \$ 708.82                  | \$ 3,294,496.16          | \$ 3,294,496.16          | \$ 3,294,496.16          |
| Texstar                | Open             | Open          | \$ 7,958,790.41            | \$ 7,958,790.41            | \$ (200.57)             | \$ -                       | \$ 7,958,990.98          | \$ 7,958,990.98          | \$ 7,958,990.98          |
| Texstar                | Open             | Open          | \$ 29,136,360.48           | \$ 29,136,360.48           | \$ -                    | \$ 734.33                  | \$ 29,137,094.81         | \$ 29,137,094.81         | \$ 29,137,094.81         |
| Lone Star Liq +        | Open             | Open          | \$ 2,541,709.70            | \$ 2,541,709.70            | \$ -                    | \$ 1.00                    | \$ 2,541,742.47          | \$ 2,541,742.47          | \$ 2,541,742.47          |
| <b>CP-TOTAL</b>        |                  |               | <b>\$ 228,541,034.93</b>   | <b>\$ 228,541,034.93</b>   | <b>\$ (2,492.71)</b>    | <b>\$ 21,148,152.06</b>    | <b>\$ 249,693,018.46</b> | <b>\$ 249,693,018.46</b> | <b>\$ 249,693,018.46</b> |

| INVESTMENT TYPE                      | DATE OF PURCHASE | MATURITY DATE | BOOK VALUE               | MARKET VALUE             | MATURITIES SALES        | PURCHASES                 | BOOK VALUE              | MARKET VALUE            | FINAL MATURITY VALUE    |
|--------------------------------------|------------------|---------------|--------------------------|--------------------------|-------------------------|---------------------------|-------------------------|-------------------------|-------------------------|
|                                      |                  |               | 12/31/2009               | 12/31/2009               | REDEMPTIONS             | 12/31/2009                | 12/31/2009              | 12/31/2009              |                         |
|                                      |                  |               | 6/30/2021                | 6/30/2021                |                         | 9/30/2021                 | 9/30/2021               | 9/30/2021               |                         |
| <b>DS-DEBT SERVICE FUND</b>          |                  |               |                          |                          |                         |                           |                         |                         |                         |
| Lone Star Liq +                      | Open             | Open          | \$ 9,804,708.63          | \$ 9,804,708.63          | \$ (126.38)             | \$ -                      | \$ 9,804,835.01         | \$ 9,804,835.01         | \$ 9,804,835.01         |
| Lone Star Corp                       | Open             | Open          | \$ 48,234,355.84         | \$ 48,234,355.84         | \$ 34,952,769.92        | \$ -                      | \$ 13,281,585.92        | \$ 13,281,585.92        | \$ 13,281,585.92        |
| TexPool                              | Open             | Open          | \$ 66,103,234.33         | \$ 66,103,234.33         | \$ -                    | \$ (29,997,266.89)        | \$ 36,105,967.44        | \$ 36,105,967.44        | \$ 36,105,967.44        |
| TexPool Prime                        | Open             | Open          | \$ 1,561,515.75          | \$ 1,561,515.75          | \$ -                    | \$ 249.55                 | \$ 1,561,765.30         | \$ 1,561,765.30         | \$ 1,561,765.30         |
| <b>DS-TOTAL</b>                      |                  |               | <b>\$ 125,703,814.55</b> | <b>\$ 125,703,814.55</b> | <b>\$ 34,952,643.54</b> | <b>\$ (29,997,017.34)</b> | <b>\$ 60,754,153.67</b> | <b>\$ 60,754,153.67</b> | <b>\$ 60,754,153.67</b> |
| <b>FD1-FOOD SERVICE FUND</b>         |                  |               |                          |                          |                         |                           |                         |                         |                         |
| Lone Star Corp                       | Open             | Open          | \$ 314,036.44            | \$ 314,036.44            | \$ -                    | \$ 38,385,081.07          | \$ 38,699,117.51        | \$ 38,699,117.51        | \$ 38,699,117.51        |
| Lone Star Liq +                      | Open             | Open          | \$ 4,564.70              | \$ 4,564.70              | \$ -                    | \$ 0.06                   | \$ 4,564.76             | \$ 4,564.76             | \$ 4,564.76             |
| TexPool                              | Open             | Open          | \$ 16,698.71             | \$ 16,698.71             | \$ (150,001.60)         | \$ -                      | \$ 166,700.31           | \$ 166,700.31           | \$ 166,700.31           |
| <b>FD1-TOTAL</b>                     |                  |               | <b>\$ 335,299.85</b>     | <b>\$ 335,299.85</b>     | <b>\$ (150,001.60)</b>  | <b>\$ 38,385,081.13</b>   | <b>\$ 38,870,382.58</b> | <b>\$ 38,870,382.58</b> | <b>\$ 38,870,382.58</b> |
| <b>FD2-MARKETPLACE</b>               |                  |               |                          |                          |                         |                           |                         |                         |                         |
| Lone Star Liq                        | Open             | Open          | \$ 61,942.43             | \$ 61,942.43             | \$ -                    | \$ 10.42                  | \$ 61,952.85            | \$ 61,952.85            | \$ 61,952.85            |
