

THE HOUSTON INDEPENDENT SCHOOL DISTRICT



AGENDA

**Board of Education
Meeting**

June 11, 2020

THE HOUSTON INDEPENDENT SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Index

- | | |
|--------------------------------------|---------------------------------------|
| A. Superintendent's Priority Items | G. Human Resources |
| B. Trustee Items | H. Business Operations |
| C. Closed Session (Closed to Public) | I. Finance |
| D. Academic Services | J. Other |
| E. School Offices | K. Policy |
| F. Strategy and Innovation | L. Superintendent's Information Items |

MEMBERS OF THE BOARD OF EDUCATION

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

Grenita Lathan, Ph.D., *Interim Superintendent of Schools*

BOARD OF EDUCATION AGENDA

June 11, 2020

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

4:00 p.m.

- PUBLIC HEARING ON DISTRICT BUDGET
- REGULAR BOARD MEETING RECONVENES FOR OPEN SESSION IMMEDIATELY FOLLOWING PUBLIC HEARING ON DISTRICT BUDGET
- MEDITATION
- RECOGNITIONS
- SPEAKERS TO AGENDA ITEMS
- SUPERINTENDENT DISCUSSION ON INSTRUCTIONAL CONTINUITY

BUSINESS AGENDA

- CONSIDERATION AND POSSIBLE ACTION ON MATTERS DISCUSSED IN CLOSED OR EXECUTIVE SESSION
- CONSIDERATION AND APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

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. Approval Of The 2020–2021 Recommended District Budget
 - Executive Summary
 - Recommended Budget
- A-3. Approval Of Emergency Board Monitoring Update: Presentation Of Emergency Constraints 3 And 4 Progress Measures
 - June 2020 Emergency Constraints 3 And 4 Progress Measures - *New*
 - June 2020 Emergency Constraints 3 And 4 Monitoring Report - *New*

B. TRUSTEE ITEMS

- B-1. Appointment Of A Houston Independent School District Representative To The Tax Increment Reinvestment Zone 18 Board Of Directors - *Revised*
- B-2. Appointment Of Volunteer Subject Matter Expert To The Audit Committee

- B-3. Appointment Of A Houston Independent School District Representative To The Texas Association Of School Boards Board Of Directors For Region 4, Position D
- New

C. CLOSED SESSION

C-1. Personnel

- a. Deliberate the duties of the interim superintendent of schools, chief officers, assistant superintendents, principals, employees, chief audit executive, and board members, including use of the board executive coaches; evaluations of the interim 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, chief officers, assistant superintendents, 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.
- d. Receive evaluative feedback from Lone Star Governance coaches concerning board member responsibilities.

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. Legal discussion and advice concerning House Bill 1842 (84th Leg., 2015), Senate Bill 1882 (85th Leg., 2017), and the district's options
- d. Receive legal advice concerning the Texas Education Agency special accreditation investigation and possible options.
- e. Update on federal law enforcement activity on February 27, 2020.
- f. 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.
- g. Receive legal advice concerning board executive coaches' contract.

- h. Consideration and approval of the settlement agreement in the matter L. C. b/n/f D. C. v. Houston Independent School District and Klein Independent School District; TEA Docket No. 169-SE-0120
- i. Consideration and authority to intervene in lawsuit and settle the subrogation lien of Audrey Davis against Latigo Transportation Services/Casey Brewer for workers' compensation benefits; Cause No. 2020-14332
- j. Consideration and authority to settle the subrogation lien of Ronnie Wright against Edgar Doninguez and State Farm Insurance for workers' compensation benefits; State Farm Insurance Claim No. 535639F22
- k. Consideration and authority to settle the subrogation lien of Alma Riojas against Hector Garza And Sedgwick Insurance for workers' compensation benefits; Sedgwick Insurance Claim No. 6981365
- l. Consideration and authority to file suit and settle the subrogation lien of D. M. against C. S., mother of student, for workers' compensation benefits; Venture General Insurance Claim No. 2019-6768
- m. Consideration and authority to settle the subrogation lien of Moniko Daniels against Oddies McCain, Jr. and Travelers Insurance for workers' compensation benefits; Travelers Insurance Claim No. FBG2563
- n. Consideration and authority to file suit and settle the subrogation lien of L. S. against C. S., mother of student, for workers' compensation benefits; Venture General Insurance Claim No. 2019-6768

C-3. Real Estate

D. ACADEMIC SERVICES

D-1. Approval To Submit Course Waiver Requests For Texas Connection Academy At Houston To The Texas Education Agency

- Executive Summary

D-2. Authority To Negotiate And Execute Agreements And/Or Interlocal Memorandums Of Understanding With Community Agencies, Residential Facilities, And Educational Services Providers For Appraisal, Related, Instructional, And/Or Consultant Services For Students With Disabilities For School Year 2020–2021

- Explanatory Sheet

D-3. Authority To Negotiate And Execute Agreement Renewals With Community Agencies, Organizations, And/Or Public Institutions For Health And Medical Programs

- Explanatory Sheet

- D-4. Approval Of 2020–2021 Waiver Requests From School Guidelines, Approval To Submit Waiver Requests From State Policy, Approval To Submit Waivers For Low Attendance And Missed School Days, And Approval To Submit Waiver Requests For 2019–2020 COVID-19 State Waivers

- Executive Summary

- D-5. Approval To Waive Certain Requirements Of Board Policy DNB(LOCAL) In Light Of The COVID-19 Impact On Normal District Operations

- Explanatory Sheet

E. SCHOOL OFFICES

F. STRATEGY AND INNOVATION

- F-1. Approval To Utilize State And Industry Certifying Agencies For Students Enrolled In Career And Technical Education Programming For The 2020–2021 And 2021–2022 School Years

- Explanatory Sheet

- F-2. Approval Of The 2020–2021 *Code Of Student Conduct*

- Explanatory Sheet

- F-3. Authority To Negotiate And Execute A Renewal Agreement With Young Scholars Academy For The 2020–2021 School Year

- Explanatory Sheet

G. HUMAN RESOURCES

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

- Purchase 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 Resolution And Ordinance Adopting Residence Homestead Exemptions For Tax Year 2020
- Executive Summary
 - Resolution
- I-5. Approval Of 2020–2021 Budgets For Title I, Title II, Title III, Title IV, Carl Perkins, And Idea-B Grant Funds And Authority To Submit To The Texas Education Agency The 2020–2021 Every Student Succeeds Act Consolidated Federal Grant Application And Other Federal Program Applications
- Executive Summary
 - Federal Funds Items
- I-6. Annual Authorization To Carry Forward And Re-Appropriate 2019–2020 Encumbrances And Fund Commitments Into Fiscal Year 2020–2021
- Executive Summary
- I-7. Approval Of 2019–2020 Year-End Budget Amendment
- Executive Summary
 - 2019–2020 Year End Budget Update
- I-8. Adoption Of Resolution Approving The Cash Management And Investment Policy And The Authorized List Of Brokers/Dealers
- Executive Summary
 - Resolution
 - Cash Management And Investment Policy
 - Authorized Brokers And Dealers
 - Investment Advisory Committee
 - Investment Policy Affidavit
 - Corporate Bonds Procedures
- I-9. Adoption Of Resolution Approving The Debt Management Policy
- Executive Summary
 - Debt Management Policy
 - Resolution
- I-10. Approval And Adoption Of The Harris County Multi-Hazard Mitigation Action Plan - Volume I, The Houston Independent School District Chapter 29 Annex Portion Of Volume II, The Appendices Of Volume II, And Resolution
- Resolution

J. OTHER

- J-1. Consideration And Approval Of 2020–2021 Panel Of Law Firms To Provide Legal Services
- 2020–2021 Panel Of Law Firms
- J-2. Approval Of 2021 Internal Audit Plan
- Explanatory Sheet
 - 2021 Audit Plan

K. POLICY

- K-1. Approval Of Proposed Revisions To Board Policy EL(LOCAL), *Charter Campus Or External Performance Contract Schools*—Second Reading
- EL(LOCAL), Second Reading - *Revised*
- K-2. Approval To Waive Board Policy BF(LOCAL), *Board Policies*, And Approval Of Proposed Revisions To Board Policy DED(LOCAL), *Compensation And Benefits: Vacation And Holidays*—First Reading
- DED(LOCAL), First Reading
- K-3. Proposed Revisions To Board Policy EHBB(LOCAL), *Special Programs: Gifted And Talented Students*—First Reading
- EHBB(LOCAL), First Reading

L. SUPERINTENDENT'S INFORMATION ITEMS

- L-1. Investment Report
- Executive Summary
- L-2. 2020–2021 *Resource Allocation Handbook*
- Executive Summary
 - 2020–2021 Proposed *Resource Allocation Handbook*
- L-3. The 2020–2021 HISD *Compensation Manual*

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

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Finance
Glenn Reed, Chief Financial Officer

SUBJECT: APPROVAL OF THE 2020–2021 RECOMMENDED DISTRICT BUDGET

The recommended 2020–2021 budget for the Houston Independent School District (HISD) reflects the allocation of revenues and expenditures to support educational programs and services defined by the district's purpose, goals, strategic intent, and core values. It represents the vision of district leadership articulated through financial and operating policies and is a delicate balance of choices representing the educational needs of students and the ability of the community and the state to provide the financial support to serve them.

HISD is projecting a net increase in revenues of \$53,878,879. The changes are a local property tax collection increase of \$69,410,996; a decrease of (\$12,919,558.00) in other local revenues primarily due to interest earnings, an increase of \$13,473,993 in state revenues primarily due to the available school fund rate, a decrease of (\$996,764) in federal revenues primarily in indirect costs, and a decrease of (\$15,089,788) due to a reduction in proceeds from leases related to the Power Up Program.

The maintenance and operations (M&O) tax rate used for the budget presented is \$0.9510 and the debt service tax rate used is \$0.1667, for a combined tax rate of \$1.1177 per \$100 of assessed value. The 2020–2021 budget was prepared with the assumption of an additional \$0.01 golden penny (included in the \$0.9510 tax rate) allowable for 2020–2021 which will require a unanimous vote of the board when the tax rate is adopted in the fall of 2020. The rate used to develop the budget is lower than the 2019–2020 tax rate of \$1.1367. The maximum M&O tax rate that the district is allowed to adopt will be communicated by Texas Education Agency (TEA) to the district in August 2020 and this rate will be adjusted accordingly before presenting to the board this fall for adoption.

Net increases of \$64,665,801 to the General Fund appropriations budget are listed below.

There is an increase in recapture payment over the 2019–2020 original budget of \$12,083,891 (There was no recapture payment in 2019–2020).

Salary and Benefit Package: \$33,360,747

- Teacher Step and Police Officers - \$ 9,590,760
- 2020–2021 Retention Stipends - \$15,553,987
- District Health Insurance Contribution - \$9,300,000
- 2019–2020 Retention Stipends - \$(1,084,000)

Required or Compliance Changes: \$32,085,221

- Capital Lease Recognition - \$(15,089,788)
- College, Career, Military Readiness (CCMR) - (1,056,471)
- Transfers Out for Debt Service - \$(2,685,625)
- Information Technology (IT) Maintenance/Software Contracts - \$2,371,059
- SAT reimbursement - \$189,000
- Career and Technical Education (CTE) Certification reimbursement - \$367,028
- Property, Liability, Auto Insurance - \$2,500,000
- Self-Insurance - \$1,000,000
- Harris County Appraisal District (HCAD) - \$1,157,402
- Charter School Enrollment Increase - \$5,700,000
- Tax Increment Reinvestment Zone (TIRZ) - \$1,539,766
- Campus Enrollment Increase - \$3,358,555
- Career & Technology Allotment - Middle School - \$1,384,873
- State Compensatory Education (SCE) compliance - \$7,049,422
- Early Education Allotment compliance - \$24,300,000

Other increases include: \$2,409,600

- Verizon Innovative Learning Support - \$864,527
- Liberty High School lease, maintenance, and custodial - \$455,922
- Family & Community Engagement - \$387,762
- Federal & State Compliance - \$472,368
- Chief Audit Executive - \$229,021

Decreases include: (\$15,098,658)

- Vacant Salaries - (\$7,305,827)
- Utilities - (\$2,000,000)
- Legislative Budget Board (LBB) Recommendation 1 - (\$412,078)
- LBB Recommendation 39 - (\$145,676)
- Reduction in temporary assignment positions (vacancies) - (\$835,077)
- District-wide Benefits (Medicare, Workers' Comp.) - (\$1,000,000)
- District-wide long-term subs (fallout) - (\$3,400,000)

One-year funding items include: (\$175,000)

- Compensation Study from 2019–2020 - (\$175,000)

Projected revenues and other financing sources for the 2020–2021 General Fund are \$1,994,554,361, a 2.78-percent increase over the 2019–2020 original budgeted revenues.

Appropriations included in the recommended budget for the General Fund total \$2,028,542,973, an increase of 3.29-percent from the 2019–2020 original budgeted appropriations.

The budget deficit is (\$33,988,612) and will be funded in the following manner:

Assigned fund balance for North Forest construction projects	\$18,434,625
Unassigned fund balance	\$15,553,987

The *2020–2021 Recommended District Budget* includes the following recommended appropriations which also require board approval:

Debt Service Fund	\$360,458,046
Nutrition Service Fund	\$121,099,374

The detailed budget by function for the General Fund, Debt Service Fund, and Nutrition Services Fund is attached.

COST/FUNDING SOURCE(S): Included in the *2020–2021 Recommended District Budget*.

STAFFING IMPLICATIONS: Included in the *2020–2021 Recommended District Budget*.

ORGANIZATIONAL GOALS/IMPACT: This item allows HISD to fulfill its purposes and strategic intent; 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 *2020–2021 Recommended District Budget* for fiscal year 2020–2021, effective June 12, 2020.

Executive Summary

Purpose:

Texas Education Code (TEC) 44.001 through 44.006 and Texas Tax Code chapter 26 direct how a school district adopts budgets and tax rates. They require that a school board adopt a budget by June 30 or August 31 preceding the new fiscal year depending on the fiscal year of the school district. For the Houston Independent School District, the fiscal year is July 1 through June 30. The budget must be approved before any funds may be expended in the new fiscal year.

The funds that are required to be adopted by the Board of Education are the General Fund, Debt Service Fund, and the Nutrition Services Fund.

Prerequisites:

The district must post in the newspaper and on its website a Notice of Public Hearing on Budget and Tax Rate. This notice includes the time and place of the public hearing, proposed budget, proposed tax rate, state and local funding per student, and taxes on an average home within the district.

This notice must be published at least 10 but not more than 30 days before the public hearing to discuss and adopt the budget and proposed tax rate.

Board Meeting Requirements:

The public hearing must be conducted before a vote may be taken on the budget.

A motion must be made and by vote the board must adopt the resolution approving the *2020–2021 District Budgets for the General Fund, Debt Service Fund and the Nutrition Services fund.*

HOUSTON INDEPENDENT SCHOOL DISTRICT RECOMMENDED BUDGET

SCHEDULE OF REVENUES, APPROPRIATIONS, AND CHANGES IN FUND BALANCE - GENERAL FUND, DEBT SERVICE, AND NUTRITION SERVICES
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

REVENUES		General Fund	Debt Service	Nutrition Services
Property taxes	\$	1,771,575,694	\$ 309,558,116	\$ -
Earnings on investments		5,000,000	400,000	112,500
Miscellaneous local sources		8,966,799	-	-
State sources		166,787,686	2,300,000	585,000
Federal sources		19,724,182	-	104,924,484
Total revenues	\$	1,972,054,361	\$ 312,258,116	\$ 105,621,984
APPROPRIATIONS				
11 Instruction	\$	1,151,970,226	\$ -	\$ -
12 Instructional resources and media services		10,117,415	-	-
13 Curriculum development and instructional staff development		35,575,973	-	-
21 Instructional leadership		27,238,328	-	-
23 School leadership		151,622,019	-	-
31 Guidance, counseling, and evaluation services		64,146,508	-	-
32 Social work services		17,783,562	-	-
33 Health services		21,852,470	-	-
34 Student (pupil) transportation		62,374,366	-	-
35 Food services		-	-	120,337,264
36 Co-curricular/extracurricular activities		13,016,782	-	-
41 General administration		39,549,934	-	-
51 Facilities maintenance and operations		200,224,409	-	762,110
52 Security and monitoring services		28,554,805	-	-
53 Data processing services		56,322,728	-	-
61 Community services		3,008,827	-	-
91 Contracted instructional services between public schools		12,083,891	-	-
95 Juvenile justice alternative education program		792,000	-	-
97 Payments to tax increment fund		63,066,742	-	-
99 Tax appraisal and collection		16,505,000	-	-
Debt service				
71 Principal		14,500,000	233,331,456	-
71 Interest and fiscal charges		750,000	127,126,590	-
81 Capital outlay		37,848	-	-
Total expenditures		1,991,093,833	360,458,046	121,099,374
Excess (deficiency) of revenues over (under) expenditures		(19,039,472)	(48,199,930)	(15,477,390)
OTHER FINANCING SOURCES (USES)				
Transfers in		22,500,000	42,788,700	2,647,890
Capital Leases		-	-	-
Transfers out		(37,449,140)	-	-
Total other financing sources (uses)		(14,949,140)	42,788,700	2,647,890
Net change in fund balances		(33,988,612)	(5,411,230)	(12,829,500)
Estimated fund balances—beginning		878,463,630	110,385,975	13,318,691
Estimated Fund balances—ending	\$	844,475,018	\$ 104,974,745	\$ 489,191

Note: \$18,434,625 of the General Fund net change in fund balances is from the planned use of the assigned fund balance for North Forest Construction Projects.

REPORT FROM THE SUPERINTENDENT

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

**SUBJECT: APPROVAL OF EMERGENCY BOARD MONITORING UPDATE:
PRESENTATION OF EMERGENCY CONSTRAINTS 3 AND 4
PROGRESS MEASURES**

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 guidance, the HISD Board of Education has adopted four emergency constraints in response to the COVID-19 outbreak.

Attached to this update are a presentation and report regarding the Emergency Constraint Progress Measures (ECPMs). The following measures have new data this meeting:

Emergency Constraint 3: The superintendent will not operate without engaging all students in learning.

- ECPM 3.1—The percentage of students digitally engaging with HISD@H.O.M.E. through the Clever Portal at least once during the week will increase 43 percentage points from 0% on March 20, 2020, to 43% by June 1, 2020.
- ECPM 3.2—The number of students receiving non-digital resources distributed for student HISD@H.O.M.E. learning will increase from 0 on March 20, 2020, to 40,644 by June 1, 2020.
- ECPM 3.3—The percentage of special education students receiving remote services at least once weekly will increase from 0% the week of March 23, 2020, to 85% by August 1, 2020.

Emergency Constraint 4: The superintendent will not operate without protecting the health and safety of employees.

- ECPM 4.1—The number of COVID-19 communications distributed to district employees will increase from 0 on February 24, 2020, to 33 by August 1, 2020.
- ECPM 4.2—The percent of employees who are directed to work on site while the district is closed but instructing students who are equipped with personal protective equipment (PPE) will increase from 0% March 13, 2020, to 100% by August 1, 2020.

HOUSTON INDEPENDENT SCHOOL DISTRICT

Emergency Constraints 3 & 4 Progress Measures

Date: 6/11/2020

Presenter:

Allison E. Matney, Ed.D.

Officer, Department of Research and Accountability



Emergency Constraint 3

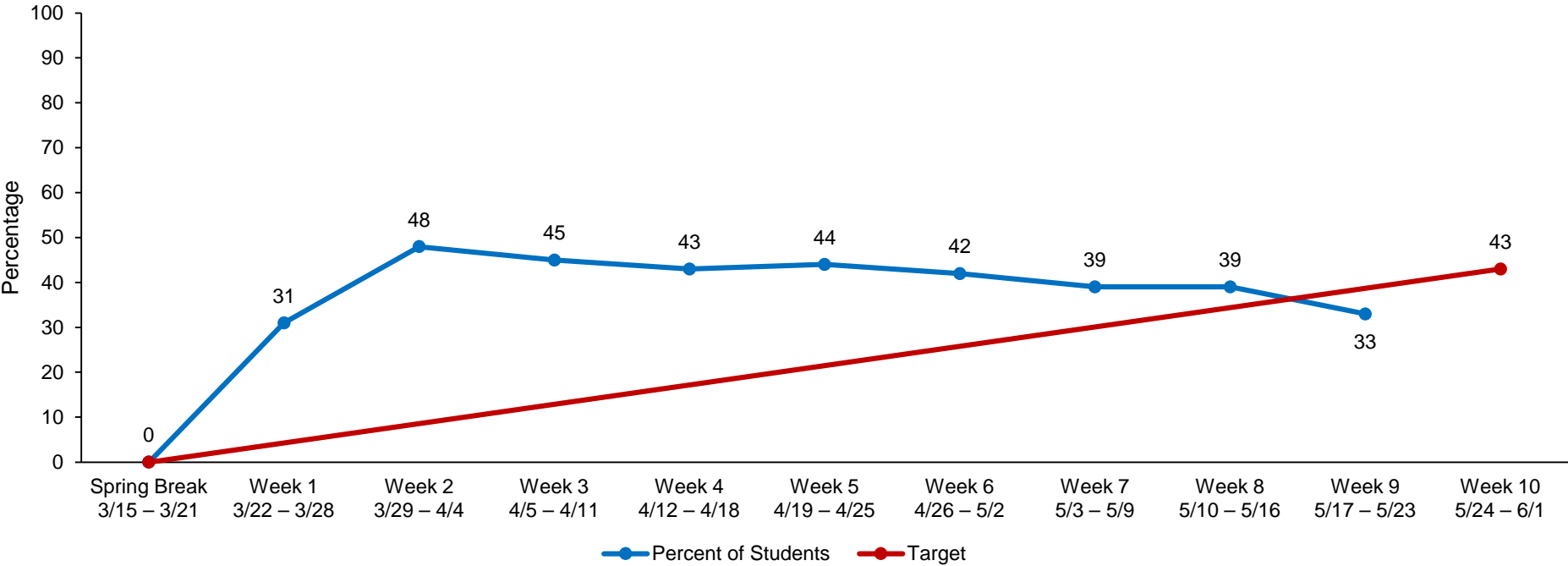
- The superintendent will not operate without engaging all students in learning.