| <b>FD2-TOTAL</b>                     |                  |               | <b>\$ 61,942.43</b>      | <b>\$ 61,942.43</b>      | <b>\$ -</b>             | <b>\$ 10.42</b>           | <b>\$ 61,952.85</b>     | <b>\$ 61,952.85</b>     | <b>\$ 61,952.85</b>     |
| <b>IS2-WORKERS COMPENSATION FUND</b> |                  |               |                          |                          |                         |                           |                         |                         |                         |
| Lone Star Corp                       | Open             | Open          | \$ 30,111,341.03         | \$ 30,111,341.03         | \$ -                    | \$ (501,566.55)           | \$ 29,609,774.48        | \$ 29,609,774.48        | \$ 29,609,774.48        |
| TexPool                              | Open             | Open          | \$ 727,617.46            | \$ 727,617.46            | \$ -                    | \$ (4,958.00)             | \$ 722,659.46           | \$ 722,659.46           | \$ 722,659.46           |
| TexPool Prime                        | Open             | Open          | \$ 8,110,056.09          | \$ 8,110,056.09          | \$ -                    | \$ 1,296.08               | \$ 8,111,352.17         | \$ 8,111,352.17         | \$ 8,111,352.17         |
| <b>IS2-TOTAL</b>                     |                  |               | <b>\$ 38,949,014.58</b>  | <b>\$ 38,949,014.58</b>  | <b>\$ -</b>             | <b>\$ (505,228.47)</b>    | <b>\$ 38,443,786.11</b> | <b>\$ 38,443,786.11</b> | <b>\$ 38,443,786.11</b> |
| <b>IS1- HEALTH INSURANCE FUND</b>    |                  |               |                          |                          |                         |                           |                         |                         |                         |
| Lone Star Corp                       | Open             | Open          | \$ 41,378,413.01         | \$ 41,378,413.01         | \$ -                    | \$ (34,704,760.09)        | \$ 6,673,652.92         | \$ 6,673,652.92         | \$ 6,673,652.92         |
| TexPool                              | Open             | Open          | \$ 819,890.29            | \$ 819,890.29            | \$ 789,968.96           | \$ -                      | \$ 29,921.33            | \$ 29,921.33            | \$ 29,921.33            |
| <b>IS1-TOTAL</b>                     |                  |               | <b>\$ 42,198,303.30</b>  | <b>\$ 42,198,303.30</b>  | <b>\$ 789,968.96</b>    | <b>\$ (34,704,760.09)</b> | <b>\$ 6,703,574.25</b>  | <b>\$ 6,703,574.25</b>  | <b>\$ 6,703,574.25</b>  |
| <b>MD1-MEDICAID FUND</b>             |                  |               |                          |                          |                         |                           |                         |                         |                         |
| Lone Star Liq                        | Open             | Open          | \$ 3.23                  | \$ 3.23                  | \$ -                    | \$ -                      | \$ -                    | \$ -                    | \$ -                    |
| Lone Star Corp                       | Open             | Open          | \$ 1,700,364.43          | \$ 1,700,364.43          | \$ -                    | \$ 3,003,722.43           | \$ 3,003,722.43         | \$ 3,003,722.43         | \$ 3,003,722.43         |
| TexPool                              | Open             | Open          | \$ 43,925.01             | \$ 43,925.01             | \$ -                    | \$ 2.43                   | \$ 43,927.44            | \$ 43,927.44            | \$ 43,927.44            |
| <b>MD1-TOTAL</b>                     |                  |               | <b>\$ 1,744,292.67</b>   | <b>\$ 1,744,292.67</b>   | <b>\$ -</b>             | <b>\$ 3,003,724.86</b>    | <b>\$ 3,047,649.87</b>  | <b>\$ 3,047,649.87</b>  | <b>\$ 3,047,649.87</b>  |
| <b>IS3-INTERNAL SERVICE FUND</b>     |                  |               |                          |                          |                         |                           |                         |                         |                         |
| TexPool                              | Open             | Open          | \$ 6,604,058.53          | \$ 6,604,058.53          | \$ (381.65)             | \$ -                      | \$ 6,604,440.18         | \$ 6,604,440.18         | \$ 6,604,440.18         |
| <b>IS3-TOTAL</b>                     |                  |               | <b>\$ 6,604,058.53</b>   | <b>\$ 6,604,058.53</b>   | <b>\$ (381.65)</b>      | <b>\$ -</b>               | <b>\$ 6,604,440.18</b>  | <b>\$ 6,604,440.18</b>  | <b>\$ 6,604,440.18</b>  |
| <b>PS1-PRINT SHOP FUND</b>           |                  |               |                          |                          |                         |                           |                         |                         |                         |
| TexPool                              | Open             | Open          | \$ 3,420,642.41          | \$ 3,420,642.41          | \$ -                    | \$ 197.65                 | \$ 3,420,840.06         | \$ 3,420,840.06         | \$ 3,420,840.06         |
| <b>PS1-TOTAL</b>                     |                  |               | <b>\$ 3,420,642.41</b>   | <b>\$ 3,420,642.41</b>   | <b>\$ -</b>             | <b>\$ 197.65</b>          | <b>\$ 3,420,840.06</b>  | <b>\$ 3,420,840.06</b>  | <b>\$ 3,420,840.06</b>  |

| INVESTMENT TYPE                        | DATE OF PURCHASE | MATURITY DATE | BOOK VALUE                 | BOOK VALUE                 | MATURITIES SALES         | PURCHASES                  | BOOK VALUE                 | BOOK VALUE                 | BOOK VALUE                 |
|----------------------------------------|------------------|---------------|----------------------------|----------------------------|--------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>SR1-SPECIAL REVENUE FUND</b>        |                  |               |                            |                            |                          |                            |                            |                            |                            |
| Lone Star Corp                         | Open             | Open          | \$ 32,015,880.03           | \$ 32,015,880.03           | \$ -                     | \$ 51,816,086.74           | \$ 83,831,966.77           | \$ 83,831,966.77           | \$ 83,831,966.77           |
| TexPool                                | Open             | Open          | \$ 587,100.38              | \$ 587,100.38              | \$ (1,390,039.55)        | \$ -                       | \$ 1,977,139.93            | \$ 1,977,139.93            | \$ 1,977,139.93            |
| Lone Star Liq +                        | Open             | Open          | \$ 451,552.51              | \$ 451,552.51              | \$ -                     | \$ 5.82                    | \$ 451,558.33              | \$ 451,558.33              | \$ 451,558.33              |
| Lone Star Liq                          | Open             | Open          | \$ 1,157,182.93            | \$ 1,157,182.93            | \$ -                     | \$ 194.59                  | \$ 1,157,377.52            | \$ 1,157,377.52            | \$ 1,157,377.52            |
| <b>TO-TOTAL</b>                        |                  |               | <b>\$ 34,211,715.85</b>    | <b>\$ 34,211,715.85</b>    | <b>\$ (1,390,039.55)</b> | <b>\$ 51,816,287.15</b>    | <b>\$ 87,418,042.55</b>    | <b>\$ 87,418,042.55</b>    | <b>\$ 87,418,042.55</b>    |
| <b>TO-TRUST &amp; AGENCY FUNDS</b>     |                  |               |                            |                            |                          |                            |                            |                            |                            |
| Lone Star Liq +                        | Open             | Open          | \$ 49,201.92               | \$ 49,201.92               | \$ -                     | \$ 0.63                    | \$ 49,202.55               | \$ 49,202.55               | \$ 49,202.55               |
| Lone Star Liq +                        | Open             | Open          | \$ 25,576.47               | \$ 25,576.47               | \$ -                     | \$ 0.33                    | \$ 25,576.80               | \$ 25,576.80               | \$ 25,576.80               |
| Lone Star Corp                         | Open             | Open          |                            |                            |                          |                            | \$ 15,973.64               | \$ 15,973.64               | \$ 15,973.64               |
| TexPool                                | Open             | Open          | \$ 610,485.64              | \$ 610,485.64              | \$ -                     | \$ 35.33                   | \$ 610,520.97              | \$ 610,520.97              | \$ 610,520.97              |
| <b>TO-TOTAL</b>                        |                  |               | <b>\$ 5,575,706.15</b>     | <b>\$ 5,575,706.15</b>     | <b>\$ -</b>              | <b>\$ 318.92</b>           | <b>\$ 701,273.96</b>       | <b>\$ 701,273.96</b>       | <b>\$ 701,273.96</b>       |
| <b>TA-ACTIVITY FUNDS</b>               |                  |               |                            |                            |                          |                            |                            |                            |                            |
| Lone Star Liq                          | Open             | Open          | \$ 11,734,755.63           | \$ 11,734,755.63           | \$ (1,362,023.30)        | \$ -                       | \$ 13,096,778.93           | \$ 13,096,778.93           | \$ 13,096,778.93           |
| Lone Star Corp                         | Open             | Open          | \$ 15,970.21               | \$ 15,970.21               | \$ -                     | \$ 45,543.92               | \$ 61,514.13               | \$ 61,514.13               | \$ 61,514.13               |
| Lone Star Corp                         | Open             | Open          | \$ 61,500.89               | \$ 61,500.89               | \$ -                     | \$ (61,500.89)             | \$ -                       | \$ -                       | \$ -                       |
| Lone Star Corp                         | Open             | Open          | \$ 693,729.20              | \$ 693,729.20              | \$ -                     | \$ 149.28                  | \$ 693,878.48              | \$ 693,878.48              | \$ 693,878.48              |
| TexPool                                | Open             | Open          | \$ 4,890,442.12            | \$ 4,890,442.12            | \$ -                     | \$ 282.63                  | \$ 4,890,724.75            | \$ 4,890,724.75            | \$ 4,890,724.75            |
| <b>TA-TOTAL</b>                        |                  |               | <b>\$ 17,396,398.05</b>    | <b>\$ 17,396,398.05</b>    | <b>\$ (1,362,023.30)</b> | <b>\$ (15,525.06)</b>      | <b>\$ 18,742,896.29</b>    | <b>\$ 18,742,896.29</b>    | <b>\$ 18,742,896.29</b>    |
| <b>PFC-PUBLIC FACILITY CORPORATION</b> |                  |               |                            |                            |                          |                            |                            |                            |                            |
| FHLMC                                  | 14-Apr-20        | 12-Aug-21     | \$ 2,214,000.00            | \$ 2,214,000.00            | \$ 2,214,000.00          | \$ -                       | \$ -                       | \$ -                       | \$ -                       |
| <b>PFC-TOTAL</b>                       |                  |               | <b>\$ 2,214,000.00</b>     | <b>\$ 2,214,000.00</b>     | <b>\$ 2,214,000.00</b>   | <b>\$ -</b>                | <b>\$ -</b>                | <b>\$ -</b>                | <b>\$ -</b>                |
| <b>TOTAL PORTFOLIO</b>                 |                  |               | <b>\$ 1,884,607,010.65</b> | <b>\$ 1,884,607,010.65</b> | <b>\$ 105,146,673.69</b> | <b>\$ (330,250,294.20)</b> | <b>\$ 1,447,526,990.73</b> | <b>\$ 1,447,526,990.73</b> | <b>\$ 1,447,526,990.73</b> |