ECPM 3.1

- The percentage of students digitally engaging with HISD@H.O.M.E. through the Clever Portal at least once during the week will increase 43 percentage points from 0% on March 20, 2020, to 43% by June 1, 2020.

ECPM 3.1 – On Track

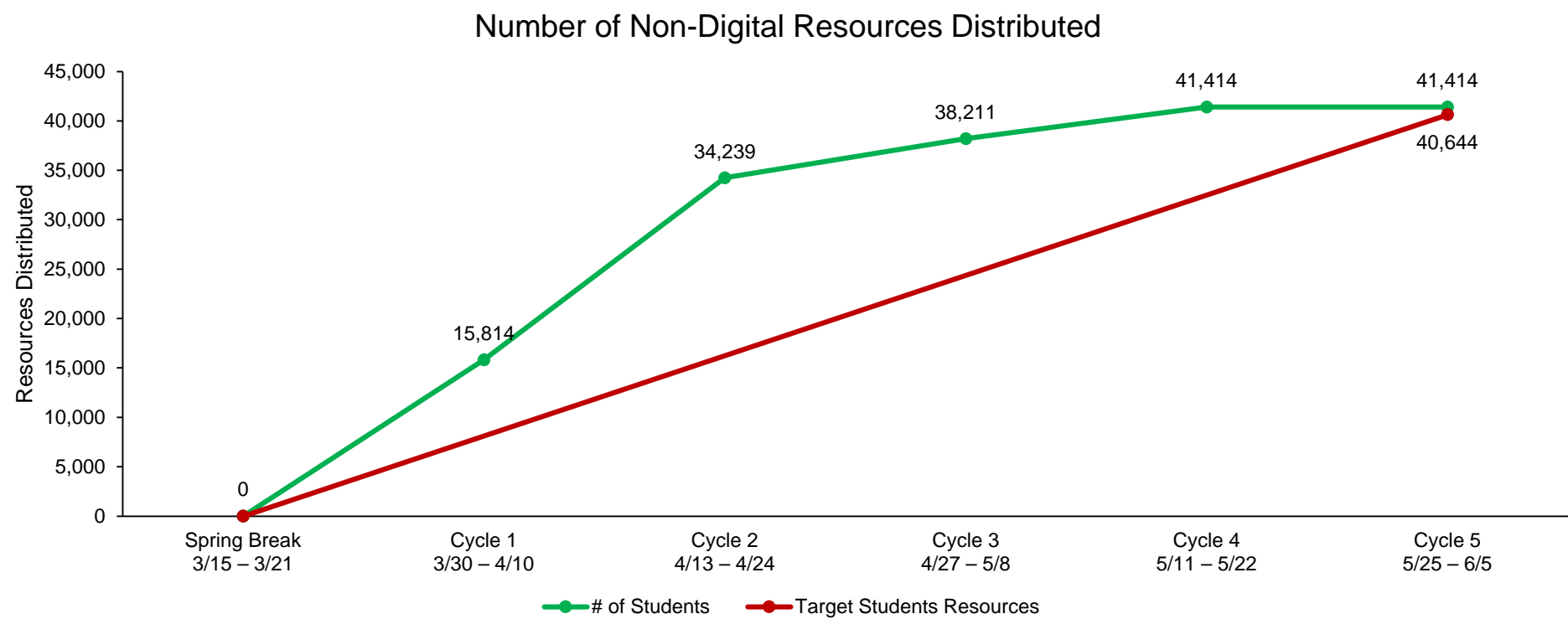
Percent of Students Digitally Engaging Through the Clever Portal



ECPM 3.2

- The number of students receiving non-digital resources distributed for student HISD@H.O.M.E. learning will increase from 0 on March 20, 2020 to 40,644 by June 1, 2020.

ECPM 3.2 – Exceeded Goal

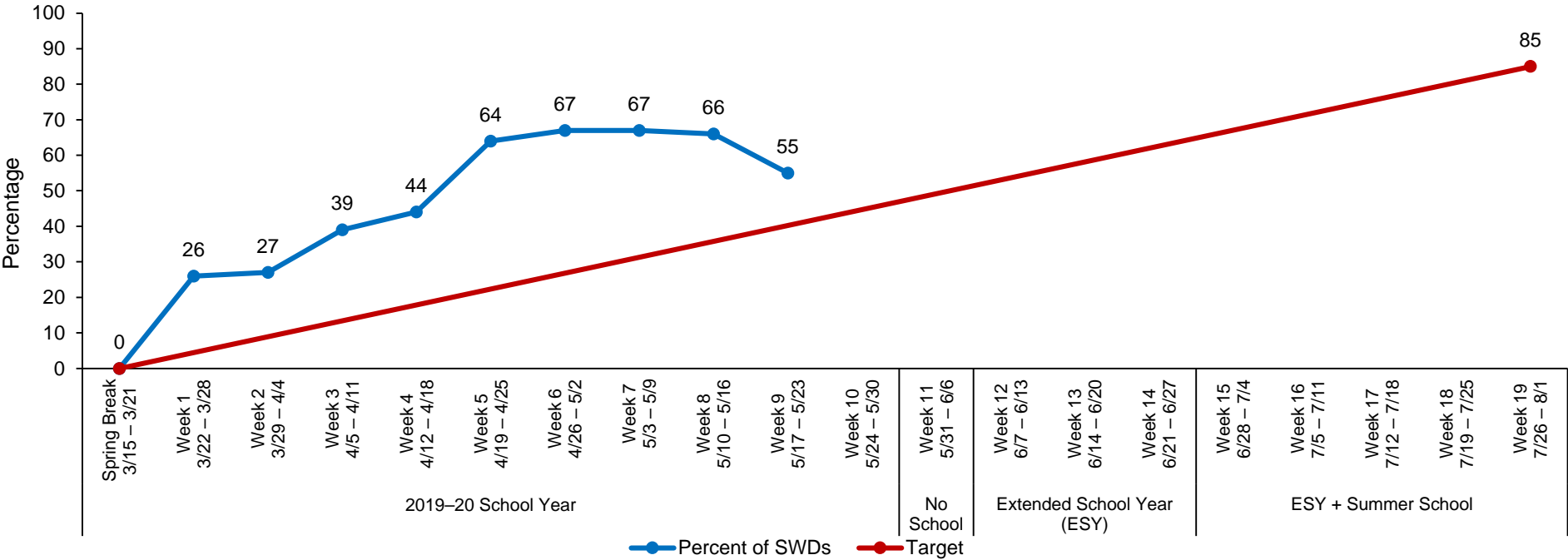


ECPM 3.3

- The percentage of special education students receiving remote services at least once weekly will increase from 0% the week of March 23, 2020 to 85% by August 1, 2020.

ECPM 3.3 – On Track

Percent of SWDs Documented as Receiving Remote Services



Emergency Constraint 3 Summary

ECPM	Description	Week 9 Value	Week 9 Target	Evaluation
3.1	Digital Engagement – Clever Portal	33% of Students	39%	On Track
3.2	Printed Packets Distributed	41,414 Packets	40,644	Exceeded Goal
3.3	Documented SWD Services	55% of SWDs	40%	On Track

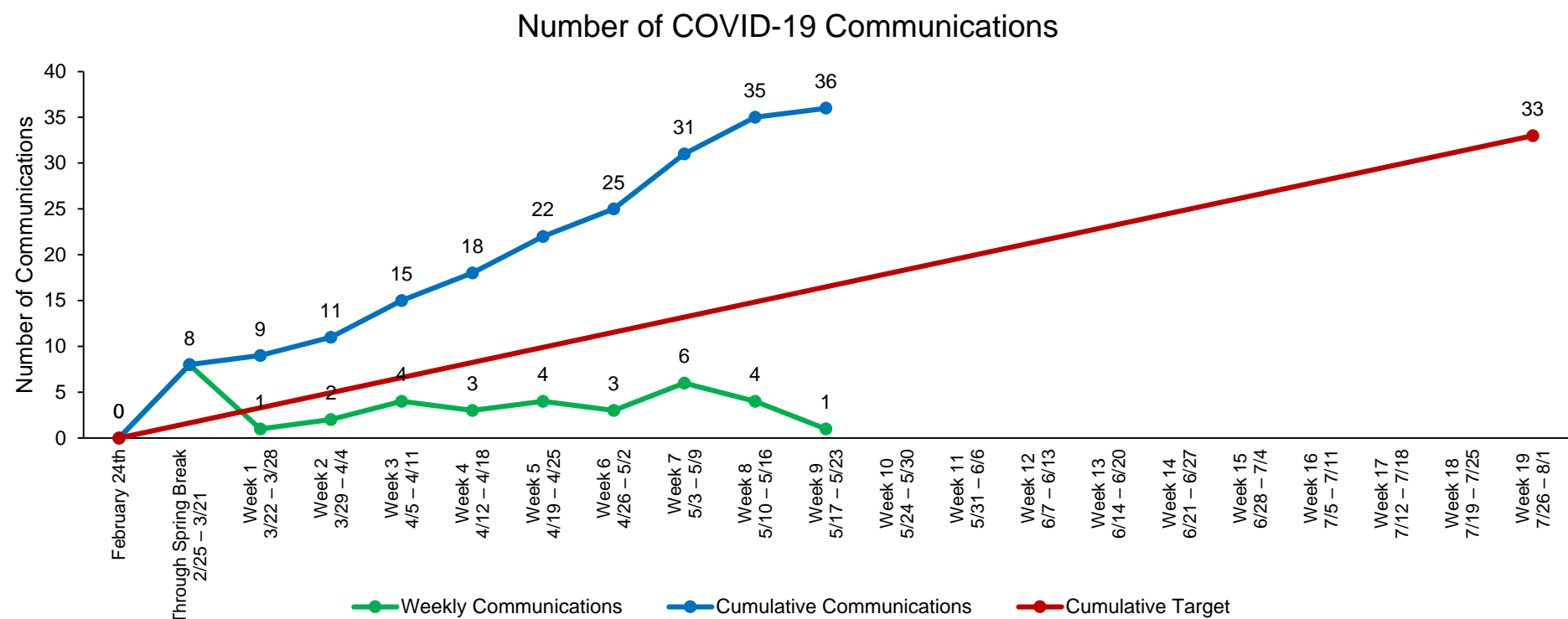
Emergency Constraint 4

- The superintendent will not operate without protecting the health and safety of employees.

ECPM 4.1

- The number of COVID-19 communications distributed to district employees will increase from 0 on February 24, 2020 to 33 by August 1, 2020.

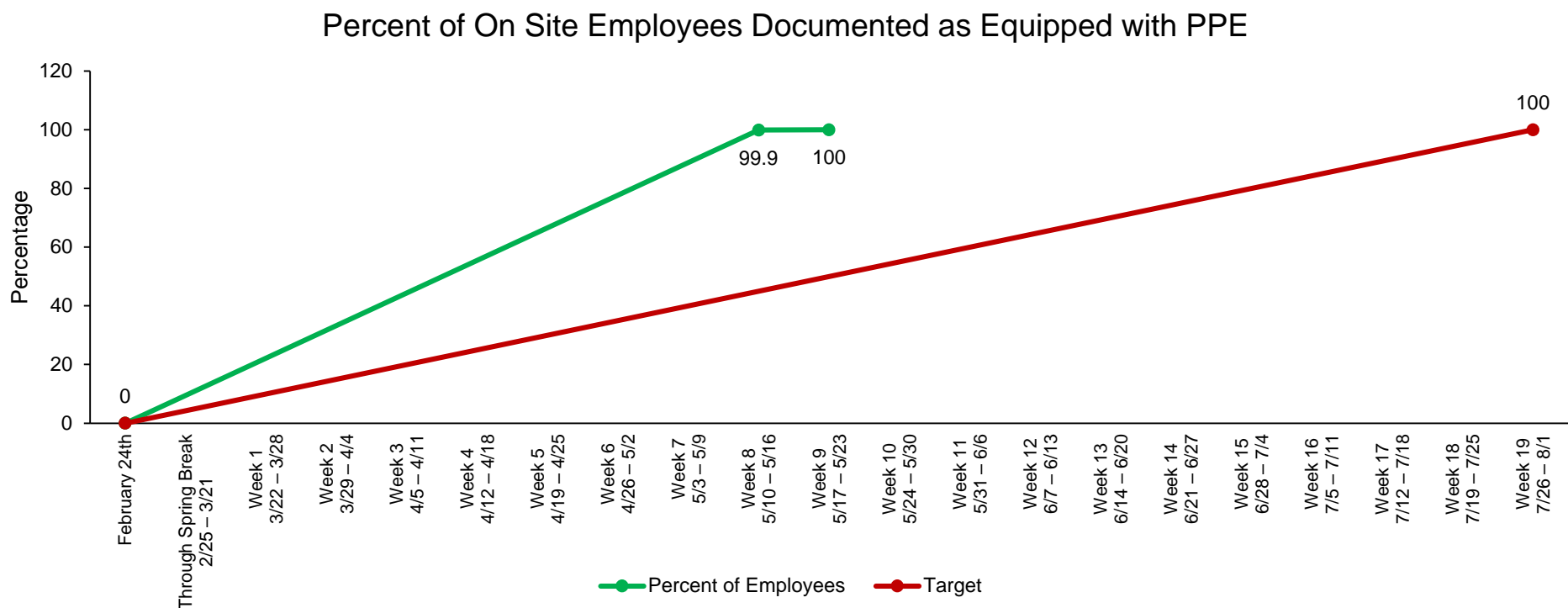
ECPM 4.1 – On Track



ECPM 4.2

- The percent of employees who are directed to work on site while the district is closed but instructing students who are equipped with personal protective equipment (PPE) will increase from 0% March 13, 2020 to 100% by August 1, 2020.

ECPM 4.2 – On Track



Houston ISD COVID-19 PPE Tracker implemented the week of May 10th. See the May Board Meeting Constraint Monitoring Report for more information.

Emergency Constraint 4 Summary

ECPM	Description	Week 9 Value	Week 9 Target	Evaluation
4.1	COVID-19 Communications	36 Communications	17	On Track
4.2	PPE	100%	100%	On Track

Note: The Houston ISD COVID-19 PPE Tracker was officially implemented the week of May 11th.

HOUSTON INDEPENDENT SCHOOL DISTRICT

Thank you



HISD | Research and Accountability

ANALYZING DATA, MEASURING PERFORMANCE.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

Emergency Constraint 3, Board Meeting - June 2020

Emergency Constraint 3

The superintendent will not operate without engaging all students in learning.

Emergency Constraint 3 – Next Steps

Emergency Constraint 3 Summary				
ECPM	Description	Week 9 Value	Week 9 Target	Evaluation
3.1	Digital Engagement – Clever Portal	33% of Students	39%	On Track
3.2	Printed Packets Distributed	41,414 Packets	40,644	Exceeded Goal
3.3	Documented SWD Services	55% of SWDs	40%	On Track

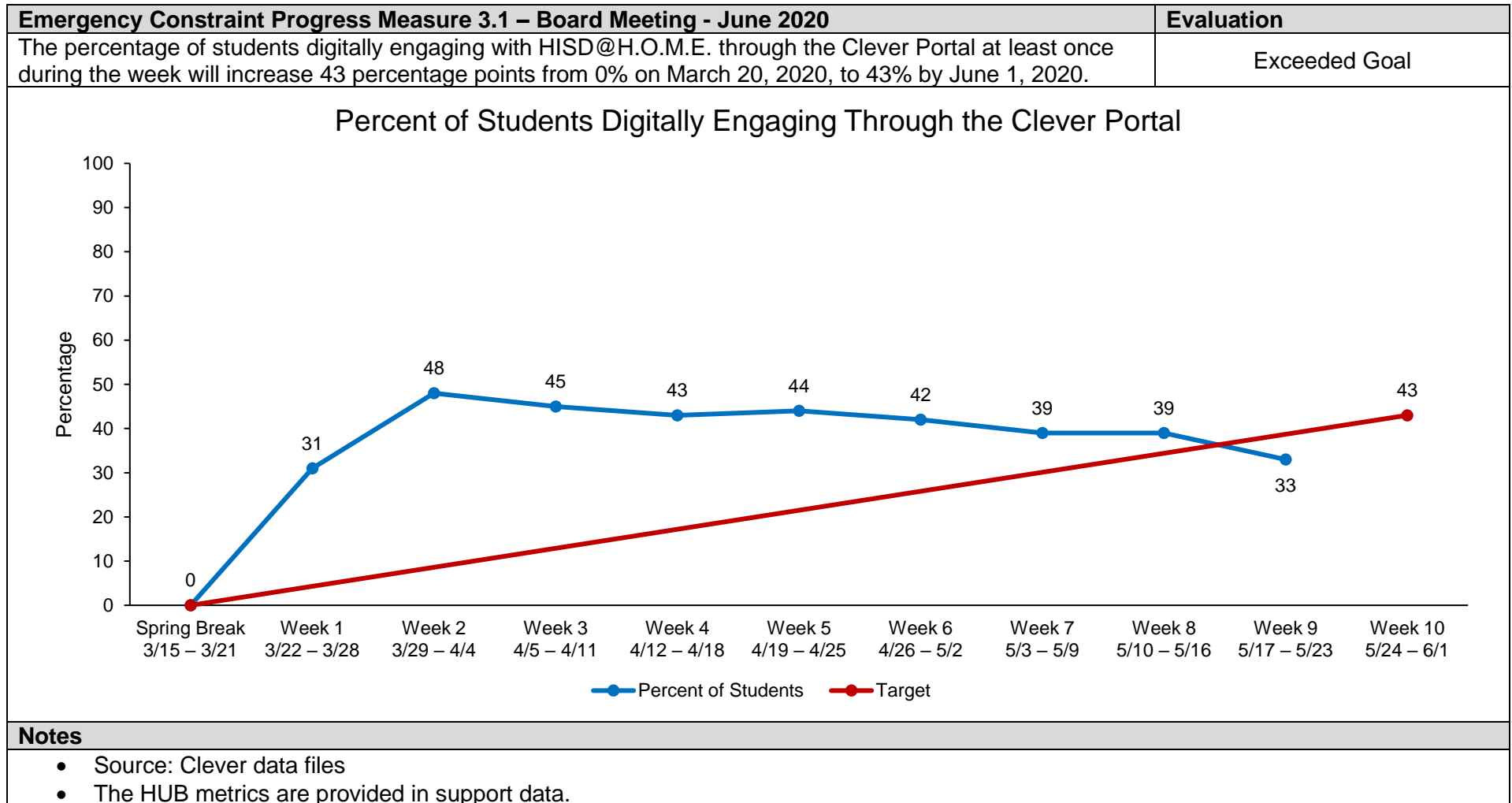
Needed District Actions

- Continue to gather requests for paper packets.