# INVESTMENT POOL REPORTS

## ■ **TEXPOOL**

- As of September 30, 2021, the District had \$130,725,129 invested in TEXPOOL comprising 0.59% of the market value of the pool.
- As of September 30, 2021, the District had \$360,286,183 invested in TEXPOOL Prime comprising 4.04% of the pools' market value.

## ■ **LONESTAR**

- As of September 30, 2021, the District had \$37,029,102 invested in Government Overnight Fund comprising 1.04% of the pools' market value.
- As of September 30, 2021, the District had \$54,456,960 invested in Corporate Overnight Fund comprising 2.12% of the pools' market value.
- As of September 30, 2021, the District had \$240,060,884 invested in Corporate Overnight Plus Fund comprising 3.71% of the pools' market value.

## ■ **TEXSTAR**

- As of September 30, 2021, the District had \$474,728,732 invested in TexSTAR comprising 5.48% of the pools' market value.



## Performance as of September 30, 2021

|                                     | TexPool          | TexPool Prime   |
|-------------------------------------|------------------|-----------------|
| Current Invested Balance            | \$22,083,020,484 | \$8,921,880,770 |
| Weighted Average Maturity**         | 37 Days          | 48 Days         |
| Weighted Average Life**             | 101 Days         | 56 Days         |
| Net Asset Value                     | 1.00011          | 1.00003         |
| Total Number of Participants        | 2,665            | 449             |
| Management Fee on Invested Balance  | 0.0450%          | 0.0550%         |
| Interest Distributed                | \$507,335.83     | \$467,626.73    |
| Management Fee Collected            | \$818,640.25     | \$359,631.49    |
| Standard & Poor's Current Rating    | AAAm             | AAAm            |
| <b>Month Averages</b>               |                  |                 |
| Average Invested Balance            | \$22,133,622,862 | \$9,062,863,003 |
| Average Monthly Rate*               | 0.02%            | 0.06%           |
| Average Weighted Average Maturity** | 34               | 53              |
| Average Weighted Average Life**     | 96               | 62              |

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

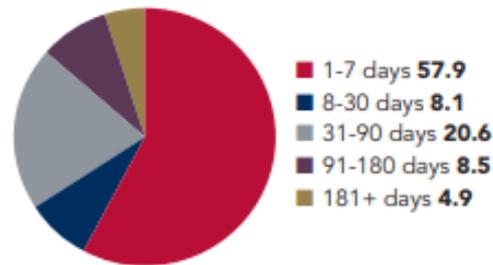
*\*\*See page 2 for definitions.*

*Past performance is no guarantee of future results.*

# TEXPOOL

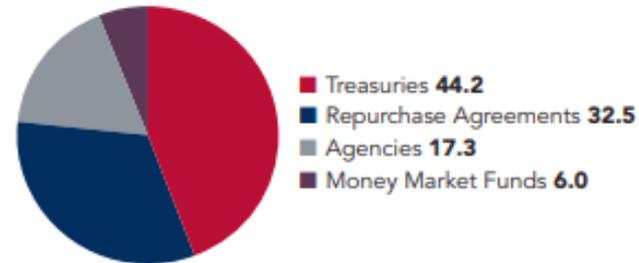
## Portfolio by Maturity (%)

As of September 30, 2021



## Portfolio by Type of Investment (%)

As of September 30, 2021



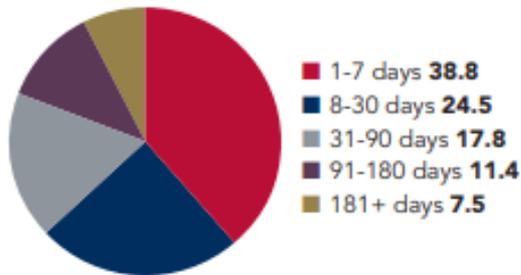
## Portfolio Asset Summary as of September 30, 2021