HISD | Research and Accountability

ANALYZING DATA, MEASURING PERFORMANCE.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

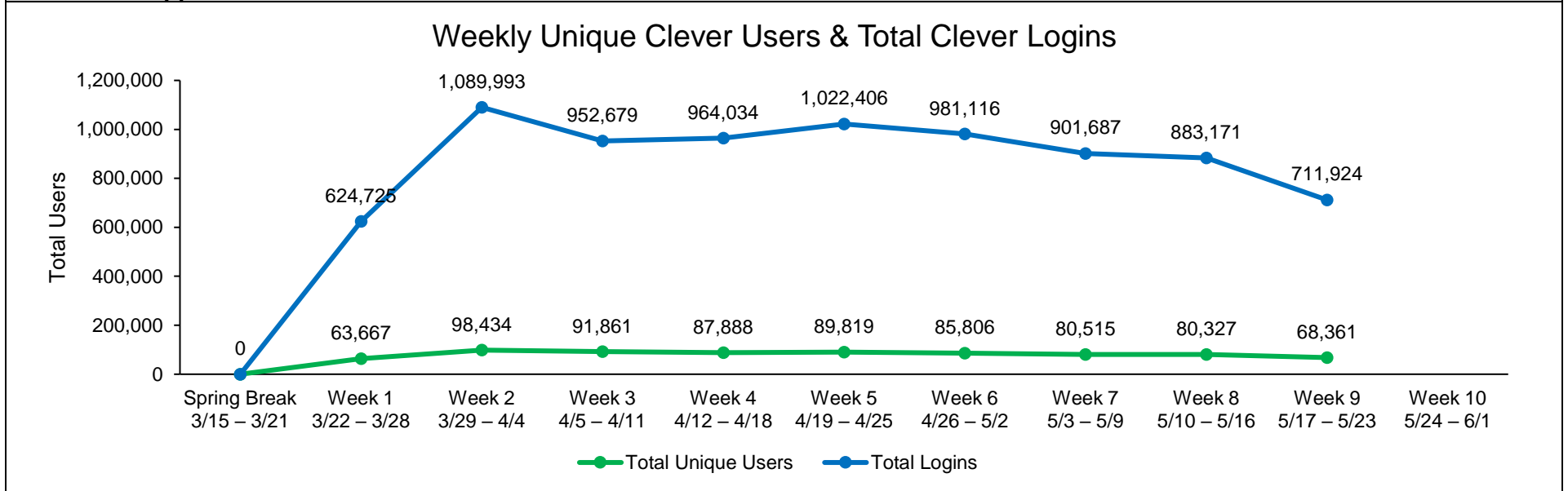


HISD | Research and Accountability

ANALYZING DATA, MEASURING PERFORMANCE.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 3.1 Support Data – Clever Portal



COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 3.1 Support Data – Digital Resources

Online learning is primarily happening through the Clever Portal, The HUB, Microsoft Teams, and Google Classroom. A brief description of each digital environment is provided below:

Clever Portal

- Clever Portal is the access point for most of our digital resources. This allows teachers and students to have a primary login to minimize the number of usernames and passwords required.
- Clever Portal provides access to a number of applications including Imagine Math, myON, Imagine Language & Literacy, OnTrack, and Khan Academy.
- Teachers can create a customized experience for their students including highlighting resources used in the course.

The Hub

- Data Source: The HUB Advanced Reporting.
- The HUB is a learning management system. It allows teachers to give assignments and provide digital resources to students.
- The HUB allows teachers to create interactive, online lessons with a variety of resources.

Google Classroom

- Data Source: Google Analytics
- Google Classroom is a light version of a Learning Management System (LMS).
- Classroom allows teachers to give assignments and provide digital resources to students.
- Teachers can create interactive, online lessons with a variety of resources.
- Metrics (such as unique and total student logins) are not currently provided in alignment with board reporting.

Microsoft Teams

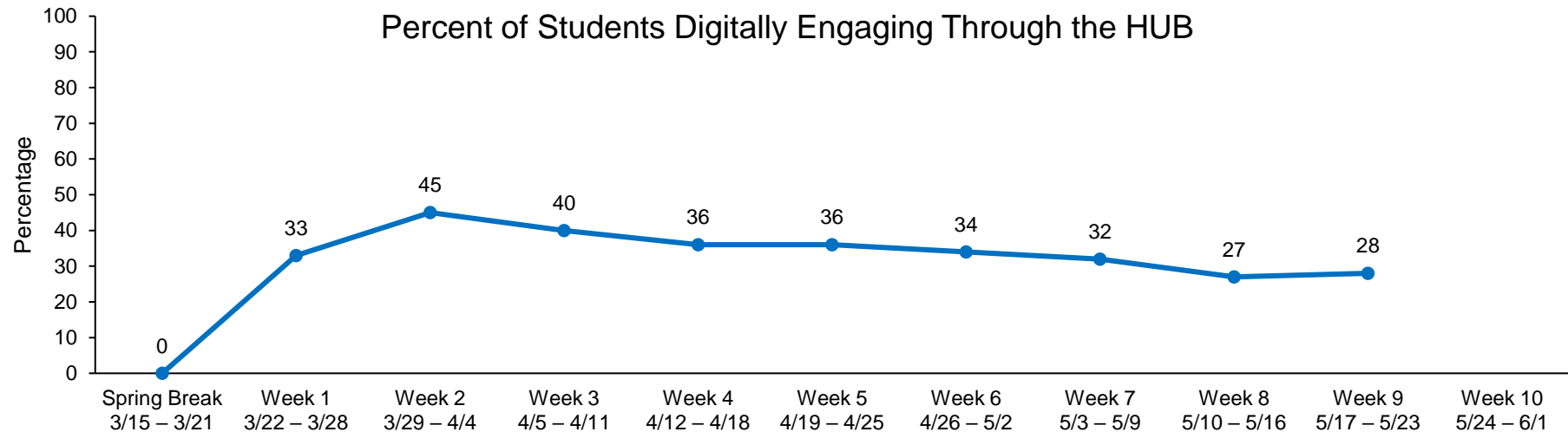
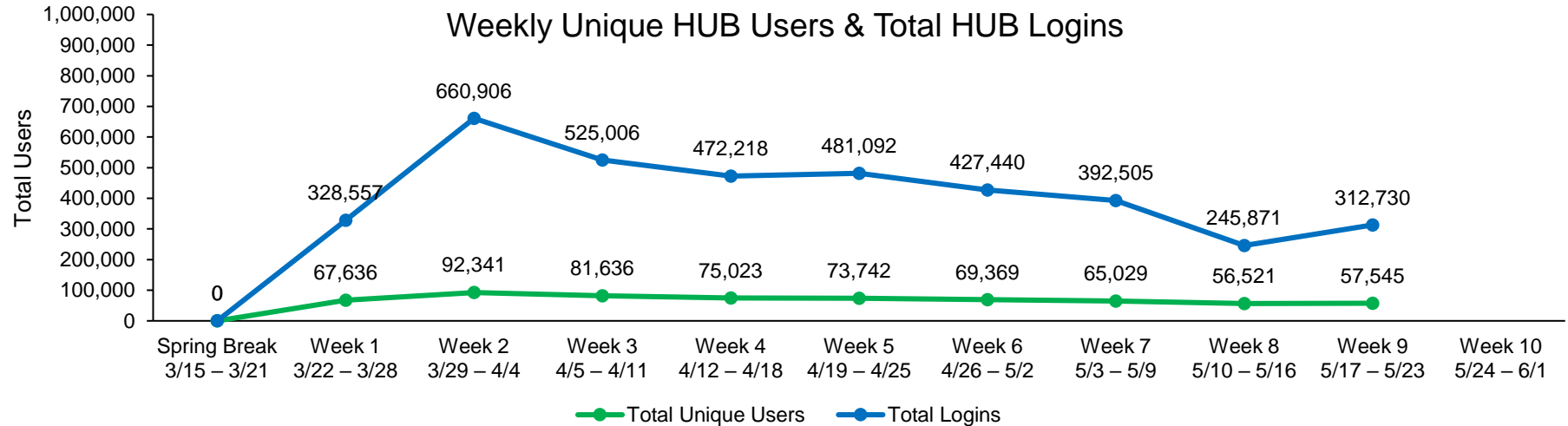
- Data Source: Microsoft
- Teams is a way to virtually interact with students.
- Assignments can be given to students and provides teachers a way of having a more personalized experience with their students.
- Metrics (such as unique and total student logins) are not currently provided in alignment with board reporting.

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ANALYZING DATA, MEASURING PERFORMANCE.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 3.1 Support Data – The HUB



COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

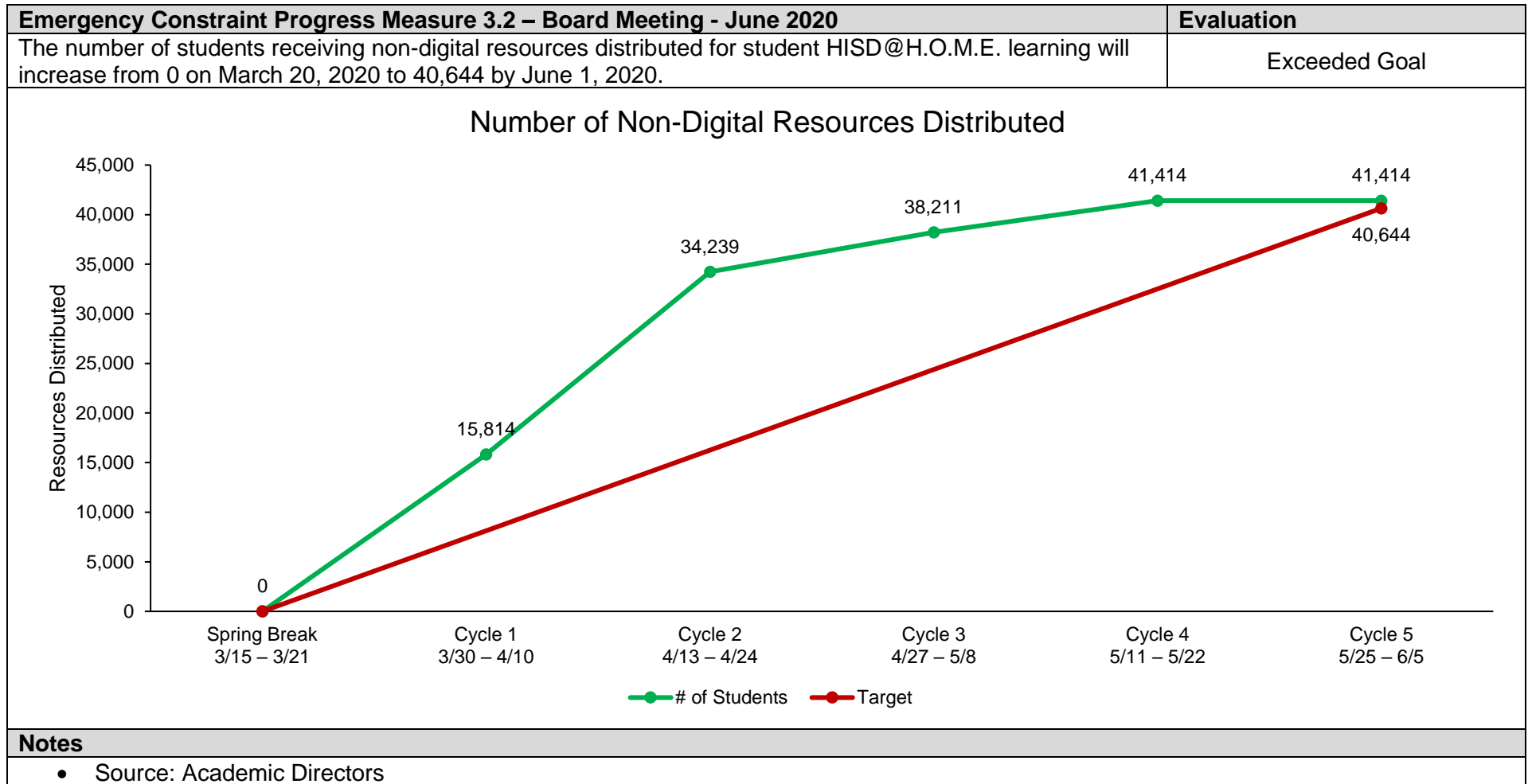
ECPM 3.1 Status – Digital Engagement

- The district is on track to digitally engage at least 43% of the student population through the digital portal during the week.
- HISD Service Desk continues to assist parents, students, and teachers connect with HISD@H.O.M.E.
- Continued monitoring of available metrics and dashboards of digital resources.
- Planning for future digital engagement tracking for the 2020–2021 school year.
 - Needed hardware, distribution strategies, and technical support.
 - Centralized tracking across platforms (Clever, The HUB, Google Classroom, and Microsoft Teams) to document that **all** students are being engaged digitally. May require additional funding and resources to implement.
 - An Academic Instructional Technology Department has been created to support leaders, teachers, students, and parents with virtual learning.
 - The HISD Instructional Continuity Team form to develop a guidebook for HISD@HOME, in preparation for additional waves of interrupted schooling face-to-face.
 - The HISD@HOME Guidebook will include systems operational and instructional to keep the district moving. The purpose of the guidebook is to:
 - Establish roles and responsibilities for stakeholders;
 - Determine technology systems to support continuity of learning;
 - Identify effective content delivery;
 - Develop clear grading and attendance policies; and
 - Develop a solid professional development plan that includes all stakeholders.
- May 18th was the last day to collect student assignments. Expect digital engagement to continue decrease to the end of the school year.

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ANALYZING DATA, MEASURING PERFORMANCE.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020



COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 3.2 Support Data – Non-Digital Resources

Non-Digital Resource Production

- The Elementary Curriculum Department develops two-week instructional packets for grade levels PreK-5 in core content areas and fine arts.
- The Secondary Curriculum Department develops two-week discipline/literacy focused instructional packets for Middle and High Schools.
- The Special Education Department develops two-week instructional packets for students in self-contained service areas.
- Instructional Packets are provided in English and Spanish.
- The master files for all packets are provided to HISD Printing Services for production (printing and mailing/distribution).

Student Identification Process

- Schools conducted a technology wellness survey with students and families to identify students who would need the support of non-digital instructional materials. Each school provided their list of student names to the Area Office Directors.
- The Area Office Directors provided the combined Area student request list to Academics. Addresses are obtained from the student information system to provide HISD Printing Services by packet level for production.
- Students and families can self-identify need for a non-digital instructional packet by calling the HISD@H.O.M.E. Hotline (713-892-7378).

Distribution Process

- Non-digital instructional resources are provided to students in a two-week instructional cycle.
- Initial cycle 1 packets were provided to schools to distribute with at-home materials.
- Cycles 2 through 5 packets are mailed to student homes in envelopes labeled 'HISD Curriculum Packet Enclosed.'

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

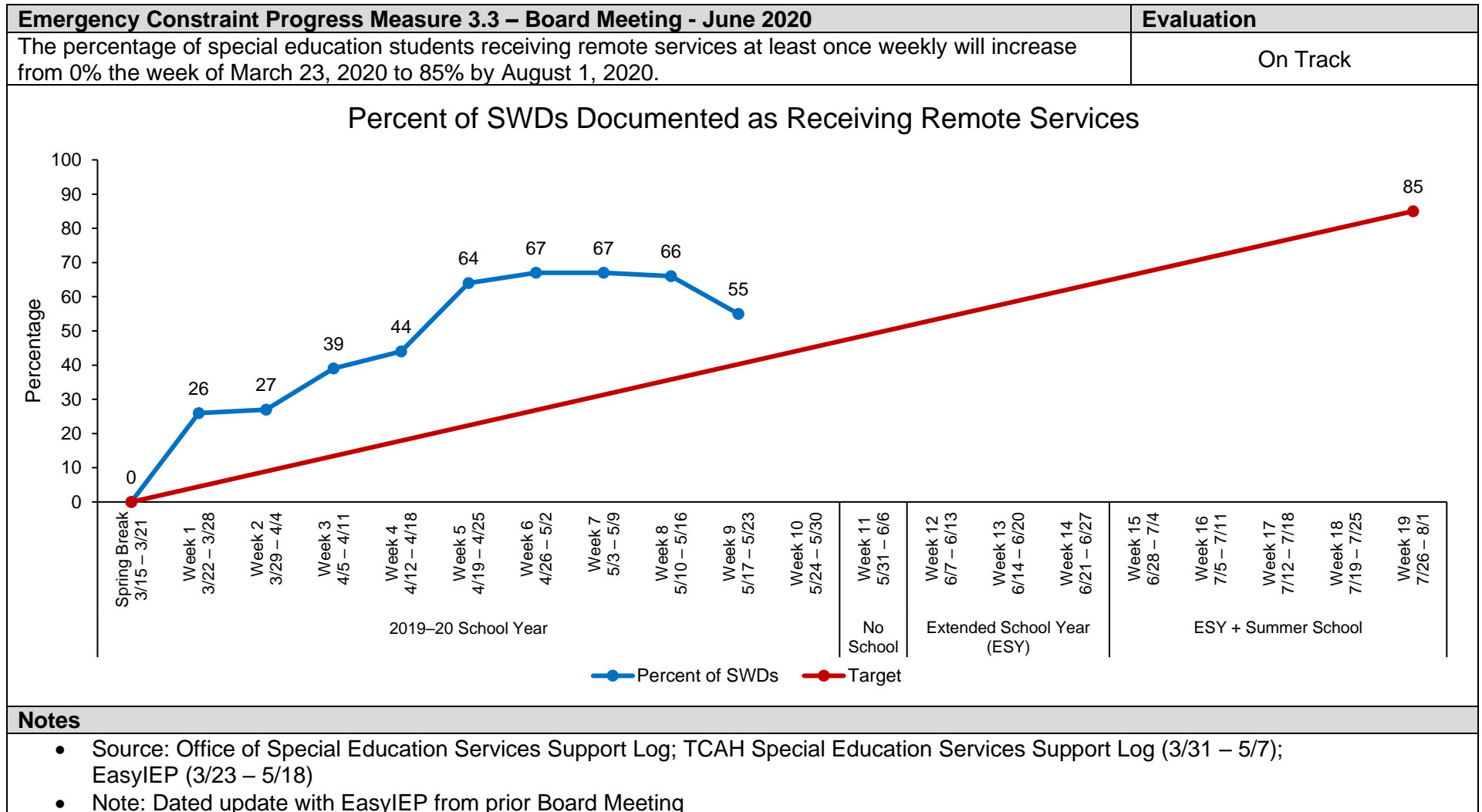
ECPM 3.2 Status – Non-Digital Resources

- The district is exceeded the goal set around providing the non-digital resource to the projected number of students with limited to no technology access or functional technology resources in the home.
- One hundred percent of requests for non-digital resource are being met through the mail-out distribution and/or other methods. Yet, meeting the projected target is based on actual identified need (through campus survey feedback and parent or student self-identification). Factors that would impact not meeting the projected target could be the actual number of requests received fall lower than the projected twenty percent of all district students.
- COVID-19 pandemic has increased the awareness of students' access to technology and internet services, as families and students are grappling with issues related to academics, general wellbeing, and financial challenges.
- The district will continue to support students through the summer to provide non-digital instructional resources by providing grade-level appropriate resources with timely distribution.

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ANALYZING DATA, MEASURING PERFORMANCE.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020



COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 3.3 Support Data – SWDs Receiving Remote Service

The delivery of educational services for Students with Disabilities has not been relaxed by federal law during the pandemic. Therefore, the Office of Special Education Services has continued to provide virtual and/or remote educational services utilizing the [SPED@Home web site](#), Instructional Resource Packets, Speech and Language teletherapy, and related services delivery options.

Through the development and implementation of an OSES Constraint 3 Service Log, the direct educational services delivered, and successful contacts made with SWDs by Special Education teachers are being captured. An initial launch of a services log (Campus Visit Log-CVL) occurred the week of March 22, 2020 with low centrally documented services (2%). Week two, March 29, 2020, we noted a slight increase by one percent, but the documented services remained low (3%).

Based on feedback from special education teachers and school-based administrators, it was noted that the document was cumbersome and difficult to navigate. The Office of Special Education Services created a more streamlined and end user-friendly service log. The new log was implemented week three, April 5, 2020, with a noted increase in centrally documented services (20%). Although a noted increase, it was identified that some Special Education teachers continued to input data using the original CVL. At the end of week three, the original CVL was locked without further access. Data were imported into the OSES Constraint 3 Service Log. During week four, April 12, 2020, the centrally documented services increased to 27%. Week five, April 19, 2020, the OSES Constraint 3 Service Log documented teacher contact with 56% of SWDs .

The Constraint 3 Service Log Process:

- Received via a link every Monday, by Special Education Department Chairs and Campus Principals.
- A Google Spreadsheet link is prepopulated with specific campus and specific student information. The link is only to be shared with Special Education teachers assigned to SWDs at the specific campus.
- Special Education teachers are encouraged to contact SWDs daily. However, to monitor contacts made by Special Education teachers with SWDs regarding instructional and/or compliance services, Special Education teachers are asked to document instructional and/or compliance services contacts made with SWDs at a minimum of three times per week using the OSES Constraint 3 Service Log.
- Special Education teachers have the autonomy to decide which three days of services they will capture and document in the service log for data reporting.
- Collaboration among campus principals and OSES program specialists ensures Special Education teachers are supported while delivering services to SWDs and documenting service delivery using the log.
- OSES Constraint 3 Service Log is closed out at 6:00 p.m. every Friday. Reports are accessed by the Office of Special Education Services and the Department of Research and Accountability for appropriate service planning and support to students, parents, teachers, and campuses.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 3.3 Status – SWDs Receiving Remote Service

The Office of Special Services continued delivery of educational services for Students with Disabilities through virtual and/or remote educational services utilizing the [SPED@Home web site](#), Instructional Resource Packets, Speech and Language teletherapy, and related services delivery options.