|                                      | Book Value                 | Market Value               |
|--------------------------------------|----------------------------|----------------------------|
| Uninvested Balance                   | -\$23,696.68               | -\$23,696.68               |
| Receivable for Investments Sold      | 0.00                       | 0.00                       |
| Accrual of Interest Income           | 12,100,012.01              | 12,100,012.01              |
| Interest and Management Fees Payable | -507,331.66                | -507,331.66                |
| Payable for Investments Purchased    | -59,812,816.34             | -59,812,816.34             |
| Accrued Expenses & Taxes             | -27,225.65                 | -27,225.65                 |
| Repurchase Agreements                | 7,190,278,607.00           | 7,190,278,607.00           |
| Mutual Fund Investments              | 1,334,074,000.00           | 1,334,074,000.00           |
| Government Securities                | 3,721,122,318.58           | 3,722,711,956.69           |
| US Treasury Bills                    | 6,299,791,248.10           | 6,299,884,381.41           |
| US Treasury Notes                    | 3,586,025,368.88           | 3,586,240,338.99           |
| <b>Total</b>                         | <b>\$22,083,020,484.24</b> | <b>\$22,084,918,225.77</b> |

# TEXPOOL PRIME

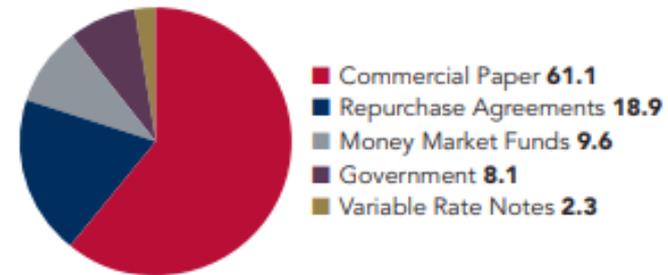
## Portfolio by Maturity (%)

As of September 30, 2021



## Portfolio by Type of Investment (%)

As of September 30, 2021



## Portfolio Asset Summary as of September 30, 2021

|                                      | Book Value                | Market Value              |
|--------------------------------------|---------------------------|---------------------------|
| Uninvested Balance                   | \$817.83                  | \$817.83                  |
| Receivable for Investments Sold      | 0.00                      | 0.00                      |
| Accrual of Interest Income           | 131,991.85                | 131,991.85                |
| Interest and Management Fees Payable | -467,907.59               | -467,907.59               |
| Payable for Investments Purchased    | 0.00                      | 0.00                      |
| Accrued Expenses & Taxes             | -11,884.01                | -11,884.01                |
| Repurchase Agreements                | 1,689,688,000.00          | 1,689,688,000.00          |
| Commercial Paper                     | 5,454,894,524.18          | 5,455,384,980.82          |
| Bank Instruments                     | 0.00                      | 0.00                      |
| Mutual Fund Investments              | 855,152,102.85            | 854,923,558.30            |
| Government Securities                | 717,493,125.38            | 717,503,585.93            |
| Variable Rate Notes                  | 205,000,000.00            | 205,024,200.00            |
| <b>Total</b>                         | <b>\$8,921,880,770.49</b> | <b>\$8,922,177,343.13</b> |

## Government Overnight Fund

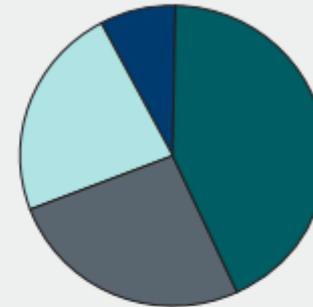
### Return Information September 30, 2021

|                                    |         |
|------------------------------------|---------|
| Average Monthly Return (a)         | 0.01%   |
| SEC 7-day Fund Yield (b)           | 0.01%   |
| Weighted Average Maturity One (c)  | 46 days |
| Weighted Average Maturity Two (c)  | 97 days |
| Portfolio Maturing beyond One Year | 5%      |
| Net Asset Value (NAV)              | \$1.00  |
| Annualized Expense Ratio           | 0.06%   |
| Standard & Poor's Rating           | AAAm    |

### Inventory Position

|                     | Book Value              | Market Value            |
|---------------------|-------------------------|-------------------------|
| Cash/Repo           | 805,175,402.68          | 805,175,402.68          |
| US Treasuries       | 1,517,667,420.26        | 1,517,696,877.22        |
| Agencies            | 914,163,991.70          | 914,284,184.64          |
| Money Market Funds  | 307,728,323.30          | 307,728,323.30          |
| <b>Total Assets</b> | <b>3,544,735,137.94</b> | <b>3,544,884,787.84</b> |

### Investment Distribution



|              |     |
|--------------|-----|
| Treasuries   | 43% |
| Agencies     | 26% |
| Cash/Repo    | 23% |
| Money Market | 8%  |

(a) The return information represents the average annualized rate of return on investments for the time period referenced. Return rates reflect a partial waiver of the Lone Star Investment Pool operating expense. Past performance is no guarantee of future results.

## Corporate Overnight Fund

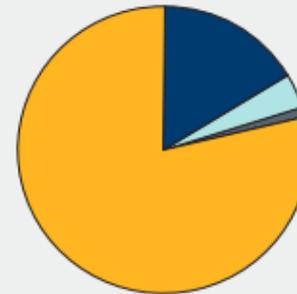
### Return Information September 30, 2021

|                                    |         |
|------------------------------------|---------|
| Average Monthly Return (a)         | 0.05%   |
| SEC 7-day Fund Yield (b)           | 0.05%   |
| Weighted Average Maturity One (c)  | 55 days |
| Weighted Average Maturity Two (c)  | 62 days |
| Portfolio Maturing beyond One Year | 0%      |
| Net Asset Value (NAV)              | \$1.00  |
| Annualized Expense Ratio           | 0.06%   |
| Standard & Poor's Rating           | AAAm    |

### Inventory Position

|                     | Book Value              | Market Value            |
|---------------------|-------------------------|-------------------------|
| Cash/Repo           | 109,935,211.68          | 109,935,211.68          |
| US Treasuries       | -                       | -                       |
| Agencies            | 19,998,157.18           | 20,021,444.95           |
| Commercial Paper    | 2,040,121,160.87        | 2,040,229,672.13        |
| Money Market Funds  | 403,030,786.43          | 403,030,786.43          |
| <b>Total Assets</b> | <b>2,573,085,316.16</b> | <b>2,573,217,115.19</b> |

### Investment Distribution



(b) **SEC 7-Day Yield Calculation**

$$\text{Yield} = \left[ \left[ \frac{a-b}{cd} + 1 \right]^d - 1 \right]$$

*a* - Dividend and interest income  
*b* - Expenses accrued for the period  
*c* - Average daily number of shares outstanding during the period that was entitled to dividends  
*d* - Maximum offering price per share on the last day of the period

## Corporate Overnight Plus Fund

### Return Information

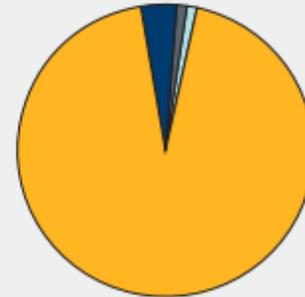
September 30, 2021

|                                    |          |
|------------------------------------|----------|
| Average Monthly Return (a)         | 0.08%    |
| SEC 7-day Fund Yield (b)           | 0.08%    |
| Weighted Average Maturity One (c)  | 78 days  |
| Weighted Average Maturity Two (c)  | 84 days  |
| Portfolio Maturing beyond One Year | 0%       |
| Net Asset Value (NAV)              | \$1.00   |
| Annualized Expense Ratio           | 0.06%    |
| Standard & Poor's Rating           | AAAf/S1+ |

### Inventory Position

|                     | Book Value              | Market Value            |
|---------------------|-------------------------|-------------------------|
| Cash/Repo           | 19,806,748.44           | 19,806,748.44           |
| US Treasuries       | -                       | -                       |
| Agencies            | 49,996,314.51           | 50,054,905.35           |
| Commercial Paper    | 6,120,807,189.29        | 6,121,165,505.68        |
| Money Market Funds  | 277,442,627.16          | 277,446,361.72          |
| <b>Total Assets</b> | <b>6,468,052,879.40</b> | <b>6,468,473,521.19</b> |

### Investment Distribution



|                  |     |
|------------------|-----|
| Commercial Paper | 94% |
| Money Market     | 4%  |
| Agencies         | 1%  |
| Cash/Repo        | 1%  |

(c) The Weighted Average Maturity One calculation uses the industry standard definition of state maturity for floating rate instruments, the number of days until the next reset date. The Weighted Average Maturity Two calculation uses the final maturity of any floating rate instruments, as opined in Texas Attorney General Opinion No. JC0359.



## PERFORMANCE

### As of September 30, 2021

|                                       |                    |
|---------------------------------------|--------------------|
| Current Invested Balance              | \$9,019,799,096.23 |
| Weighted Average Maturity (1)         | 39 Days            |
| Weighted Average Life (2)             | 57 Days            |
| Net Asset Value                       | 1.000065           |
| Total Number of Participants          | 958                |
| Management Fee on Invested Balance    | 0.06%*             |
| Interest Distributed                  | \$492,520.21       |
| Management Fee Collected              | \$417,670.95       |
| % of Portfolio Invested Beyond 1 Year | 0.61%              |
| Standard & Poor's Current Rating      | AAAm               |

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

### September Averages

|                                          |                    |
|------------------------------------------|--------------------|
| Average Invested Balance                 | \$9,106,657,417.99 |
| Average Monthly Yield, on a simple basis | 0.0100%            |
| Average Weighted Maturity (1)            | 43 Days            |
| Average Weighted Life (2)                | 62 Days            |