Upon weekly review of data captured in the Constraint 3 Log, it appeared as if some SWDs had not been contacted or had not received any special education services. The data reflected some single digit to zero entries captured into the log. In order to accurately report contacts and services provided to SWDs, the Office of Research and Accountability and the Office of Special Education Services collaboratively decided to include related services data captured and housed in the EasyIEP system. Data were requested from PCG (EasyIEP vendor) from March 23, 2020 to end of the academic school year. These data reports will continue through the end of summer 2020 for accurate reporting of Extended School Year (ESY) services and speech compensatory services provided to SWDs.

Based on related services data captured in EasyIEP and imported into the OSES Constraint 3 Service Log, a more accurate reporting of direct educational services, related services, and successful contacts made with SWDs by Special Education teachers have been captured. Below weeks one through five reflect an increase of contacts and services after related services data captured in the EasyIEP system has been included. In addition, weeks six through nine, reflect related services data already included in the percentage reported:

- Week one, March 22nd (2%) to 26%
- Week two, March 29th (3%) to 27%
- Week three, April 5th (20%) to 39%
- Week four, April 12th (27%) to 44%
- Week five, April 19th (56%) to 64%
- Week six, April 26th – 67%
- Week seven, May 3rd – 67%
- Week eight, May 10th – 66%
- Week nine, May 17th - 55%

A decrease in contacts and special education services were noted during weeks eight and nine. The Office of Special Education Services partnered with the Schools Offices to communicate and ensure that services for SWDs continued as outlined in IEPs until the end of the academic school year.

Contact and special education services provided to SWDs who attend traditional Summer School, ESY, and/or receive speech compensatory services will continue to be captured and tracked using the Constraint 3 Log. The Office of Special Education Services in collaboration with campuses will ensure that contact and special education services are being provided to SWDs.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 3.3 Status – SWDs Receiving Remote Service (Cont.)

The Constraint 3 Service Log (Summer Process):

- Received via a link every Monday, by Summer School/ESY Special Education teacher/caseload teacher providing services and Campus Principals.
- A Google Spreadsheet link is prepopulated with specific campus and specific student information. The link is only to be shared with Summer School/ESY Special Education teachers assigned to SWDs at the specific campus.
- Summer School/ESY Special Education teachers will follow summer school instructional schedules for contact and services. However, to monitor contacts made by Summer School/ESY Special Education teachers with SWDs regarding instructional and/or compliance services, designated teachers are asked to document instructional and/or compliance services contacts made with SWDs at a minimum of three times per week using the ongoing OSES Constraint 3 Service Log.
- Summer School/ESY Special Education teachers have the autonomy to decide which three of four days of services they will capture and document in the service log for data reporting.
- Ongoing collaboration among campus principals and OSES program specialists will ensure Summer School/ESY Special Education teachers are supported while delivering services to SWDs and documenting service delivery using the log.
- OSES Constraint 3 Service Log will closed out at 6:00 p.m. every Thursday. Reports are accessed by the Office of Special Education Services and the Department of Research and Accountability for appropriate service planning and support to students, parents, teachers, and campuses.

In addition, EasyIEP reports will be requested weekly during Summer School/ESY to capture related services and ESY speech and speech compensatory services provided to SWDs.

OSES will continue to ensure that SWDs have the devices needed to engage instructionally and receive related services during Summer School/ESY. Professional development for teachers and direct support to teachers will continue. Summer School/ESY training has been created and delivered virtually to build greater capacity in our special education teachers.

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ANALYZING DATA, MEASURING PERFORMANCE.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

Emergency Constraint 4, Board Meeting - June 2020

Emergency Constraint 4

The superintendent will not operate without protecting the health and safety of employees.

Emergency Constraint 4 – Next Steps

Emergency Constraint 3 Summary				
ECPM	Description	Week 9 Value	Week 9 Target	Evaluation
4.1	COVID-19 Communications	36 Communications	17	On Track
4.2	PPE	100%	100%	On Track

Note: The Houston ISD COVID-19 PPE Tracker was officially implemented the week of May 11th.

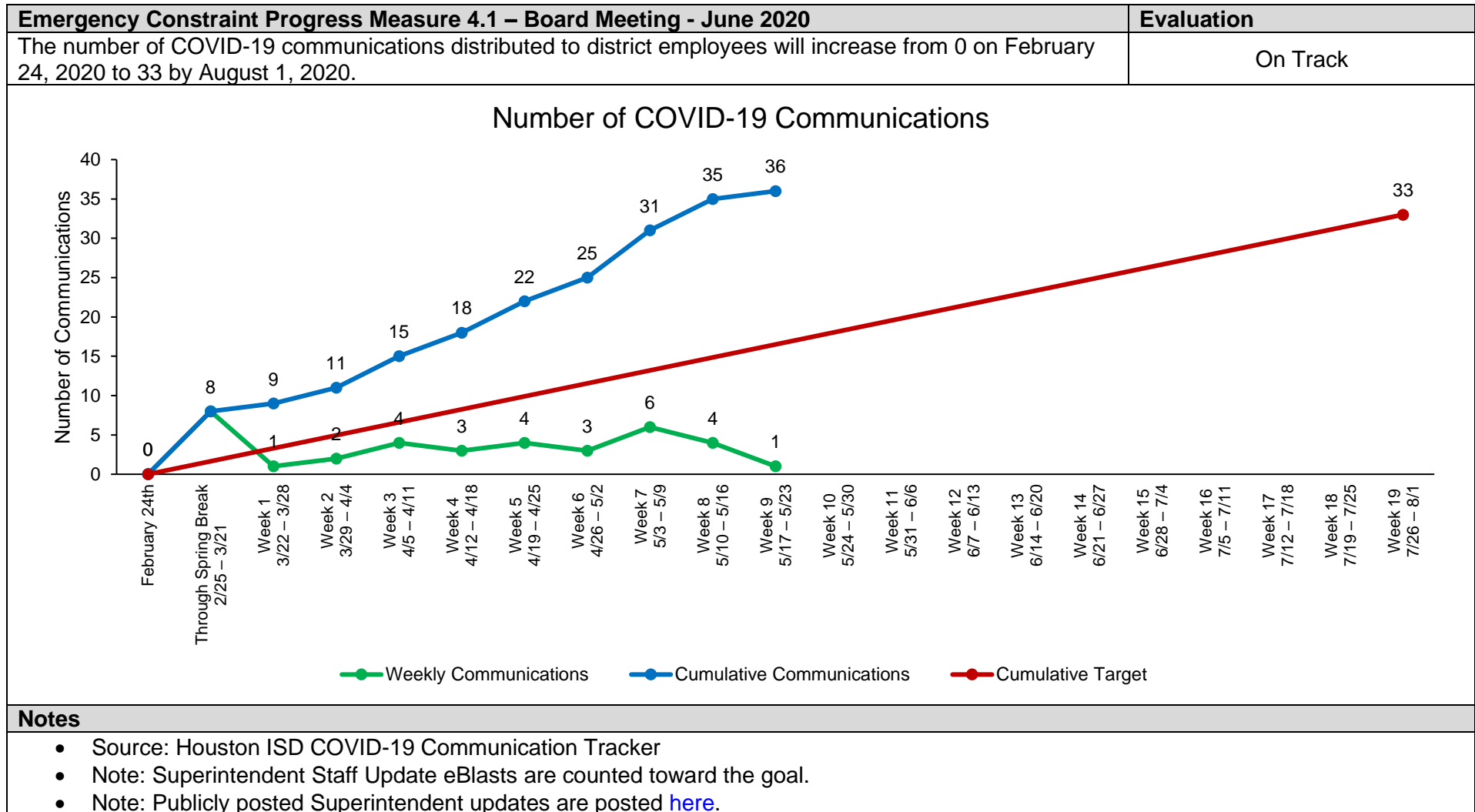
Needed District Actions

-

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ANALYZING DATA, MEASURING PERFORMANCE.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020



COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 4.1 Support Data – COVID-19 Staff Communication

Superintendent COVID-19 Communications:

- Staff Coronavirus Update ([2/26/2020](#))
- Staff Coronavirus Update ([3/3/2020](#))
- Staff Coronavirus Update regarding self-quarantine requirements and perfect attendance and attendance final exam exemptions ([3/5/2020](#))
- Staff Coronavirus Update regarding Travel Reporting, Campus Visitation Policy, Student Workers, Campus Related Events, Spring Breaks, and Absence Policy ([3/11/2020](#))
- Staff Coronavirus Update regarding canceling of classes on March 13th ([3/12/2020](#))
- Staff Coronavirus Update regarding HISD Helping Hands ([3/16/2020](#))
- Staff Coronavirus Update regarding extension of districtwide closure ([3/16/2020](#))
- Staff Coronavirus Update regarding Education Support Professionals Day (3/17/2020)
- Staff Coronavirus Update regarding availability of staff for digital engagement ([3/19/2020](#))
- Staff Coronavirus Update regarding suspension of food distribution ([3/25/2020](#))
- Staff Coronavirus Update regarding HISD@H.O.M.E. ([3/31/2020](#))
- Staff Coronavirus Update regarding continuation of food distribution and safety procedures ([4/1/2020](#))
- Staff Coronavirus Update regarding HISD Spirit Week ([4/7/2020](#))
- Staff Coronavirus Update regarding team HISD efforts during COVID-19 ([4/8/2020](#))
- Staff Coronavirus Update regarding HISD@H.O.M.E. Hotline ([4/9/2020](#))
- Staff Coronavirus Update regarding Grading Guidelines ([4/9/2020](#))
- Staff Coronavirus Update regarding HISD@H.O.M.E. Hotline ([4/15/2020](#))
- Staff Coronavirus Update regarding closure of the school district for the rest of the school year ([4/17/2020](#))
- Staff Coronavirus Update regarding COVID-19 Updates (4/22/2020)
- Staff Coronavirus Update regarding Administrative Professionals Day (4/23/2020)
- Staff Coronavirus Update regarding April 2020 Superintendent's News (4/23/2020)
- Staff Coronavirus Update regarding team HISD efforts during COVID-19 ([4/24/2020](#))
- Staff Coronavirus Update regarding More Information on the CARES Act (4/29/2020)
- Staff Coronavirus Update regarding Lunch Hero Day during COVID-19 ([5/1/2020](#))
- Staff Coronavirus Update regarding Principal Day during COVID-19 ([5/1/2020](#))
- Staff Coronavirus Update regarding Teacher Appreciation Week during COVID-19 ([5/3/2020](#))
- Staff Coronavirus Update regarding Senior Spirit Week ([5/5/2020](#))
- Staff Coronavirus Update regarding COVID-19 Updates (5/6/2020)
- Staff Coronavirus Update regarding District of Innovation ([5/6/2020](#))

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 4.1 Support Data – COVID-19 Staff Communication (Cont.)

- Staff Coronavirus Update regarding National School Nurse Day ([5/6/2020](#))
- Staff Coronavirus Update regarding Emergency Constraints (5/8/2020)
- Staff Coronavirus Update regarding National Police Week ([5/10/2020](#))
- Staff Coronavirus Update regarding Graduation ([5/11/2020](#))
- Staff Coronavirus Update regarding Staff Update (5/12/2020)
- Staff Coronavirus Update regarding COVID-19 Updates (5/14/2020)
- Staff Coronavirus Update regarding COVID-19 Updates (5/21/2020)

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 4.1 Support Data – COVID-19 Staff Communication (Cont.)

Benefits Communications COVID-19 Communications:

- **February 24–April 21, 2020**
 - [Tweets](#): 25 tweets and numerous retweets on [@TeamHISD](#)
 - [Facebook](#): 14 posts
 - [Instagram](#): 17 Posts
 - Created new [COVID-19 webpage](#) with 3 stories and links to 10 free coronavirus webinars.
 - Added 6 COVID-19-related stories on the [Benefits Spotlight page](#) on “staying active and healthy while staying home.”
 - Added information on 2 free EAP webinars with flyers on [Benefits EAP page](#).
 - Added COVID-19-related information to these Benefits pages: [Kelsey-Seybold](#) (2), [FSA Payflex](#) (2), [Dental Benefits](#) (2).
- **April 22–26, 2020**
 - [Tweets](#): 3 tweets
 - [Facebook](#): 3 posts
 - [Instagram](#): 3 Posts
 - Sent out 1 extensive eBlast to all employees titled “COVID-19 Updates” on April 23.
 - Created new [Retirement Resources](#) page with information on what potential retirees should be doing if they plan to retire after the semester or at the end of the summer.
 - Posted 1 COVID-19-related story on [Benefits Spotlight](#) page on “Smiles for Seniors.”
- **April 28–May 3, 2020**
 - [Tweets](#): 4 tweets
 - [Facebook](#): 2 posts
 - [Instagram](#): 2 Posts
 - Sent out 1 extensive eBlast to all employees titled “More information on the CARES act” on April 29.
 - Posted 2 CareConnect webinars on Benefits COVID-19 page.
 - Posted [Memorial Hermann’s phased approach to safely resume elective services PDF](#) on Benefits COVID-19 page.
 - Posted Kelsey-Seybold “Guidelines for a Healthier Office” PDFs in [English](#) and [Spanish](#) on Benefits COVID-19 page.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 4.1 Support Data – COVID-19 Staff Communication (Cont.)

- **May 4–May 10, 2020**
 - [Tweets](#): 5 tweets
 - [Facebook](#): 5 posts
 - [Instagram](#): 4 Posts
 - May 4: Post Kelsey-Seybold Health Check Newsletter on COVID-19 on the [COVID-19 webpage](#).
 - May 6: Send out 1 eBlast to all employees titled “COVID-19 Updates” with information on the district’s EAP, the Supplemental Sick Leave Bank, Life Events, a Memorial Hermann update, and current HISD testing sites.
- **May 11–May 17, 2020**
 - [Tweets](#): 6 tweets
 - [Facebook](#): 6 posts
 - [Instagram](#): 4 Posts
 - May 11: Post Aetna Mental Health Awareness Guide on [COVID-19 webpage](#).
 - May 11: Post EAP webinar on “Stress: A Way of life or a Fact of Life” at 11 a.m. on May 19, 2020, on [EAP page](#).
 - May 11: Post EAP webinar on “Counseling and Therapy Demystified” at 12 p.m. on May 21, 2020, on [EAP page](#).
 - May 14: Send out 1 eBlast to all employees titled “COVID-19 Updates” with information on May being National Mental Health Awareness Month Kelsey-Seybold clinics reopening, and current HISD testing sites.
- **May 18–May 24, 2020**
 - [Tweets](#): 3 tweets
 - [Facebook](#): 3 posts
 - [Instagram](#): 3 Posts
 - May 21: Post 10 upcoming EAP webinars on [Benefits calendar](#).
 - May 21: Send out 1 eBlast to all employees titled “COVID-19 Testing Sites on HISD property” with information on current HISD testing sites.
 - May 22: Write story on EAP Overview webinar on June 3 and post on [EAP page](#).

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 4.1 Status – COVID-19 Staff Communication

The HISD Communications Department has exceeded Emergency Constraint Progress Measure 4.1 and will continue to perform the following tasks without changes:

- Continued internal employee and community e-blasts with updates relating to virtual learning, meal distribution, virtual special district events and/or initiatives, and any other relevant updates from the Superintendent.
- Continued HISD Blog posts and social media updates containing information relating to virtual learning, meal distribution, virtual special district events and/or initiatives, and any other relevant updates from the Superintendent.
- Continued distribution press releases updating media relating to virtual learning, meal distribution, virtual special district events and/or initiatives, and any other relevant updates from the Superintendent.
- Continue producing and distributing the HISD Weekly Wrap and Superintendent's Spotlight to update staff and the community on important COVID-19 related information.

The HISD Communications Department will provide the community with detailed and timely updates on district decisions regarding the start of 2020–2021 school year and employees physically returning to their office workplaces.

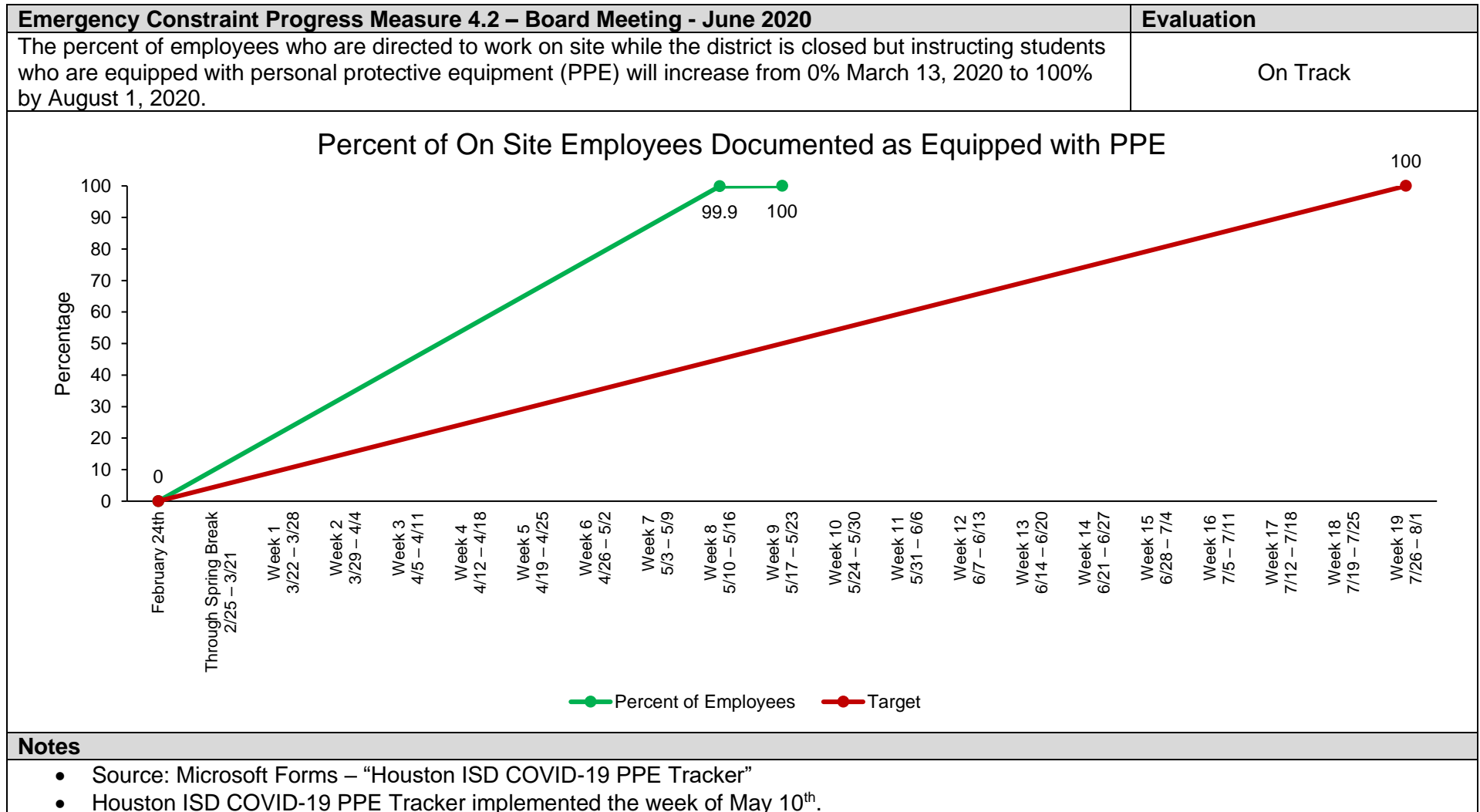
HISD Benefits Communications will continue to perform following tasks:

- Continue weekly COVID-19 e-blasts to all HISD employees.
- Continue providing updates relating to COVID-19 testing sites on HISD property.
- Remain in contact with Aetna, Kelsey-Seybold, and Memorial Hermann, our medical providers, for updates, which are included in the weekly e-blasts, posted on the Benefits website, and shared/promoted on Benefits Twitter, Facebook, and Instagram accounts, as well as Team HISD Twitter
- Remain in contact with the HISD Employee Assistance Program and our Benefits partners to communicate COVID-19-related webinars, exercise/yoga/medication classes, wellness videos, and tips to reduce stress.

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ANALYZING DATA, MEASURING PERFORMANCE.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020



COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 4.2 Support Data – Staff PPE

PPE Distribution Before Implementation of PPE Tracker

During Weeks 1 through 8 access to campuses and other district buildings was severely limited. PPE was distributed via Plant Operators who confirmed to their managers that it was provided to appropriate personnel working on campus. Exact numbers of staff members were not reported.