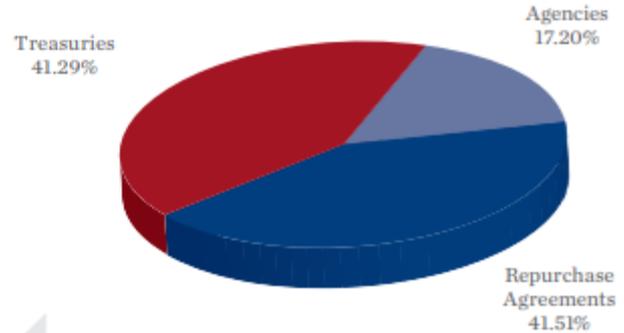
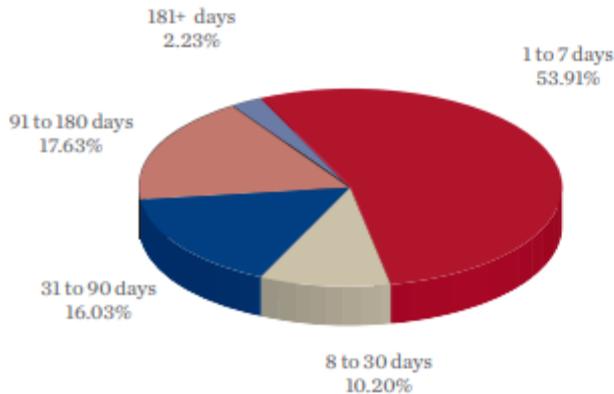
#### Definition of Weighted Average Maturity (1) & (2)

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

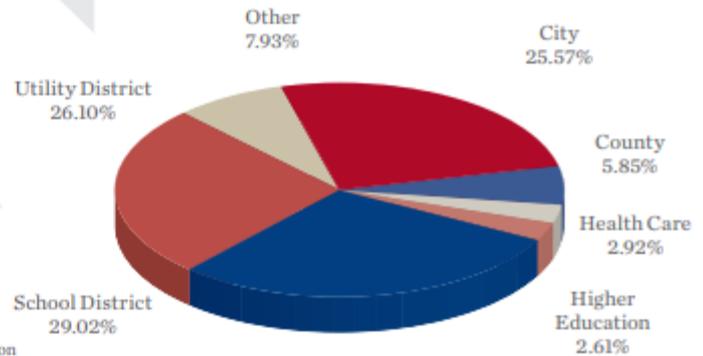
The maximum management fee authorized for the TexSTAR Cash Reserve Fund is 12 basis points. This fee may be waived in full or in part in the discretion of the TexSTAR co-administrators at any time as provided for in the TexSTAR Information Statement.

## INFORMATION AT A GLANCE

**PORTFOLIO BY  
TYPE OF INVESTMENT  
AS OF SEPTEMBER 30, 2021**



**PORTFOLIO BY  
MATURITY  
AS OF SEPTEMBER 30, 2021 (1)**



**DISTRIBUTION OF  
PARTICIPANTS BY TYPE  
AS OF SEPTEMBER 30, 2021**

(1) Portfolio by Maturity is calculated using WAM (1) definition for stated maturity. See page 1 for definition

## HISTORICAL PROGRAM INFORMATION

| MONTH  | AVERAGE RATE | BOOK VALUE         | MARKET VALUE       | NET ASSET VALUE | WAM (1) | WAL (2) | NUMBER OF PARTICIPANTS |
|--------|--------------|--------------------|--------------------|-----------------|---------|---------|------------------------|
| Sep 21 | 0.0100%      | \$9,019,799,096.23 | \$9,020,390,786.23 | 1.000065        | 43      | 62      | 958                    |
| Aug 21 | 0.0100%      | 8,945,411,473.29   | 8,945,978,474.21   | 1.000063        | 52      | 74      | 955                    |
| Jul 21 | 0.0100%      | 9,139,785,043.86   | 9,140,404,119.19   | 1.000071        | 41      | 68      | 949                    |
| Jun 21 | 0.0100%      | 9,172,985,137.74   | 9,173,600,615.43   | 1.000084        | 40      | 71      | 943                    |
| May 21 | 0.0100%      | 9,216,832,522.03   | 9,217,901,991.74   | 1.000116        | 46      | 82      | 938                    |
| Apr 21 | 0.0113%      | 8,986,711,365.42   | 8,987,836,525.94   | 1.000131        | 40      | 78      | 936                    |
| Mar 21 | 0.0216%      | 9,103,231,627.43   | 9,104,638,524.44   | 1.000154        | 47      | 86      | 935                    |
| Feb 21 | 0.0334%      | 9,576,230,496.50   | 9,577,678,764.35   | 1.000151        | 46      | 87      | 934                    |
| Jan 21 | 0.0583%      | 9,443,485,770.86   | 9,445,046,065.21   | 1.000165        | 38      | 84      | 934                    |
| Dec 20 | 0.0676%      | 8,682,050,804.34   | 8,683,648,113.09   | 1.000183        | 42      | 96      | 933                    |
| Nov 20 | 0.0944%      | 8,910,228,194.78   | 8,911,909,859.79   | 1.000188        | 46      | 104     | 933                    |
| Oct 20 | 0.1150%      | 9,083,922,054.96   | 9,085,783,748.92   | 1.000203        | 42      | 100     | 933                    |

## PORTFOLIO ASSET SUMMARY AS OF SEPTEMBER 30, 2021

|                                      | BOOK VALUE                 | MARKET VALUE               |
|--------------------------------------|----------------------------|----------------------------|
| Uninvested Balance                   | \$ 605.52                  | \$ 605.52                  |
| Accrual of Interest Income           | 2,118,409.90               | 2,118,409.90               |
| Interest and Management Fees Payable | (503,262.39)               | (503,262.39)               |
| Payable for Investment Purchased     | 0.00                       | 0.00                       |
| Repurchase Agreement                 | 3,744,388,999.74           | 3,744,388,999.74           |
| Government Securities                | 5,273,794,343.46           | 5,274,386,033.46           |
| <b>TOTAL</b>                         | <b>\$ 9,019,799,096.23</b> | <b>\$ 9,020,390,786.23</b> |

# U.S. AGENCY INVESTMENTS

The federal government has established a number of different agencies and instrumentalities to channel funds to particular sectors of the economy. These institutions are known collectively as federally sponsored credit agencies. Not all government agency and instrumentality securities are widely traded, and some are inappropriate for cash management purposes by virtue of their price volatility or technical characteristics. Commonly used agency issues include:

- Federal National Mortgage Association (FNMA)
- Federal Home Loan Banks (FHLB)
- Federal Farm Credit Bank (FFCB)
- Federal Home Loan Mortgage Corporation (FHLMC)

These federally-sponsored credit agencies, as a group, issue about 20 percent of their debt with an original maturity of less than one year. They are in the market every day to borrow money on discount notes with maturities of less than 360 days up to final maturities of 30 years. Descriptions of these securities are shown in the glossary of this report.

Based upon cash flow forecasts, excess cash on any given day is invested. The yields on available investments are compared and if any agency security is to be purchased, the Treasurer's Office obtains bids from at least three broker/dealers who are registered with the District. The broker/dealers advise the District of available investment opportunities and their maturity dates. The investment officers determine if any available investments meet the cash flow needs of the District, and the securities are purchased from the broker/dealer with the best yield for the maturity period needed.

# REGISTERED BROKER/DEALERS

Broker/dealers currently registered with the District include:

|                                                    |                                    |
|----------------------------------------------------|------------------------------------|
| Bank of America/ Merrill Lynch                     | Multi-Bank Securities, Inc.        |
| Bank of New York/Mellon                            | Piper Jaffray & Co.                |
| Blaylock Van LLC                                   | Ramirez & Co.                      |
| Citigroup Global Markets                           | Raymond James & Associates Inc.    |
| Deutsche Bank Securities (Alex Brown & Sons, Inc.) | Robert W. Baird & Co.              |
| East West Bank                                     | SAMCO Capital Markets              |
| First Public, LLC (Lone Star)                      | Signature Bank                     |
| First Southwest Asset Management, Inc. (TexSTAR)   | Stifel, Nicolaus & Co.             |
| Frost National Bank                                | TexPool                            |
| FTN Financial                                      | UBS Painewebber, Inc.              |
| Independent Bank                                   | Unity National Bank                |
| JPMorgan Chase Bank                                | Wells Fargo Brokerage Services LLC |
| Morgan Stanley                                     |                                    |

# INVESTMENT ADVISORY COMMITTEE

**Glenn Reed**

Chief Financial Officer

**Sherrie H. Robinson**

Controller

**Brian Keller**

Treasurer

**Jerome Senegal**

Morgan Stanley

**Erick Macha**

Hilltop Securities Inc.

**Roland Gonzalez**

Houston Port Authority

**Connie Niehaus**

Morgan Stanley

**Joe Gomez**

DNB Bank

# GLOSSARY

**Book Value**

The purchase price net of unamortized premium or discount as recorded on the general ledger (Books) of the District.

**Date of Purchase**

Date of initial investment.

**Final Maturity Value**

Par amount or what the security will pay when it matures.

**FNMA**

Federal National Mortgage Association (Fannie Mae), a federally chartered and stockholder-owned corporation, is the largest investor in home mortgages in the United States. FNMA provides funds to the mortgage market by purchasing mortgage loans from lenders. FNMA was originally incorporated in 1938 as a wholly-owned government corporation but the Housing and Urban Development Act of 1968 changed FNMA to a federally chartered corporation.

**FHLB**

Federal Home Loan Bank system, established in 1932, includes twelve Federal Home Loan Banks and their member institutions. The Federal Home Loan Banks are instrumentalities of the United States and under the supervision of the Federal Housing Finance Board.

**FFCB**

Federal Farm Credit Bank system provides credit and related services to farmers, ranchers, producers and harvesters of aquatic products, farm related businesses, agricultural cooperatives and rural utilities. FFCB system institutions are federally chartered under the Farm Credit Act of 1971 and are subject to regulation by a federal agency, the Farm Credit Administration.

**FHLMC**

Federal Home Loan Mortgage Corporation (Freddie Mac) is a publicly-held, government-sponsored enterprise created pursuant to the Federal Home Loan Mortgage Corporation Act of 1970. Freddie Mac's statutory mission is to provide stability in the secondary market for home mortgages, to respond appropriately to the private capital market and to provide ongoing assistance to the home mortgage secondary market.

**Market Value**

The amount of money you can get for the agency security, if you were to sell that security on a given date. Market value changes daily.

**Securities Called/Matured/Sold**

Agency securities matured on the maturity date or sold on a given date.

**Type of Agency**

Name of agency issuing the security.