Overview of PPE Distribution After Houston ISD COVID-19 PPE Tracker Implementation

- PPE for COVID-19 is defined as protective clothing or equipment meant to minimize the spread of illness.
- Proper PPE is face masks and access to proper hand sanitation for most employees.
 - Staff handling food, cleaning products, or serving in a healthcare role are also required to be equipped with gloves.
 - Nutrition staff are required to utilize all HISD provided equipment.
 - All other employees may use their own masks or face coverings as long as they are workplace appropriate and adhere to HISD dress code.
- The manager or supervisor is required to ensure proper PPE is available and offered to staff who are required to work **on site**.
 - On site is defined as any location outside the employee's home where they have been directed to work. This includes but is not limited to any HISD facility, parking lot, and grounds. Any HISD-Houston Food Bank distribution sites, such as NRG, are also included.
 - The manager or supervisor is required to account for numbers of staff working on site as well as the numbers who were equipped with the proper PPE.
 - Individual record keeping for audit purposes, such as individual sign out sheets or rosters of staff working must be maintained by the manager/supervisor.
 - The manager/supervisor uses the Houston ISD COVID-19 PPE Tracker to log their role, facility, and number of staff working as well as the number of staff equipped with the proper PPE for each day.

COVID-19 Emergency Constraint Monitoring Report: Board Meeting - June 2020

ECPM 4.2 Status – Staff PPE

- The district is on track to provide 100% of employees directed to work on site with appropriate PPEs.
- Communications regarding PPEs has been sent to all staff.
- Staff is reviewing tracker daily to ensure onsite staff have been equipped with the proper PPEs.

Office of the Board of Education
Board of Education Meeting of June 11, 2020

Kathy Blueford-Daniels, District II Trustee

SUBJECT: APPOINTMENT OF A HOUSTON INDEPENDENT SCHOOL DISTRICT REPRESENTATIVE TO THE TAX INCREMENT REINVESTMENT ZONE 18 BOARD OF DIRECTORS

The Houston Independent School District (HISD) participates in tax increment reinvestment zones (TIRZ) with the City of Houston. As a participant, HISD is entitled to appoint a representative to the board of directors of each zone, upon the preceding director's term expiration.

This agenda item is to authorize appointment of the following representative to a new two-year term of service on the indicated TIRZ board of directors:

- ~~Bridgette Murray~~ Ronda Prince – TIRZ 18 (Fifth Ward): The term will expire in July 2022.

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 approves the appointment of a representative to the TIRZ 18 board of directors, effective June 12, 2020.

Office of the Board of Education
Board of Education Meeting of June 11, 2020

Holly Maria Flynn Vilaseca, District VI Trustee

SUBJECT: APPOINTMENT OF VOLUNTEER SUBJECT MATTER EXPERT TO THE AUDIT COMMITTEE

Pursuant to the Houston Independent School District (HISD) Audit Committee Charter, the HISD Board of Education Audit Committee seeks approval from the board to appoint Elizabeth Logan as a volunteer subject matter expert supporting the Audit Committee.

The volunteer's resume and conflict-of-interest questionnaire were reviewed by the committee on April 30, and subsequently cleared through the district's ethics and compliance protocol.

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 approves the appointment of Elizabeth Logan as a volunteer subject matter expert supporting the Audit Committee, effective June 12, 2020.

Office of the Board of Education
Board of Education Meeting of June 11, 2020

Sue Deigaard, District V Trustee and President

SUBJECT: APPOINTMENT OF A HOUSTON INDEPENDENT SCHOOL DISTRICT REPRESENTATIVE TO THE TEXAS ASSOCIATION OF SCHOOL BOARDS BOARD OF DIRECTORS FOR REGION 4, POSITION D

Members of the Houston Independent School District (HISD) Board of Education serve as representatives to various internal and external organizations. On February 13, 2020, the board approved a table of such appointments pursuant to BDB(LOCAL).

Since then, the Texas Association of School Boards (TASB) has informed HISD that the appointment of Anne Sung to complete the three-year term ending October 1, 2020, for Region 4, Position D on the TASB Board of Directors—and her nomination for re-election for a new three-year term—was taken "outside of the TASB cycle which began April 30th and ends June 30th" and is "not acceptable. Board action would need to be taken either in May or June of this year."

Consequently, the board is asked to vote again to appoint Anne Sung to complete the three-year term ending October 1, 2020, and to nominate her for re-election from Region 4, Position D, for a new three-year term on the TASB Board of Directors from October 1, 2020, through October 1, 2023.

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 approves the appointment of Anne Sung to complete the three-year term ending October 1, 2020, for Region 4, Position D on the TASB Board of Directors; and approves her nomination for re-election from Region 4, Position D, for a new three-year term on the TASB Board of Directors from October 1, 2020, through October 1, 2023; effective June 12, 2020.

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Academic Services
Yolanda Rodriguez, Interim Chief Academic Officer

SUBJECT: APPROVAL TO SUBMIT COURSE WAIVER REQUESTS FOR TEXAS CONNECTION ACADEMY AT HOUSTON TO THE TEXAS EDUCATION AGENCY

The Texas Education Agency (TEA) requires the review and approval of all courses made available through the Texas Virtual School Network (TXVSN) prior to a course being offered. Eligible school districts may apply to the commissioner of education for a waiver from TEA's course review process if the district can document that each course meets all TXVSN course standards and requirements. Per Texas Education Code, Section 7.056 (b)(1), the submission of waiver requests must be authorized by the local board of education.

Texas Connections Academy at Houston (TCAH) is a Houston Independent School District (HISD) campus charter that provides, as part of TXVSN, an online schools program to nearly 6,000 students in Houston and across Texas. TCAH has created 10 new and revised online courses for use starting in the 2020–2021 school year. To ensure that the courses meet all TXVSN requirements—including those addressing standards for instruction, online coursework, and accessibility—TCAH contracted with Quality Matters, a national course review firm, to conduct a comprehensive, external evaluation of each new and revised course.

The results of the Quality Matters review are complete and have been received by the Offices of Academic Services and Student Support Services. Based on the external expert reviews, the district has determined that the 10 TCAH courses satisfy the TXVSN course standards and requirements and recommends that the board authorizes the submission of the course waiver requests to TEA.

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 3: Rigorous Instructional Standards and Supports.

THIS ITEM DOES REQUIRE CONSULTATION.

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

RECOMMENDED: That the Board of Education approves the submission of course waiver requests for TCAH to the TEA for school years 2020–2021, 2021–2022, and 2022–2023, effective June 12, 2020.

(DRAFT as of 5/12/20)

BOARD AGENDA ITEM EXECUTIVE SUMMARY**Approval to Submit Course Waiver Requests for Texas Connections Academy at Houston to the Texas Education Agency**Overview

Recent legislation moved Texas Virtual School Network (TXVSN) course approval responsibilities to the Texas Education Agency (TEA), but to date TEA has not established a course review process. TEA has asked instead that districts use the district course review waiver process to ensure courses are approved and students can access courses. As part of a district waiver request, the district must document that each course meets all TXVSN course standards and requirements. Texas Education Code (TEC) Section 7.056 (b)(1) requires all district waiver requests to be authorized by the district's board of trustees.

Texas Connections Academy at Houston (TCAH) is a Houston Independent School District (HISD) campus charter school that provides, as part of TXVSN, an online schools program. TCAH has created 10 new and revised online courses for use starting in the 2020-2021 school year. To ensure that the courses meet all TXVSN requirements, TCAH contracted with Quality Matters, a national course review firm, to conduct an external, comprehensive evaluation of each course. That review has been completed and reviewed by HISD. All requirements have been met, and the district is asking the HISD Board of Education to authorize the submission of the course approval waivers so the courses can be used in school years (SY) 2020–2021, 2021–2022, and 2022–2023.

TXVSN Course Standards and Requirements Summary

- Meets the definition of an electronic course per TEC §30A.001(4)
- Is in a subject that is part of the required curriculum
- Is 100% complete and functional
- Is equivalent in rigor and scope to a course provided in a traditional classroom during a 90-day semester with 7-hour days
- Meets 100% of the Texas Essential Knowledge and Skills (TEKS) for a course or grade level
- Meets all current International Association for K–12 Online Learning (iNACOL) National Standards for Quality Online Courses (ver. 2)
- Meets all current state and federal laws and rules, and TXVSN guidelines, related to accessibility
- Will be led by a teacher with credentials as required by Texas Administrative Code (TAC), §70.1027
- Is designed for a fully online learning environment and includes instructional tools, assessments, and collaborative communication tools
- Course name and ID number are correct, match Public Education Information Management System (PEIMS) course name, ID code, and course length

(DRAFT as of 5/12/20)

- Includes at least 40% hands-on lab investigations and field work using appropriate scientific inquiry for secondary science courses per TAC, §74.3(b)(2)(C), Subchapter A
- Enables the online teacher to observe, document, and evaluate student's proficiency in TEKS requiring performance or demonstration of skill, or ensemble performance or group work
- Has current approval from the College Board as an Advanced Placement (AP) course (for AP only)

New/Revised TCAH Courses for SY 2020–2021 and Beyond

- AP Seminar - N1130026
- Art I - 03500100
- Art II - 03500200
- English I - 03220100
- English II - 03220200
- English III - 03220300
- English IV - 03220400
- Physics - 03050000
- Sports and Entertainment Marketing - 13034600
- United States History Since 1877 - 03340100

External Expert Review

Quality Matters (<https://www.qualitymatters.org/>) is a national nonprofit organization with a mission of defining and maintaining quality assurance in online learning.

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Academic Services
Yolanda Rodriguez, Interim Chief Academic Officer

SUBJECT: AUTHORITY TO NEGOTIATE AND EXECUTE AGREEMENTS AND/OR INTERLOCAL MEMORANDUMS OF UNDERSTANDING WITH COMMUNITY AGENCIES, RESIDENTIAL FACILITIES, AND EDUCATIONAL SERVICES PROVIDERS FOR APPRAISAL, RELATED, INSTRUCTIONAL, AND/OR CONSULTANT SERVICES FOR STUDENTS WITH DISABILITIES FOR SCHOOL YEAR 2020–2021

This is an annual request to enter into contract negotiations for services for students with disabilities. These contracts are in compliance with Texas Education Agency (TEA) policies and guidelines. This agenda item requests that the Board of Education authorizes the superintendent of schools or a designee to approve other individual contracts after they have been negotiated by appropriate financial, legal, and special education staff members.

For school year 2020–2021, students with disabilities may require educational and related services beyond the scope of those offered on school campuses. These services are identified in each student's Individual Education Program (IEP).

Contracts with residential and day-program facilities may include but are not limited to such facilities as Avondale House, River Oaks Academy, Shiloh Treatment Center, Texas School for the Deaf, Texas School for the Blind, Including Kids, Harris County Department of Education, and Providence Treatment Center. Each residential and nonpublic day-school facility has been approved by the TEA. The Office of Special Education Services makes an annual site visit to each residential and nonpublic day-school facility to review and evaluate student performance and program effectiveness in the implementation of the student's IEP. The TEA reference guide for nonpublic schools is used for the evaluation. Also, this includes services provided to students with disabilities in a residential facility (RF) within Houston Independent School District boundaries which may include but is not limited to Harris County Jails, Odyssey House, The University of Texas M.D. Anderson Cancer Center, Harris County Psychiatric Center, Texas Children's Hospital, and Houston Area Women's Center. Each RF has been approved by a Texas Department of Licensing and Regulation agency.

In addition, agreements with vendors for independent educational evaluations per parental requests in accordance with the Individuals with Disabilities Education Act (IDEA) regulations are included in this agenda item. Additionally, vendors for instructional and related student supports as mandated by TEA hearing officers' decisions, confidential settlement agreements, and settlement agreements executed by the district are also included.

Also specified in this agenda item are agreements with parents for transporting their children to and from school. Parents are reimbursed for transportation costs in cases where a student's physical or emotional condition prohibits him or her from being transported on a district bus. A private transportation agreement will be offered when specifically recommended and approved by the Admission, Review, and Dismissal (ARD)/IEP committee.

The contracts will be on file in the Office of Special Education Services and Community Services.

COST/FUNDING SOURCE(S): The total cost of this program is \$6,591,260 and will be funded by IDEA-B Formula and IDEA-B Preschool grant funds.

Fund Source	Fund	Cost Center	Functional Area	General Ledger	Internal Order/ Work Breakdown Structure	Amount
Special Revenue	2240000000	1060924000	PS11230000000000	6219000000	N/A	\$1,391,260
Special Revenue	2240000000	1060924000	PS11230000000000	6223000000	N/A	\$5,200,000

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. It continues to provide instructional and related services for students with disabilities in out-of-district placements.

THIS ITEM DOES 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 agreements and/or interlocal memorandums of understanding with community agencies, residential facilities, and educational service providers for appraisal, related, instructional, and/or consultant services as needed by staff members and students with disabilities, effective June 12, 2020

BOARD AGENDA ITEM EXPLANATORY SHEET

AGENDA ITEM	TITLE (SUBJECT)	SCHEDULED MEETING
	AUTHORITY TO NEGOTIATE AND EXECUTE AGREEMENTS AND/OR INTERLOCAL MEMORANDUMS OF UNDERSTANDING WITH COMMUNITY AGENCIES, RESIDENTIAL FACILITIES, AND EDUCATIONAL SERVICES PROVIDERS FOR APPRAISAL, RELATED, INSTRUCTIONAL, AND/OR CONSULTANT SERVICES FOR STUDENTS WITH DISABILITIES FOR SCHOOL YEAR 2020–2021	June 11, 2020
INITIATED BY: Office of Academic Services – Yolanda Rodriguez, Interim Chief Academic Officer		
<p>BACKGROUND:</p> <p>The Office of Special Education Services (OSES) in the Houston Independent School District must comply with federal and state regulations related to the provision of services to students with disabilities. Students with disabilities must receive a free appropriate public education in the least restrictive environment. The district must provide transportation, specific instructional, behavioral, and related services that meet the individual needs of each student as specified in their individual education program. OSES must annually enter into contract negotiations to provide these required services that are beyond the scope of services offered by campuses. Required services may include but are not limited to the following.</p> <ul style="list-style-type: none"> • Texas Education Association (TEA)-approved residential and day program facilities • Independent educational evaluations per parental requests • Instructional and related supports as mandated by due process hearings and settlement agreements • Private transportation agreements • Instructional and related supports for students enrolled in residential facilities (RF) <p>During the 2019–2020 school year, the district has provided instructional and related services to students with disabilities in the following RFs.</p> <ul style="list-style-type: none"> • West Oaks Hospital • The Menninger Clinic • Harris County Psychiatric Center • Houston Area Women’s Center • Texas Children’s Hospital • Memorial Hermann Health • M.D. Anderson Cancer Center • Odyssey House • St. Michael’s Home for Children • TIRR Memorial Hermann • West Oaks Hospital 		

Below is a table of TEA-approved residential and day program facilities that the district has historically contracted with for services for students with disabilities, and the number of students served during the 2018–2019 and 2019–2020 school year.

	2018–2019	2019–2020
Avondale House	29	29
Bayes Achievement Center	4	4
Harris County Department of Education - Adaptive Behavior Services - East and West	24	22
Including Kids, Inc.	1	1
Providence Treatment Center	12	12
River Oaks Academy	14	14
Shiloh Treatment Center	6	5
Texas School for the Blind and Visually Impaired	7	6
Texas School for the Deaf	0	0

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

ADMINISTRATIVE PROCEDURES REQUIRED: This item does require consultation.

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Academic Services
Yolanda Rodriguez, Interim Chief Academic Officer

SUBJECT: AUTHORITY TO NEGOTIATE AND EXECUTE AGREEMENT RENEWALS WITH COMMUNITY AGENCIES, ORGANIZATIONS, AND/OR PUBLIC INSTITUTIONS FOR HEALTH AND MEDICAL PROGRAMS

The Houston Independent School District (HISD) requests that the Board of Education authorizes the superintendent of schools or a designee to negotiate and execute agreement renewals with community agencies, organizations, public institutions, and institutions of higher education that partner with HISD to improve outcomes for students in areas of physical and mental health.

HISD has forged partnerships that involve parents more effectively in children's lives, bring preventive health services to the schoolhouse, and teach children better ways to handle problems, avoid victimization, and develop healthful lifestyles that include but are not limited to the following:

1. Nursing preceptorship programs
2. Dental screenings and educational presentations
3. Food nutrition and education programs
4. Vision screenings
5. School-based and mobile unit health clinics
6. Behavioral health counseling services

This agenda item authorizes the superintendent of schools or a designee to approve other individual contracts after they have been negotiated by appropriate financial, legal, and Health and Medical department staff members.

The 2020–2021 renewal contracts will be on file in the Department of Health and Medical Services.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports the Mission, Vision, Beliefs and Goals of the district, especially the Belief that the "community has a right to transparent operations across the district in all schools, departments, and divisions."

THIS ITEM DOES 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 agreement renewals with community agencies, organizations, and/or public institutions for health and medical programs, effective June 12, 2020.

BOARD AGENDA ITEM EXPLANATORY SHEET

AGENDA ITEM	TITLE (SUBJECT)	SCHEDULED MEETING
D	AUTHORITY TO NEGOTIATE AND EXECUTE AGREEMENT RENEWALS WITH COMMUNITY AGENCIES, ORGANIZATIONS, AND/OR PUBLIC INSTITUTIONS FOR HEALTH AND MEDICAL PROGRAMS	June 11, 2020
INITIATED BY: Health and Medical Services		
<ol style="list-style-type: none"> 1. Nursing preceptorship programs <ol style="list-style-type: none"> a. Background: Partnered with Houston Independent School District (HISD) Health and Medical Services in this capacity since 2005, the university School of Nursing programs provide senior-level baccalaureate nursing candidates who are in their community practice rotation. Approximately 70 – 80 students are assigned to school nurses annually. Assigned nursing faculty are responsible for student assessments, and assist with health screenings and other duties with their nurse preceptor. School nurses volunteer to serve as preceptors and there is no compensation. School nurses retain responsibility for the delivery of health care. School of Nursing students are certified in vision and hearing and can support the state mandated screening program if scheduled by the nurse during their rotation. There is no exchange of funds between parties. Universities will provide clinical learning experience expectation for nursing students and School of Physical Therapy, physical therapy program. b. Current partnerships include: Texas Woman’s University (TWU), Prairie View A & M University (PVAMU), University of Houston- Victoria, Grand Canyon University, Chamberlain University, Western Governors University, University of Texas 2. Dental screenings and educational presentations <ol style="list-style-type: none"> a. Background: Community partners provide complimentary dental screenings in-office or at school health fairs, bilingual dental educational presentations when needed, and educational presentations on the importance of a First Dental Home and support during parent meetings. b. Current partnerships include: ABC Dental Family Dentistry, The City of Houston/Houston Health Department, Department of State Health Services 3. Food nutrition and education programs <ol style="list-style-type: none"> a. Background: The purpose of the program is to decrease obesity and obesity-related illnesses by providing campus-based education for students and family on healthy eating habits. Community partners provide delivery of perishable and non-perishable food to designated campuses, and educate parents on the importance of planning and preparing healthy meals, family mealtime and involving kids in the process, as well as provide education on growing foods. b. Current partnerships include: The Houston Food Bank, Texas A&M AgriLife 4. Vision care program <ol style="list-style-type: none"> a. Background: See to Succeed program will provide no-cost vision exams and eyewear to students with unresolved vision issues. b. Current partnerships include: Eye Care for Kids Foundation Christian Community, Service Center, The City of Houston/Houston Health Department 5. School-based and mobile unit health clinics 		

<p>a. Background: Full-service health clinic. Health clinics will treat cases of minor acute illness and sexually transmitted diseases and provide gynecological care. Will provide behavioral health counseling services to individuals, groups, and/or families. HISD provides in-kind services of facilities and security.</p> <p>b. Current partnerships include: Baylor College of Medicine Teen Health Clinic, Harris County Hospital District, Memorial Herman, Harris Health Center, City of Houston Health Department, Catholic Charities of Archdiocese of Galveston-Houston.</p> <p>6. Behavioral health counseling services</p> <p>a. Background: Services which may include individual, group, and/or family therapy to referred students by duly qualified and licensed clinicians at no cost to the schools and/or HISD.</p> <p>b. Current partnerships include: Houston Community Health Centers, Vecino Health Centers.</p>	<p>OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: None</p>
<p>ADMINISTRATIVE PROCEDURES REQUIRED: That the Board of Education approves the negotiation and execution of agreement renewals with community agencies, organizations, and/or public institutions for health and medical programs.</p>	

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

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

SUBJECT: APPROVAL OF 2020–2021 WAIVER REQUESTS FROM SCHOOL GUIDELINES, APPROVAL TO SUBMIT WAIVER REQUESTS FROM STATE POLICY, APPROVAL TO SUBMIT WAIVERS FOR LOW ATTENDANCE AND MISSED SCHOOL DAYS, AND APPROVAL TO SUBMIT WAIVER REQUESTS FOR 2019–2020 COVID-19 STATE WAIVERS

In accordance with Texas Education Code (TEC) §7.056(a–e), which provides a process by which schools may request waivers from local Board of Education policies, State Board of Education rules, or TEC requirements that inhibit student achievement, it is requested that the Houston Independent School District (HISD) Board of Education approves the waiver requests outlined below and detailed in the attached documents.

Waiver requests involve modification or suspension of school guidelines from policies.

Table 1. General Waivers of Local Policy/School Guidelines.

Policy Code	Brief Description	Schools
EHAB	Allows requesting schools to embed the Health Texas Essential Knowledge and Skills (TEKS) in Biology 1 and Arts classes.	<ul style="list-style-type: none"> • Houston Math, Science, and Technology Center (MSTC) • Kinder High School for the Performing and Visual Arts (HSPVA) • Lamar High School (HS) • Middle College at Houston Community College (HCC) – Gulfton
EIA(LOCAL) EIC(LOCAL)	The purpose of this waiver is to offer a pass/fail grade option to high-achieving junior and senior Advanced Placement (AP)/Dual Credit students to encourage them to pursue their interests in	<ul style="list-style-type: none"> • Bellaire HS • Carnegie Vanguard HS • Kinder HSPVA • East Early College HS

	extracurricular or multiyear programs, including their interests in physical fitness, sports, and physical education (PE) related courses, without having their grade-point average (GPA) negatively affected.	<ul style="list-style-type: none"> • Milby HS • Sharpstown International School • Westside HS
Academic Calendar	<p>Bellaire HS would like to replace the professional development date of September 28, 2020 with October 2, 2020 in order to host a time-honored University Interscholastic League (UIL) competition.</p> <p>This waiver is needed as Bellaire HS has conducted its Forensics Tournament for 60 years, and the date is set by the National Speech and Debate Association.</p>	<ul style="list-style-type: none"> • Bellaire HS
Academic Calendar and Start and End Times	Blackshear Elementary School (ES) is seeking a custom waiver to maintain its alternate dismissal time of 3:50 PM, as compared to the district's elementary dismissal time of 2:50 PM.	<ul style="list-style-type: none"> • Blackshear ES
Final Exam Exemption	<p>Heights HS would like to make changes to the HISD Final Exam Exemption guidelines. Exemptions will be granted per class based on attendance and grade average. Students may be exempted from taking their final exam(s) in courses by meeting the following criteria: Course average of 90–100 with no more than three total absences; course average of 80–89 with no more than two total absences; course average of 70–79 with no more than one total absence.</p>	<ul style="list-style-type: none"> • Heights HS

Table 2. Expedited and General Waivers of State Policy for all HISD school levels, where appropriate.

Modified Schedule on State Assessment Days	Allows high schools to modify non-testing students' schedules on days when state assessments are administered.	<ul style="list-style-type: none"> All high schools
Foreign Exchange Students	Allows high schools to enroll foreign exchange students.	<ul style="list-style-type: none"> All 280 schools
Low Average Daily Attendance (ADA)	Allows the district to excuse instructional days from ADA calculations when attendance was at least 10 percent below the previous school year's average attendance due to inclement weather or health/safety reasons.	<ul style="list-style-type: none"> All 280 schools
Missed School Days	Districts or campuses can request a waiver for excused absences if instructional days are missed due to inclement weather, health, safety, or other issues. The first two days missed for any reason must be made up, using either designated makeup days or additional minutes.	<ul style="list-style-type: none"> All 280 schools

Table 3. COVID-19 Waivers for 2019–2020 School Year.

COVID-19 Waiver	<u>Missed School Day Instructional Continuity Attestation Closed, Providing Instruction</u> Due to COVID-19, HISD was closed, providing educational support for the off-campus education of all students. <ul style="list-style-type: none"> March 13, 2020 March 23, 2020 – March 27, 2020 March 31, 2020 – April 9, 2020 April 13, 2020 – May 22, 2020 May 26, 2020 – June 1, 2020 	COVID-19 - Waivers - Requiring Local Education Agency (LEA) Approval
COVID-19 Waiver	<u>Cardiopulmonary Resuscitation (CPR) for Graduating Seniors Waiver</u> School districts are required to provide instruction to students in grades 7 through 12 in CPR. If seniors have not	COVID-19 - Waivers - Requiring LEA Approval

	completed this requirement, a school district should request a waiver of the requirement from the Texas Education Commissioner.	
COVID-19 Waiver	<p><u>Educator/Principal/Administrator Appraisals</u></p> <p>Waivers will be reviewed and approved, pursuant to the Commissioner's general waiver authority under TEC §7.056 for school districts and charter schools that are unable to meet the requirements of TEC §21.351 and §21.352, §21.354, or §21.3541, and the applicable rules in Title 19, Texas Administrative Code, Chapter 150, for teacher appraisal, principal appraisal, and campus administrator appraisal due to circumstances arising from the COVID-19 pandemic. It is up to the discretion of the district as to which aspects of the appraisal process it can complete and which, if any, aspects cannot be completed and thus would be covered under a waiver due to operational disruptions from the COVID-19 pandemic. District appraisal policies that are local in nature, not required by TEC or Texas Administrative Code, and that are unable to be met due to COVID-19 related circumstances could be revisited by a district's board of trustees. A district should consult with its legal counsel or seek support from the Texas Association of School Boards when considering such policy revisions.</p>	COVID-19 - Waivers - Requiring LEA Approval
COVID-19 Waiver	<p><u>Armed Services Vocational Aptitude Battery (ASVAB) Test</u></p> <p>Senate Bill 1843 requires that each school year, Texas districts and open-enrollment charter schools provide students in grades 10 through 12 an opportunity to take the ASVAB test or alternative test meeting the requirements of the law and to consult with a military recruiter. The law also requires the test must be scheduled during normal school</p>	COVID-19 - Waivers - Requiring LEA Approval

	<p>hours and to optimize student participation, at a time that limits conflicts with extracurricular activities. Each school district and open-enrollment charter school shall also provide each student in grades 10 through 12 and the student's parent or person standing in parental relation to the student a notice of the date, time, and location of the scheduled administration of the ASVAB or alternative test. Texas districts and open-enrollment charter schools that cannot meet the 2019–2020 requirements of SB 1843 due to COVID-19 and the closing of Texas school facilities can submit a waiver request to waive the 2019–2020 school year requirement.</p>	
COVID-19 Waiver	<p><u>Instructional Materials Inventory Requirement</u></p> <p>HISD's end-of-the-year closing requirements were abruptly interrupted due to the COVID-19 pandemic. The current policy is to conduct a physical and electronic inventory audit on all currently adopted instructional materials that have been issued from the textbook department and requisitioned through TIPWeb-IM.</p> <p>All HISD campuses are also required to complete an electronic audit for textbooks at the end of each school year. This count is completed by the campus textbook coordinator. The process encompasses all textbooks and teacher edition (TE) sets inventoried in TIPWeb-IM. Complete TE sets consist of required components that need to be present for an accurate count.</p> <p>Due to the COVID-19 pandemic, campuses were suddenly closed. Textbook coordinators have been unable to complete the end of the year requirements. These duties consist of collecting all instructional materials, which include textbooks and TEs, and</p>	<p>COVID-19 - Waivers - Requiring LEA Approval</p>

	<p>completing electronic audits using the TIPWeb-IM system. Since teachers and students can take textbooks and TEs home, the textbook coordinators have been unsuccessful in collecting 100% of these instructional materials. The books and materials from both teachers and students are part of the campus inventory, which would affect the electronic physical count in TIPWeb-IM. With the uncertainty of the COVID-19 pandemic, the HISD Textbook department is requesting a waiver to excuse all campuses from completing the 2019–2020 end of year requirements.</p>	
COVID-19 Waiver	<p><u>Annual Financial Report Due Date</u> The Texas Education Agency (TEA) is allowing districts that have a June 30 fiscal year-end to request a waiver from the audited financial report (AFR) November 27 due date requirements due to COVID-19. HISD was closed but instructing until June 1, 2020. Due to limited staff allowed in the Hattie Mae White Educational Support Center, audit tasks are starting late for the 2019–2020 audit. The district is requesting authorization to request a waiver from TEC 44.008 and applicable rules in TAC 109.23 and the Financial Accountability System Resource Guide extending the due date of the AFR until January 28, 2021.</p>	COVID-19 - Waivers - Requiring LEA Approval
COVID-19 Waiver 7	<p><u>Alternate Kindergarten and/or 7th-Grade Reading Instruments Requirement</u></p> <p><u>Kindergarten</u> TEC §28.006(b) requires the commissioner to adopt a multidimensional assessment tool that includes a reading instrument and tests at least three developmental skills, including literacy, for use in diagnosing the reading development and comprehension of kindergarten students.</p>	COVID-19 - Waivers - Requiring LEA Approval

	<p>LEAs are required to use one of two reading diagnostic instruments for the beginning-of-year screener, starting in the 2020–2021 school year. However, because of disruptions to the 2019–2020 school year and possible disruptions to the 2020–2021 school year resulting from COVID-19, districts may request a waiver in order to continue to use the instrument they used in the 2019–2020 school year or another instrument approved by a local district board of trustees in order to best meet student needs in the 2020–2021 school year only.</p> <p>A waiver of the requirement to use one of the two specified instruments will only be approved for one year and will not be waived in the 2021–2022 school year and beyond. Even with potential disruptions, screening to monitor students' reading development and comprehension is critical in supporting their growth and academic success.</p> <p><u>Texas Primary Reading Inventory (TPRI)/El Inventario de Lectura en Español de Tejas (Tejas LEE) Grade 7</u></p> <p>TEC §28.006(c-1) requires each school district to administer at the beginning of the seventh grade a reading instrument adopted by the commissioner to each student whose performance on the grade 6 State of Texas Assessments of Academic Readiness (STAAR) reading assessment did not demonstrate reading proficiency. However, because of disruptions to the 2019–2020 school year and possible disruptions to the 2020–2021 school year resulting from COVID-19, districts may request a waiver in order to use another instrument approved by a local district board of trustees in order to best meet student needs in the 2020–2021 school year only.</p>	
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	<p>A waiver of the requirement to use an adopted instrument will only be approved for one year and will not be waived in the 2021–2022 school year and beyond. HISD chooses the following option:</p> <p>(A) Request a waiver to use an alternate district-selected kindergarten reading instrument and an alternate district-selected seventh-grade reading instrument</p>	
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The schools' faculties reviewed and voted on the waivers prior to submission. Also, a two-thirds affirmative vote by the campus site-based decision-making committee (SDMC) was necessary for schools to submit a waiver request for consideration by the waiver oversight committee. The principal and an SDMC representative signed each waiver request to affirm agreement. The waiver oversight committee is comprised of professionals from schools, area school offices, and the Curriculum, Advanced Academics, Compliance, and Student Support departments. Waivers were vetted by the waiver oversight committee then were forwarded to the interim superintendent for final approval.

Requested waivers are 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 not aligned to a core initiative but is ministerial for compliance purposes.

THIS ITEM DOES REQUIRE CONSULTATION.

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

RECOMMENDED: That the Board of Education approves requested waivers from local board policy and guidelines; approves submission to the TEA of requests for waivers from state policy; and approves submission to the TEA of waivers for low attendance days, effective June 12, 2020.

BOARD AGENDA ITEM - EXECUTIVE SUMMARY - ATTACHMENT

AGENDA ITEM	TITLE (SUBJECT)	SCHEDULED MEETING
	Approval Of 2020–2021 Waiver Requests From School Guidelines, Approval To Submit Waiver Requests From State Policy, Approval To Submit Waivers For Low Attendance and Missed School Days, And Approval To Submit Waiver Requests For 2019–2020 COVID-19 State Waivers.	6/11/2020

INITIATED BY: Silvia Trinh; Bernadette Cardenas

BACKGROUND:

The purpose of this item is ministerial to comply with Texas Education Code [\(TEC\) §7.056](#), *Waivers & Exemptions* and demonstrates board approval, as required by the State Waivers Unit of the Texas Education Agency.

Waiver Categories

Most waivers are placed into one of the following categories:

- [Expedited Waivers](#) are waivers that require basic information from the district.
- [General Waivers](#) are waivers that require detailed information surrounding the district's waiver request.
- [Attendance Waivers](#) include missed instructional days and low attendance days waivers. The district or campus can request a waiver for excused absences if instructional days are missed or if attendance is low due to weather, health, or safety issues.
- Other waivers are specific requests that do not fall under any of the above categories.
- **This also includes 2019–2020 COVID-19 State Waivers for the current school year 2019–2020.**

Waiver Types

This table shows the different waiver types and links to their descriptions:

Expedited	General & Other	Attendance
Staff Development Waiver	Course Requirement Waiver	Missed School Days
Modified Schedule State Assessment Testing Days Waiver	Certification Teacher Waiver	Low Attendance Days
Foreign Exchange Student Waiver (Request 5 or more)	Course Requirement Career and Technical Education (CTE) Waiver	COVID-19 - Waivers - Requiring Local Education Agency Approval
Timeline for Accelerated Instruction	Certification for Superintendent Waiver	
Teacher Data Portal of the Texas Assessment Management System	Pregnancy Related Services On-Campus (CEH) Waiver	
	Foreign Exchange Student (Less than 5) Waiver	
	Other Specific Waivers	

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

ADMINISTRATIVE PROCEDURES REQUIRED: None

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Academic Services
Yolanda Rodriguez, Interim Chief Academic Officer

**SUBJECT: APPROVAL TO WAIVE CERTAIN REQUIREMENTS OF BOARD
POLICY DNB(LOCAL) IN LIGHT OF THE COVID-19 IMPACT ON
NORMAL DISTRICT OPERATIONS**

The Houston Independent School District Board of Education is asked to consider waiving certain requirements of DNB(LOCAL), *Performance Appraisal: Evaluation of Campus Administrators*; the School Leader Appraisal System (SLAS) manual; and the school leader appraisal calendar as a result of the disruption to district operations because of the COVID-19 public health emergency.

On March 13, 2020, the district ceased normal business operations and began to provide virtual instruction and educational services to students. In addition, Texas Education Commissioner Mike Morath applied for and on March 27, 2020, received a waiver of assessment, accountability, and reporting requirements for the 2019–2020 school year. Further, on April 14, 2020, Governor Greg Abbott ordered Texas schools to remain closed for the remainder of the current school year. The extension of these orders further impacts the district's ability to resume normal business operations.

Cessation of normal business operations, including student assessment and in-person evaluations, prevent the district from being able to meet all of the requirements for its locally-governed school leader appraisal system set forth in DNB(LOCAL), the School Leader Appraisal System (SLAS) manual, and the school leader appraisal calendar. In fairness to school leaders who are learning to lead campuses in new methods and using new tools, the board is asked to consider modification of the current appraisal system. The board is asked to allow the use of observation data collected prior to March 12, 2020, in evaluating school leaders. Because the system calls for multiple sources of evidence to inform appraisal ratings, sources of evidence other than observations shall continue to be used to inform appraisal ratings.

In light of the impact of the COVID-19 public health emergency on district operations, the board is asked to waive portions of DNB(LOCAL) for the 2019–2020 school year as follows:

1. Waive the requirement for an annual appraisal if the employee's effective date is January 6, 2020, or later due to the limited window to collect evidence of performance. These employees will receive a rating of not rated for 2019–2020.
2. Calculate the School Leader Scorecard using the data elements available while omitting assessment data unavailable due to the pandemic.
3. Waive the requirement for each school leader to receive two formal observations.

The waiver will allow the district to alter the school leader appraisal system in a

manner that addresses the current disruption in normal business operations and also maintain its commitment to ensuring that campuses are led by the top talent available.

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 REQUIRE CONSULTATION.

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

RECOMMENDED: That the Board of Education waives certain requirements of Board Policy DNA(LOCAL) as set forth herein, effective June 12, 2020.

BOARD AGENDA ITEM EXPLANATORY SHEET

AGENDA ITEM	TITLE (SUBJECT)	SCHEDULED MEETING
	Approval To Waive Certain Requirements Of Board Policy DNB(LOCAL) In Light Of The COVID-19 Impact On Normal District Operations	June 11, 2020
INITIATED BY: Academics – Yolanda Rodriguez, Interim Chief Academic Officer		
BACKGROUND: Cessation of normal business operations prevent the district from being able to meet all of the requirements of our locally governed school leader appraisal system set forth in DNB(LOCAL), the School Leader Appraisal System (SLAS) manual, and the school leader appraisal calendar. The board is asked to waive the requirement for an annual appraisal if the employee’s effective date is January 6, 2020, or later; calculate the School Leader Scorecard using the data elements available; and waive the requirement for each school leader to receive two formal observations.		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: Training and implementation support provided by the Talent Development and Performance Team, technical infrastructure and platforms to support implementation of the appraisal systems		
ADMINISTRATIVE PROCEDURES REQUIRED: This item requires consultation.		

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Strategy and Innovation
Rick Cruz, Chief Strategy and Innovation Officer

SUBJECT: APPROVAL TO UTILIZE STATE AND INDUSTRY CERTIFYING AGENCIES FOR STUDENTS ENROLLED IN CAREER AND TECHNICAL EDUCATION PROGRAMMING FOR THE 2020–2021 AND 2021–2022 SCHOOL YEARS

This agenda item seeks approval from the Houston Independent School District (HISD) Board of Education for the students enrolled in Career and Technical Education (CTE) programming to utilize state and industry certifying agencies to gain industry and state recognized certifications and licensures. Students enrolled in CTE programming in HISD are eligible to take nationally and internationally recognized end-of-program certifications and licensures upon completion of course sequences. Recent changes in graduation requirements ensure that students who earn a nationally or internationally recognized end-of-program certification will also earn a Performance Acknowledgement upon graduation and a designation of such on their high-school transcripts.

The Texas Education Agency encourages districts to offer students the opportunity to earn any certification or licensure that adds benefit and value to a student's post-secondary career or college readiness. The Career Readiness department in HISD has aligned district programming to ensure campus CTE course offerings are offered in coherent sequences that result in opportunities for students to take nationally or internationally recognized end-of-program certifications and licensures that correspond with high-growth and high-wage careers. Licensure and certifying agencies or industries which support approved CTE programming are provided in the attachment.

COST/FUNDING SOURCE(S): The total cost for this program is not expected to exceed \$520,000.

Fund Source	Fund	Cost Center	Functional Area	General Ledger	Internal Order/ Work Breakdown Structure	Amount
Special Revenue Funds	2440000000	1060908000	AD21220000000000	6299000000	500000007279	\$260,000
Special Revenue Funds	2440000000	1060908000	AD21220000000000	6399000000	500000007279	\$260,000

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 use of state and industry certifying agencies for students enrolled in CTE programming, effective June 12, 2020.

Approval to Utilize State and Certifying Agencies for Students Enrolled in Career and Technical Education Programming for the 2020–2021 and 2021–2022 School Years

BACKGROUND:

The Career Readiness department employs a variety of methods for selecting, vetting, and certifying licensing agencies or industries. Recommendations provided by industry partners and educators, the state of Texas, and disaggregated data obtained by the Texas Workforce Commission for the Gulf Coast regional labor market drive the certification recommendations offered within the Houston Independent School District (HISD) Career and Technical Education (CTE) programming. Due to the fact that these recommendations are contingent upon other factors such as the current labor market for the Gulf Coast area and industry needs, the recommended list of certifications is not always predictable. The Career Readiness department is engaged in ongoing research to identify industry and business certifications and licensures appropriate for district students. The following is a list of licensures and certifying agencies or industries which support approved CTE programming.

OBJECTIVES:

- To increase the number of HISD students earning industry and business certifications as well as licensures, aligned with HISD Board Goal 2.

LIST OF CERTIFYING AGENCIES WHICH SUPPORT APPROVED HISD PROGRAMMING:

Adobe Digital Learning Services/Certification Exams	Environmental Protection Agency (EPA) Certification by Mainstream Engineering	Oracle University
AdvanceOnline	Environmental Systems Research Institute (ESRI)	Pearson Vue
Air Conditioning Contractors of America (ACCA)	FANUC American Corporation	Petro Chem
All Allied Health Schools	Federal Aviation Administration	Pharmacy Technician Certification Board (PTCB)
Alliance for Physicians Certifications and Advancement	Google Cloud	Population Services International (PSI)
Allied Health World	Google Partners	Priority Dispatch
American Allied Health	Guerrero and Associates Investigation	Project Management Institute
American Association of Medical Assistants	HeathCarePathway.com	PURE Safety

American Builders and Contractors/Construction & Maintenance Education Foundation (ABC CMEF)	Independent Electrical Contractors (IEC)	SpaceTec LTD
American Council of Exercise (ACE)	International Academy of Emergency Dispatch	Success Aviation
American College of Sport Medicine	International Information System Security Certification Consortium (ISC) ²	Summit Training
American Culinary Federation	International Society of Automation	360 Training
American Dental Association Joint Commission of National Dental Examinations	International Society of Certified Electronics Technicians (ISCET)	TECH 2000, Inc.
American Health Information Management Association	International Sports Science Association (ISSA)	TestOut Corporation
American Hotel & Lodging Educational Institute (AHLEI)	ISA Brand Family	Texas A&M Agrilife Extension
American Medical Certification Association	Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO)	Texas A&M Research & Extension Center at Amarillo
American Medical Technologists (AMT)	Lab Resources	Texas Board of Nursing
American Registry for Diagnostic Medical Sonography (ARDMS)	ManageFirst	Texas Board of Veterinary Medical Examiners
American Registry of Radiologic Technologies (ARRT)	Manufacturing Skill Standards Council (MSSC)	Texas Certified Training Academy
American Society of Clinical Pathology	Mastercam	Texas Commission on Environmental Quality
American Society of Phlebotomy Technicians	Mojave Projects	Texas Commission on Fire Protection (TCFP)
American Welders Society (AWS)	National Academy for Sports Medicine (NASM)	Texas Department of Agriculture
Assessment Technologies Institute	National Alliance for Insurance Education and Research	Texas Department of Licensing and Regulation (TDLR)

Automotive Service Excellence Education Foundation (ASE)	National Association of Orthopedic Technologists (NAOT)	Texas Department of State Health Services
Board of Vocational Nursing and Psychiatric Technicians (BVNPT)	National Association for Health Professionals	Texas Education Agency (TEA)
C++ Institute	National Board for Certification in Occupational Therapy	Texas Health and Human Services
Cardiovascular Credentialing International	National Board for Respiratory Care	Texas Medical Board
Certified Wireless Network Professionals (CWNP)	National Board of Surgical Technology and Surgical Assisting	Texas Real Estate Commission
Certiport	National Center for Competency Testing	Texas State Board of Dental Examiners
ChildCare Education Institute	National Center for Construction Education and Research (NCCER)	Texas State Board of Plumbing Examiners
Cisco	National Exercise Trainers Association	Texas State Floral Association (TSFA)
ClickSafety	National Health Career Association (NHA)	Texas Veterinary Medical Association (TVMA)
Coastal Skies & Total Aircraft Services	National Institute for Certification in Engineering Technologies (NICET)	The National Board for Respiratory Care (NBRC)
Commission on Dietetic Registration	National Institute of Metal Working Skills	The National Board of Surgical Technology and Surgical Assisting
CompTIA	National Registry of Emergency Medical Technicians	Top Gun Security Investigations
Council for Professional Recognition	National Restaurant Association (NRA) Aerospace Technical Education	Web Design Certified (WD Certified)
Coursera	National Science Foundation's Center for Aerospace Technical Education	USF Health
Dassult Systemes SolidWorks Corporation (DS Solidworks)	NOCTI Business Solutions	Zack Academy
Dental Assisting National Board, Inc. (DANB)	Occupational Safety and Health Administration (OSHA) Education Center	

ECCO Group	Occupational Therapy Assistant Licensing in Texas (OTA)	
Any Other Agency That Will Support Our Programs and Promote Industry Certifications		

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Strategy and Innovation
Rick Cruz, Chief Strategy and Innovation Officer

SUBJECT: APPROVAL OF THE 2020–2021 CODE OF STUDENT CONDUCT

The purpose of this agenda item is to seek approval from the Houston Independent School District (HISD) Board of Education of the 2020–2021 *Code of Student Conduct* (*Code*). Students and parents have online access to the *Code* through the district's and schools' websites. Hard copies are also available upon request.

Each year, the *Code* is updated and published to inform all HISD parents and students of student rights and responsibilities as well as HISD's expectations regarding student conduct in schools. The *Code* defines districtwide expectations for student behavior and provides means for constructive student-administrator relationships. The *Code* also specifies various disciplinary consequences available to district administrators in response to student misconduct and appeals options available to parents/guardians in response to disciplinary consequences.

The *Code*—which is available in English, Spanish, Vietnamese, and Arabic—also provides a foundation for the development and implementation of each campus's school-based discipline-management system.

Changes to the *Code* for school year 2020–2021 include the following:

- Addition under Level 4 Offenses: Misdemeanor harassment against a district employee as defined by Section 42.07(a)(1), (2), (3), or (7) Penal Code.
- Under Level 5 Offenses : Removal of possession of club and brass knuckles as expellable offenses from list of prohibited weapons as prescribed by state law.
- Addition under Level 3 Offenses: Possession of club or brass knuckles.
- Addition under Level 4 Offenses: Possession of club or brass knuckles with intent to use as a weapon determined as a result of a police investigation.
- Addition of Texas Education Code (TEC) 37.005(d): A school district may not place a student who is homeless in out-of-school suspension unless the student engages in conduct described by Subsections (c)(1)–(3) while on school property or while attending a school-sponsored or school-related activity on or off of school property. The campus behavior coordinator may coordinate with the school district's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless. In this subsection, "student who is homeless" has the meaning assigned to the term "homeless children and youths" under 42 United States Code (U.S.C.) Section 11434a.
- Addition under Discipline of Students Receiving Special Education Services: The discipline of students with disabilities is subject to applicable state and federal law

in addition to the *Code of Student Conduct*. To the extent any conflict exists, state and/or federal law will prevail.

- Addition under Bus Rules: A change in transportation services, for a student with a disability for whom transportation is a related service, requires Admission, Review, and Dismissal (ARD) committee action. A change in transportation services, for a Section 504 student, requires Section 504 committee action.
- Addition under Procedures for Referral to a Disciplinary Alternative Education Program (DAEP) and Requests for Appeals: Grading period is defined as the six- or nine-week grading cycle applicable at the campus at issue.

A copy of the 2020–2021 *Code of Student Conduct* is on file in Board Services.

COST/FUNDING SOURCE(S): The total cost is \$155,000 and will be funded by departmental funds for publishing, printing, and dissemination.

Fund Source	Fund	Cost Center	Functional Area	General Ledger	Internal Order/ Work Breakdown Structure	Amount
General Funds	XXXXXXXXXX	199XXXXXXXX	6299010000	ADXX990000000000	N/A	\$155,000

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 and Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES REQUIRE CONSULTATION.

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

RECOMMENDED: That the Board of Education approves the *Code of Student Conduct* for the school year 2020–2021, effective June 12, 2020.

Approval of the 2020–2021 Code of Student Conduct

BACKGROUND:

Each year, the *Code of Student Conduct* is updated and published to inform all HISD parents and students of student rights and responsibilities as well as HISD's expectations regarding student conduct in schools. The *Code* defines districtwide expectations for student behavior and provides means for constructive student-administrator relationships. The *Code* also specifies various disciplinary consequences available to district administrators in response to student misconduct and appeals options available to parents/guardians in response to disciplinary consequences.

Changes to the *Code* for school year 2020–2021 include the following:

- Addition under Level 4 Offenses: Misdemeanor harassment against a district employee as defined by Section 42.07(a)(1), (2), (3), or (7) Penal Code.
- Under Level 5 Offenses: Removal of possession of club and brass knuckles as expellable offenses from list of prohibited weapons as prescribed by state law.
- Addition under Level 3 Offenses: Possession of club or brass knuckles.
- Addition under Level 4 Offenses: Possession of club or brass knuckles with intent to use as a weapon determined as a result of a police investigation.
- Addition of Texas Education Code (TEC) 37.005(d): A school district may not place a student who is homeless in out-of-school suspension unless the student engages in conduct described by Subsections (c)(1)–(3) while on school property or while attending a school-sponsored or school-related activity on or off of school property. The campus behavior coordinator may coordinate with the school district's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless. In this subsection, "student who is homeless" has the meaning assigned to the term "homeless children and youths" under 42 United States Code (U.S.C.) Section 11434a.
- Addition under **Discipline of Students Receiving Special Education Services: The discipline of students with disabilities is subject to applicable state and federal law in addition to the *Code of Student Conduct*. To the extent any conflict exists, state and /or federal law will prevail.**
- Addition under Bus Rules: A change in transportation services, for a student with a disability for whom transportation is a related service, requires Admission, Review, and Dismissal (ARD) committee action. A change in transportation services, for a Section 504 student, requires Section 504 committee action.
- Addition under **Procedures for Referral to a Disciplinary Alternative Education Program (DAEP) and Requests for Appeals:** Grading period is defined as the six- or nine-week grading cycle applicable at the campus at issue.

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Strategy and Innovation
Rick Cruz, Chief Strategy and Innovation Officer

SUBJECT: AUTHORITY TO NEGOTIATE AND EXECUTE A RENEWAL AGREEMENT WITH YOUNG SCHOLARS ACADEMY FOR THE 2020–2021 SCHOOL YEAR

The Houston Independent School District (HISD) requests that the Board of Education authorizes the superintendent of schools or a designee to negotiate and execute a renewal agreement with Young Scholars Academy, an HISD contract charter school. This action will facilitate the implementation of rigorous performance standards at HISD contract charter schools for school year 2020–2021.

Each agreement includes a program description, services to be provided by the school and by HISD, a compensation process, data management procedures, and standards for accountability. HISD's chief financial officer attests that each of the charters have submitted an unqualified audit opinion for the end of the 2019 fiscal year, and that he is aware of no other obstacles to renewing the contracts.

COST/FUNDING SOURCE(S): The total cost for this contract is estimated at \$640,000. Cost will be based on actual student enrollment at each contracted charter and the terms in each contract.

Fund Source	Fund	Cost Center	Functional Area	General Ledger	Internal Order/ Work Breakdown Structure	Amount
General Funds	1991010008	1016XXX000	PS11XX0000000000	6299000000	N/A	TBD

STAFFING IMPLICATIONS: Charters will be staffed according to enrollment. District staffing for oversight of charters is required.

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to Core Initiative 3: Rigorous Instructional Standards and Supports, Core Initiative 4: Data-Driven Accountability, and Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES 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 a renewal agreement with Young Scholars Academy, effective June 12, 2020.

Authority to Negotiate and Execute a Renewal Agreement with Young Scholars Academy for the 2020–2021 School Year

BACKGROUND:

Currently, all charter schools are entering year three of a three-year contract term. This item brings the charter school performance contracts forward to the board for their annual renewal, which upon approval, provides the superintendent the authority to approve funding for these campuses for the 2020–2021 school year.

OBJECTIVES:

- To increase student achievement for Houston Independent School District (HISD) students by providing additional, high-quality educational options
- To spur educational innovation by providing additional flexibilities from HISD Board policy through the performance contract

BACKGROUND:

This item is being brought forth during the month of June because the due date for submitting the annual audit report is May 29, 2020.

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

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 three 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 June 12, 2020

Approval of Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda

Project Information	20-11-13 – RFP / Human Resources Investigation Software – (Williams) – (CHRO)
Project Description	The purpose of this contract is to obtain investigation software that will assist the Human Resources, Employee Relations Department with case management, tracking, and reporting of all investigations. Based on annual appropriations, the projected expenditure is not to exceed \$170,000 for the duration of the contract. The district applied the "Best Value" process in selecting the vendor to be awarded in accordance with Chapter 44 of the Texas Education Code (TEC) and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	58/3
Project Term	The contract term is from June 12, 2020, through June 11, 2021, with four annual renewals, not to extend beyond June 11, 2025.
Amount not to Exceed (Project Term)	\$170,000

Budget Information			
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

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
HR Acuity, LLC	A-100%	H

Approval of Interlocal Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda

Project Information	20-02-07-36 – Interlocal / Facility Rentals (City of Houston) - (Svitek) – (CFO)
Project Description	The purpose of this interlocal contract is to obtain venue rental space and related event services for all district and school level events from Houston First Corporation managed on behalf of the City of Houston. Houston First owns the Hilton Americas-Houston hotel and operates the George R. Brown Convention Center, Avenida Houston, Jones Hall for the Performing Arts, Wortham Theater Center, Talento Bilingue de Houston, Miller Outdoor Theatre, Houston First Outdoors, Jones Plaza, and other smaller venues. Based on annual appropriations, the projected expenditure is not to exceed \$2,000,000 for the duration of the contract. This is an interlocal agreement with City of Houston in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is August 1, 2020, through July 31, 2025.
Amount not to Exceed (Project Term)	\$2,000,000

Budget Information			
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

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Houston First Corporation (City of Houston)	-	H

Approval of Interlocal Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda

Project Information	20-05-07-46 – Interlocal / Digital Speech-Language Therapy – (May) – (COA)
Project Description	The purpose of this interlocal agreement is to provide digital speech and language therapy programs, which ensures that students needing such services are receiving them. Based on annual appropriations, the projected expenditure is not to exceed \$6,700,000 for the duration of the contract. This is an interlocal agreement with the Texas Education Agency (TEA) in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from June 12, 2020, through June 11, 2021.
Amount not to Exceed (Project Term)	\$6,700,000

Budget Information		
Fund	Various School and/ or Departments	Fund
Cost Center		Cost Center
Functional Area		Functional Area
General Ledger		General Ledger
I/O		I/O

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
AmplioSpeech Inc.	-	O

Approval of Interlocal Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda

Project Information	20-04-02-46 – Interlocal / Guidance Services – (Williams) – (CSIO)
Project Description	The purpose of this interlocal contract is to provide and coordinate student assistance services at the school campus level to best meet the physical and emotional needs of at-risk students, and to empower these students to remain in school for student support services. Based on annual appropriations, the projected expenditure is not to exceed \$4,600,000 for the duration of the contract. This is an interlocal agreement with the TEA. According to TEC Chapter 33.155, HISD can utilize Communities in Schools to maximize the effectiveness of the program. The contract is in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from June 12, 2020, through June 30, 2021.
Amount not to Exceed (Project Term)	\$4,600,000

Budget Information		
Fund Cost Center Functional Area General Ledger I/O	Various Schools and/or Departments	Fund Cost Center Functional Area General Ledger I/O

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Communities in Schools of Houston, Inc.	-	H

Approval of Cooperative Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda

Project Information	20-04-01-04 Cooperative / Modular Buildings & Related Items – (Hill) – (COO)
Project Description	The purpose of this cooperative contract is to obtain modular buildings, services, and other related items for Houston Independent School District (HISD) projects. Based on annual appropriations, the projected expenditure is not to exceed \$10,000,000 for the duration of the contract. This is a cooperative agreement with Choice Partners and will be utilizing cooperative contract number 18/061JN in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from June 12, 2020, through August 14, 2020, with two annual renewals, if Choice Partners executes its contract renewal options, not to extend beyond August 14, 2022.
Amount not to Exceed (Project Term)	\$10,000,000

Budget Information			
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

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Aries Building Systems, LLC	-	H
GroundFORCE Building Systems, LLC	-	T
JR Thomas Group, Inc.	-	H

Approval of Cooperative Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda

Project Information	20-05-05-04– Cooperative / Social and Emotional Technology, Software and Services (Svitek) – (CAO)
Project Description	The purpose of this cooperative contract is to secure assistance collecting and analyzing data on social-emotional learning, school climate, and family engagement to improve student outcomes. Based on annual appropriations, the projected expenditure is not to exceed \$1,054,500 for the duration of the contract. This is a cooperative agreement with Choice Partners utilizing cooperative contract number 18/056KD-46 in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from June 12, 2020, through September 18, 2020, with two annual renewals, if Choice Partners executes its contract renewal options, not to extend beyond September 18, 2022.
Amount not to Exceed (Project Term)	\$1,054,500

Budget Information		
Fund Cost Center Functional Area General Ledger I/O	Various Schools and/or Departments	Fund Cost Center Functional Area General Ledger I/O

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Panorama Education, Inc.	-	O

Approval of Cooperative Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda

Project Information	20-05-04-01 – Cooperative / Data Analytics Tool and Related Software, Hardware, & Services – (Ly) – (CIO)
Project Description	The purpose of this cooperative contract is to purchase technology solutions and related software, hardware, and services, including but not limited to CatchOn, a user-friendly data analytics tool used to optimize the management and administration of online software and digital applications districtwide. Based on annual appropriations, the projected expenditure is not to exceed \$1,026,500 for the duration of the contract. This is a cooperative agreement with BuyBoard utilizing cooperative contract number 579-19 in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from June 12, 2020, through December 31, 2020, with one annual renewal, if BuyBoard executes its renewal option, not to extend beyond December 31, 2021.
Amount not to Exceed (Project Term)	\$1,026,500

Budget Information					
Fund	1993000000	Fund	1993000000	Fund	Various Schools and/or Departments
Cost Center	1050808000	Cost Center	1050808000	Cost Center	
Functional Area	AD5399000000000000	Functional Area	AD5399000000000000	Functional Area	
General Ledger	6299000000	General Ledger	6249000000	General Ledger	
I/O		I/O		I/O	

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Education Networks of America, Inc. dba ENA Services, LLC	-	O

**Approval of Cooperative Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda**

Project Information	20-05-02-23 – Cooperative / Distance Learning Solution (Svitek) – (CAO)
Project Description	The purpose of this cooperative contract is to obtain educational technology through a web-based application for kindergarten–grade 12 schools and teachers districtwide. Based on annual appropriations, the projected expenditure is not to exceed \$790,000 for the duration of the contract. This is a cooperative agreement with The Interlocal Purchasing System (TIPS) utilizing cooperative contract number 200105 in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from June 12, 2020, through May 31, 2021, with two annual renewals, if TIPS executes its contract renewal options, not to extend beyond May 31, 2023.
Amount not to Exceed (Project Term)	\$790,000

Budget Information		
Fund Cost Center Functional Area General Ledger I/O	Various Schools and/or Departments	Fund Cost Center Functional Area General Ledger I/O

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Pear Deck, Inc.	-	O

Approval of Cooperative Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda

Project Information	20-04-06-11 – Cooperative / Welding Gas and Supplies (Svitek) – (CSIO)
Project Description	The purpose of this cooperative contract is to obtain welding gases, materials, and supplies for the Career and Technical Education (CTE) program and Facilities Services operations districtwide. Based on annual appropriations, the projected expenditure is not to exceed \$900,000 for the duration of the contract. This is a cooperative agreement with Texas Smart Buy (TXMAS) utilizing cooperative contract number 430-M2 in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from June 12, 2020, through May 31, 2021, with two annual renewals, if TXMAS executes its contract renewal option, not to extend beyond May 31, 2023.
Amount not to Exceed (Project Term)	\$900,000

Budget Information		
Fund	Various Schools and/or Departments	Fund
Cost Center		Cost Center
Functional Area		Functional Area
General Ledger		General Ledger
I/O		I/O

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Airgas, Inc. dba Airgas USA, LLC	-	O

Approval of Cooperative Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda

Project Information	20-05-06-04 – Cooperative / Graduation Items, Yearbooks, & Commemorative Items (Svitek) – (CAO)
Project Description	The purpose of this contract amendment is to ratify expenditure for graduation-related items, yearbooks, and commemorative items. Based on annual appropriations, the projected expenditure is not to exceed \$500,000 for the duration of the contract. This is a cooperative agreement with Choice Partners utilizing cooperative contract number 19/012KC in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from April 1, 2020, through September 30, 2020.
Amount not to Exceed (Project Term)	\$500,000

Budget Information			
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

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Balfour Campus Supply	-	H
Taylor Publishing Company dba Balfour/Balfour Publishing	-	H

Approval of Cooperative Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda

Project Information	20-06-02-04 Cooperative / Grounds Maintenance, Tree Trimming and Irrigation Services Districtwide – (Pleasant) – (COO)
Project Description	The purpose of this cooperative contract is to obtain grounds maintenance, tree trimming, and irrigation services districtwide. Based on annual appropriations, the projected expenditure is not to exceed \$40,000,000 for the duration of the contract. This is a cooperative agreement with Choice Partners and will be utilizing cooperative contract number 20/030MR in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from June 12, 2020, through May 19, 2021, with three annual renewals, if Choice Partners executes its contract renewal options, not to extend beyond May 19, 2024.
Amount not to Exceed (Project Term)	\$40,000,000

Budget Information			
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

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Arbor Masters Tree Service		I
Asplundh Tree Expert		I
Metropolitan Landscape Management		I
Yellowstone Landscape		H

**Approval of Cooperative Purchases Under \$100,000
Recommended for 6/11/2020 Board Agenda**

Project Information	20-03-08-23 – Cooperative / Time Clock System Software, Hardware, and Related Services – (Garcia) – (CFO)
Project Description	The purpose of this cooperative contract is to maintain the time clocks hardware, software, and related services used to track labor time and payroll costs districtwide. Based on annual appropriations, the projected expenditure is not to exceed \$75,000 for the duration of the contract. This is a cooperative agreement with TIPS utilizing cooperative contract number 190501 in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from June 12, 2020, through July 31, 2021.
Amount not to Exceed (Project Term)	\$75,000

Budget Information		
Fund Cost Center Functional Area General Ledger I/O	Various Schools and/or Departments	Fund Cost Center Functional Area General Ledger I/O

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Data Management, Inc. dba TimeClock Plus, LLC	-	T

**Approval of Contract Items Purchases Over \$100,000
Recommended for 6/11/2020 Board Agenda**

Project Information	20-04-11-16 – Service Contracts / Keynote Speaker – (Williams) – (CAO)
Project Description	<p>The purpose of this contract is to obtain keynote speakers. The district defines a keynote speaker as “a person of prominence or accomplishment that is well known for his or her expertise in a particular field or profession (business or industry, politics, military, education, entertainment, arts, etc.), has name recognition due to these professional accomplishments, or a life story that is inspiring to others and provides real-life context to various audiences for district and community engagement. Based on annual appropriations, the projected expenditure is not to exceed \$1,000,000 for the duration of the contract.</p> <p>If the vendor fits the description of a keynote speaker, the department can select the person that best fits its needs and follow the predetermined procurement process to obtain approval from purchasing services management prior to engaging with any vendor. Authorization from purchasing services management will also be required prior to submitting a contract for the Legal Department to review. The keynote speaker will be reviewed to determine if a quoting process is required or if they are eligible for sole source justification based on the TEdCode or waiver by the TEA. Keynote speaker contracts shall be in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).</p>
RFx’s Viewed/ Received	N/A
Project Term	The contract term is from July 1, 2020, through June 30, 2025.
Amount not to Exceed (Project Term)	\$1,000,000

Budget Information		
Fund Cost Center Functional Area General Ledger I/O	Various Schools and/or Departments	Fund Cost Center Functional Area General Ledger I/O

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Various Vendors	-	-

**Amendment to Items Approved on a Prior Board Agenda
Recommended for 6/11/2020 Board Agenda**

Project Information	18-10-12 RFP / Storm Water Quality Management & Permit– (Artola) - (COO) NTE Increase & Vendor Name Change
Project Description	This contract was originally approved by the Board of Education on March 8, 2018. The purpose of this contract amendment is to request an increase to the spending limit authorization to obtain storm water quality (SWQ) management and permits districtwide, and to change the name of the awarded vendors. Project Storm, LLC changed its business name to KKS Environmental, LLC, and Storm-Tex Services LLC, doing business as (dba) Double Oak Storm Tex, changed its business name to Double Oak Erosion, Inc. Based on annual appropriations, the projected expenditure is not to exceed \$990,000 for the duration of the contract. The district applied the "Best Value" process in selecting the vendor to be awarded in accordance with Chapter 44 of the TEC and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFX's Viewed/Received	N/A
Project Term	The contract term is from March 11, 2018, through March 10, 2019, with four annual renewals, not to extend beyond March 10, 2023.
Amount not to Exceed (Project Term)	\$990,000

Budget Information		
Fund Cost Center Functional Area General Ledger I/O	Various Schools and/or Departments	Fund Cost Center Functional Area General Ledger I/O

Recommended Vendor(s) for Approval		
Name:	M/WBE Commitment	Location
Double Oak Erosion, Inc.	B-25.11%	H
KKS Environmental, LLC	C-D	T

**Amendment to Items Approved on a Prior Board Agenda
Recommended for 6/11/2020 Board Agenda**

Project Information	17-05-06-02 – Cooperative / Microsoft Technical Support – (Teer) – (CIO) NTE Increase and Term Update
Project Description	This contract was originally approved by the Board of Education on June 8, 2017. The purpose of this contract amendment is to request an increase to the spending limit authorization and correct the term of the contract for Microsoft Premier technical support services. Based on annual appropriations, the projected expenditure is not to exceed \$635,000 for the duration of the contract. This is a cooperative agreement with the Texas Department of Information Resources (DIR) utilizing cooperative contract number DIR-TSO-3781 in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFP's Viewed/ Received	N/A
Project Term	The amended contract term is from June 9, 2017, through December 10, 2019, with two annual renewals, if DIR executes its contract renewal options, not to extend beyond May 2, 2021.
Amount not to Exceed (Project Term)	\$635,000

Budget Information			
Fund	1993000000	Fund	Fund
Cost Center	1050808000	Cost Center	Cost Center
Functional Area	AD53990000000000	Functional Area	Functional Area
General Ledger	6249000000	General Ledger	General Ledger
I/O		I/O	I/O

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Microsoft Corporation	-	O

**Amendment to Items Approved on a Prior Board Agenda
Recommended for 6/11/2020 Board Agenda**

Project Information	16-10-40-02 – Cooperative / Technology Hardware, Software, and Related Services from Verizon Wireless – (Teer) – (CIO) NTE Increase & Term Extension
Project Description	This contract was originally approved by the Board of Education on November 10, 2016. The purpose of this contract amendment is to execute an extension for services provided by Verizon Wireless including hardware, software, and related wireless, voice and data, and mobile satellite communication services. Based on annual appropriations, the projected expenditure is not to exceed \$850,000 for the duration of the contract. This is a cooperative agreement with the Texas DIR utilizing cooperative contract number DIR-TSO-3415 in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from November 11, 2016, through April 27, 2021.
Amount not to Exceed (Project Term)	\$850,000

Budget Information		
Fund Cost Center Functional Area General Ledger I/O	Various Schools and/or Departments	Fund Cost Center Functional Area General Ledger I/O
		Fund Cost Center Functional Area General Ledger I/O

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
Cellco Partnership dba Verizon Wireless	-	OT

**Amendment to Items Approved on a Prior Board Agenda
Recommended for 6/11/2020 Board Agenda**

Project Information	18-05-04-01 – Cooperative / Athletic Field Equipment, Supplies, and Maintenance – (Porter) – (CAO) Term Extension
Project Description	The contract was originally approved by the board on June 14, 2018. The purpose of this contract amendment is to execute an extension to acquire field equipment and supplies to maintain all athletic fields and HISD stadiums with no additional increase in funding. Based on annual appropriations, the projected expenditure is not to exceed the previously approved amount for the duration of the contract. The district applied the "Best Value" process in selecting the suppliers and awarded in accordance with Chapter 44 of the TEC and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The contract term is from June 15, 2018, through August 31, 2020.
Amount not to Exceed (Project Term)	N/A

Budget Information			
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

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
John Deere dba Deere & Company	-	O
Justin Seed	-	T
MasterTurf Products and Services	-	T
Pioneer Manufacturing Company	-	O
Sports Field Solutions	-	T
The Grasshopper Company dba Moridge Manufacturing, Inc.	-	O
Thomas Turfgrass	-	T
Winfield	-	T

**Amendment to Items Approved on a Prior Board Agenda
Recommended for 6/11/2020 Board Agenda**

Project Information	19-06-56-09 – Cooperative / Instructional Materials, Classroom Teaching Supplies and Equipment – (March) – (CFO) Term Update
Project Description	This contract was originally approved by the Board of Education on August 8, 2019. The purpose of this contract amendment is to correct the term of the original contract with no additional increase in funding for instructional and office supplies, equipment, and related items districtwide for all campuses/departments and classrooms. This is a cooperative agreement with OMNIA Partners utilizing cooperative contract number R190503 in accordance with Chapter 44 of the TEC, Chapter 791 of the Government Code, and district purchasing, and acquisition polices CH(LOCAL) and CH(LEGAL).
RFx's Viewed/ Received	N/A
Project Term	The amended contract term is from August 9, 2019 through June 30, 2022, with two additional annual renewals, if OMNIA Partners executes its contract renewal options, not to extend beyond June 30, 2024.
Amount not to Exceed (Project Term)	N/A

Budget Information		
Fund	Various Schools and/or Departments	Fund
Cost Center		Cost Center
Functional Area		Functional Area
General Ledger		General Ledger
I/O		I/O

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
School Specialty, Inc.	-	O

**Amendment to Items Approved on a Prior Board Agenda
Recommended for 6/11/2020 Agenda**

Project Information	17-02-02 – RFP / Supplemental Curriculum and Materials – (Svitek) – (CAO) Vendor Name Change
Project Description	This contract was originally approved by the Board of Education on August 10, 2017. The purpose of this contract amendment is to change the name of an awarded vendor. Premier Agendas, LLC changed its business name to SDI Innovations, Inc. The purpose of this contract is to provide supplemental curriculum materials districtwide. The district applied the "Best Value" process in selecting the vendors to be awarded in accordance with Chapter 44 of the TEC and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
RFX's Viewed/ Received	N/A
Project Term	The original contract term was from October 1, 2017, through September 20, 2018, with four annual renewals, not to extend beyond September 20, 2022.
Amount not to Exceed (Project Term)	N/A

Budget Information		
Fund Cost Center Functional Area General Ledger I/O	Various Schools and/or Departments	Fund Cost Center Functional Area General Ledger I/O

Recommended Vendor(s) for Approval		
Name	M/WBE Commitment	Location
SDI Innovations, Inc. dba School Datebooks	-	O

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

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 June 12, 2020.

SUMMARY OF DONATIONS GREATER THAN \$5,000

Donor	Receiving School/ Department	Donation Disbursement	Total Value of Donation
AIRGAS USA, LLC	Barbara Jordan Career Center	Supplies and Materials	\$10,000 (In-Kind)

AIRGAS USA, LLC has made an in-kind donation to Barbara Jordan Career Center valued at \$10,000 to benefit the 11th-and 12th-grade welding classes. The donation includes welding equipment supplies and consumables, safety personal protective equipment, power and hand tools, abrasives, and welding support tools and consumables. AIRGAS USA, LLC is a board-approved vendor for the Houston Independent School District (HISD). College and Career Readiness is the focus of the donation, which can only be used for the purpose specified.

The Mission Continues	Jane Long Academy and Las Americas Newcomer School	Campus Enhancements	\$56,500 (In-Kind)
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The Mission Continues has awarded an in-kind donation, valued at \$56,500, to both Jane Long Academy and Las Americas Newcomer School. The Mission Continues, founded in 2007, is a 501(c)(3) nonprofit organization that empowers veterans facing the challenge of adjusting to life at home to find new missions. The purpose of this donation is to help renovate, beautify, and build structures that will help the learning environments at both schools. The in-kind donation consists of \$31,500 in supplies and materials and \$25,000 in volunteer time (125 volunteers x 8 hours x \$25 per hour of time). The project is tentatively scheduled to take place either on Saturday, November 14, 2020, or Sunday, November 15, 2020, but may be rescheduled to a later date, as needed. The Mission Continues' build plans include the following but are not limited to: (1) creating a mural; (2) building a restorative garden; (3) renovating the teachers' lounge and peer mediation rooms; (4) landscaping; and (5) building an irrigation system for the gardens. For the in-kind donation, The Mission Continues will conduct this project on a weekend when students are not in school and will follow the prescribed rules of the school district as it pertains to how the volunteers should be screened prior to being on the campus of Jane Long Academy and Las Americas Newcomer School. The schools were selected to receive this donation due to the positive impact both schools have had on the Gulfton community, as well as being impacted by Hurricane Harvey with enduring physical damage at both campuses. The in-kind donation may only be implemented as specified.

William B. Travis Foundation, Inc.	Travis Elementary School (ES)	Payroll	\$50,716
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The William B. Travis Foundation, Inc. has donated \$50,716 to Travis ES for the following existing positions for school year 2020–2021: one 10-month teaching assistant and two lecturers, hourly degreed reading and math interventionists. This donation can only be used for the purpose specified.

SUMMARY OF DONATIONS GREATER THAN \$5,000

Donor	Receiving School/ Department	Donation Disbursement	Total Value of Donation
HISD Foundation on behalf of CITGO and ABC 13	HISD – Various Schools	Scholarship Award	\$90,000

The HISD Foundation, on behalf of CITGO and ABC 13, has donated \$90,000.00 to 18 HISD seniors graduating in the spring of 2020. The students were chosen by CITGO to each receive \$5,000 towards college tuition. The following high schools were represented by the awardees: Bellaire, Carnegie Vanguard, Challenge Early College, East Early College, Kashmere, Kinder HSPVA, Long Academy, North Houston Early College, Sam Houston, Sharpstown, South Early College, Washington, Wisdom, and Yates. CITGO and ABC 13's donation will support higher education opportunities to young scholars who are keen to develop careers and that have a direct impact on the students' communities. Scholarships will be awarded in the following categories: Beating the Odds; Career and Technical Education; Communications; Performing and Fine Arts; Science, Technology, Engineering, and Math (STEM); Service and Leadership; Spirit; and Student Athlete. The donation can only be used for the purpose specified.

National Council of Jewish Women (NCJW)	Elementary Curriculum and Development Department, Home Instruction for Parents of Preschool Youngsters (HIPPY) Program	Supplemental Reading Materials, General Supplies, Food, and Transportation	\$12,500
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The NCJW has donated \$12,500 to the HIPPY Program administered by the Elementary Curriculum and Development Department. The donated funds are to be used to support the HIPPY Program, including \$1,500 for transportation; \$3,500 for supplemental reading materials; \$5,000 for home visit mileage reimbursement; and \$2,500 for general supplies and food. The NCJW has been a partner with the department by supporting the HIPPY Program for many years. The funds can only be used for the purpose specified.

SUMMARY OF DONATIONS GREATER THAN \$5,000

Donor	Receiving School/ Department	Donation Disbursement	Total Value of Donation
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Christian Community Service Center (CCSC)	Whittier ES	Supplies and Shopping Vouchers	\$24,650 (In-Kind)
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The CCSC has made an in-kind donation with an estimated value of \$24, 650 to Whittier ES to assist up to 493 students from pre-kindergarten to fifth grade. The Back to School program at CCSC is “designed to help underprivileged children obtain the tools they need to begin the academic year.” This donation consists of giving each student a package of grade-appropriate supplies and a shopping voucher that may be used to buy clothes and shoes required for campus uniforms/dress codes. The Agreement of Understanding between CCSC and Whittier ES stipulates that the school agrees to ensure safe receipt of supplies and vouchers, ensure that supplies and vouchers are provided directly to students in need and their parents for use only as described in the program design, and take reasonable precautions to prevent misuse of resources. CCSC agrees to provide the supplies and vouchers and assist the school in coordinating a delivery time for the designated resources. This donation can only be used for the purpose specified.

<u>HISD Foundation on behalf of Walmart, Inc.</u>	<u>Jack Yates and Evan E. Worthing High Schools (HS)</u>	<u>Supplies and Materials</u>	<u>\$10,000</u>
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The HISD Foundation, on behalf of Walmart, has donated \$10,000.00 to Jack Yates HS and Evan E. Worthing HS in the amount of \$5,000.00 to each school. Walmart’s donation will support HISD’s Nutrition Services Food program. The funds are going to be used to establish a campus food market and indoor pantry for homeless students. The students will be able to pick up food, clothing, and hygiene items when needed. This donation can only be used for the purpose specified.

SUMMARY OF DONATIONS GREATER THAN \$5,000

Donor	Receiving School/ Department	Donation Disbursement	Total Value of Donation
<u>The Sasol Fund of the Community Foundation of Southwest Louisiana</u>	<u>Emerson ES</u>	<u>COVID-19 Related Relief for Students</u>	<u>\$10,000</u>

The Sasol Fund of the Community Foundation of Southwest Louisiana has donated \$10,000 to Emerson ES. The donated funds are to be used to provide COVID-19 pandemic relief for the students of the school, including safety equipment, such as masks and hand sanitizer, for children who cannot buy them, as well as supplemental supplies, such as general supplies, clothes, shoes, uniforms, underwear, food, glasses, and workbooks for children with high needs. The Sasol Fund of the Community Foundation of Southwest Louisiana has a history of supporting Emerson. The funds can only be used for the purpose specified.

Total Value of Donations: ~~\$244,366~~ \$264,366

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

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 June 12, 2020.

SUMMARY OF GRANTS GREATER THAN \$5,000

Grantor	Receiving School/ Department	Grant Disbursement	Total Value of Grant
Houston-Galveston Area Council (H-GAC)	Transportation/Fleet Operations Department	Vehicle Replacement	\$600,660.16

The H-GAC has awarded the Clean Vehicles Program grant to the Transportation/Fleet Operations Department. The grant award of \$600,660.16 is for reimbursement of the purchase of 10 new school buses. The program compliance requirements must be met by the district in order to receive the reimbursement. The purpose of this grant is to improve air quality by reducing air pollutant emissions in the Houston-Galveston-Brazoria eight-county non-attainment area, which includes the counties of Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller. As a measure of impact, the Houston Independent School District (HISD) operates a fleet of approximately 1,114 buses and transports approximately 36,000 students to and from school daily. The grant funds can only be used for the purpose specified.

Asia Society Confucius Classrooms Network	Kolter Elementary School (ES)	Professional Development, Curriculum, Cultural Activities, Field Trips, Operation/Administration, and School-to-School Partnerships	\$10,900
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The Asia Society Confucius Classrooms Network is an international partnership between Hanban and Asia Society dedicated to building the field of Chinese language teaching and learning in American schools. Asia Society has awarded a grant to Kolter ES to implement projects used to promote Chinese language learning and Chinese culture, including the Confucius Classroom Day cultural activities. The grant funds must be used for professional development, curriculum, cultural activities, field trips, operation/administration, and school-to-school partnerships. The grant may not be used for payroll purposes, such as hiring a teacher. A portion of the funds may be used for travel, hotel, and conference registration to the annual National Chinese Language conference. The awarded funds are a reimbursement grant for the 2019–2020 academic year. Asia Society has a history of awarding grants to Kolter ES for the teaching of Chinese. The grant period is from September 1, 2019, to August 31, 2020. The grant can only be used as specified.

Total Value of Grants: \$611,560.16

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Finance
Glenn Reed, Chief Financial Officer

**SUBJECT: APPROVAL OF RESOLUTION AND ORDINANCE ADOPTING
RESIDENCE HOMESTEAD EXEMPTIONS FOR TAX YEAR 2020**

Each year the Board of Education must establish the residence homestead exemption level for qualified homeowners. State law provides for certain mandated homestead exemptions to be granted by school districts, and the Board of Education has traditionally granted certain optional homestead exemptions to its residents. Those exemptions currently in effect for the 2019 tax year are:

State Mandated (all homesteads)	\$25,000
State Mandated (age 65 or older or disabled)	\$10,000
Local Option (age 65 or older or disabled)	\$5,000
Local Option Percentage (all homesteads)	20 percent

Under the exemption schedule in effect for the 2019 tax year, qualified property owners under 65 years of age who are not disabled receive exemptions of \$25,000 plus 20 percent of the appraised value. Property owners who are 65 or older, or disabled, receive exemptions of \$40,000 plus 20 percent of the appraised value. This item provides for those same homestead exemptions for tax year 2020.

The percentage homestead exemption was originally granted many years ago in order to ease the tax burden associated with rising property values for homeowners at that time. This exemption provides a significant tax break to all homeowners in the Houston Independent School District (HISD), and it is the maximum level that school districts are allowed to grant.

A copy of the resolution and ordinance 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 and 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 resolution and ordinance adopting residence homestead exemptions for individuals residing in HISD for tax year 2020, effective June 12, 2020.

Board Item Executive Summary

Purpose:

Section 11.13 of the Texas Property Tax Code provides for exemptions on homestead residences. This item is to authorize and adopt the exemptions on homestead residences for tax year 2020 as provided in prior years.

Subsection (b) of Section 11.13 provides for the state mandated exemption amount of \$25,000 of the appraised value of an individual's homestead residence.

Subsection (c) of Section 11.13 provides for the state mandated exemption amount of \$10,000 of the appraised value of residence homesteads for those individuals who are disabled or are 65 or older.

Subsection (d) of Section 11.13 allows a taxing unit to provide for an additional lump-sum fixed amount as further savings to individuals who are disabled or are 65 or older. The Houston Independent School District (HISD) Board of Education approved an additional \$5,000 exemption from ad valorem taxation of the appraised value of the residence homestead for homeowners 65 years of age or older or disabled on August 21, 1980.

Subsection (n) of Section 11.13 allows a taxing unit to adopt a local optional homestead exemption percentage not to exceed 20%. Section 11.13 (n) states:

"In addition to any other exemptions provided by this section, an individual is entitled to an exemption from taxation by a taxing unit of a percentage of the appraised value of his residence homestead if the exemption is adopted by the governing body of the taxing unit before July 1 in the manner provided by law for official action by the body. If the percentage set by the taxing unit produces an exemption in a tax year of less than \$5,000 when applied to a particular residence homestead, the individual is entitled to an exemption of \$5,000 of the appraised value. The percentage adopted by the taxing unit may not exceed 20 percent."

Approval of this item will allow HISD to continue to offer to its property owners tax savings associated with the 20% local optional homestead exemption.

Board Meeting Requirements:

The Board of Education adopts and authorizes the exemptions under Texas Property Tax Code Section 11.13 before July 1 for tax year 2020.

**RESOLUTION AND ORDINANCE
RELATING TO CONTINUATION OF
RESIDENCE HOMESTEAD EXEMPTIONS FOR
INDIVIDUALS RESIDING IN
THE HOUSTON INDEPENDENT SCHOOL DISTRICT
FOR TAX YEAR 2020**

WHEREAS, The State Legislature passed House Joint Resolution 81 during the 1981 regular session proposing a constitutional amendment to the Texas Constitution authorizing certain property tax relief for owners of residence homesteads; and

WHEREAS, the citizens of the State of Texas voting on Proposition 6 on the November 1981 general election approved the addition of Subsection (e) to Article VIII Section 1-b. of the Texas Constitution providing that any political subdivision may exempt from property taxation a percentage of the market value of residence homesteads not to exceed twenty percent (20%) of the value of the homestead; and

WHEREAS, Section 11.13 of the Texas Property Tax Code entitles an individual to an exemption from ad valorem taxation by a school district of \$25,000 of the appraised value of his or her residence homestead and an additional \$10,000 of the appraised value for qualified individuals disabled or sixty-five (65) years of age or older; and

WHEREAS, pursuant to legislative action, the Board of Education of the Houston Independent School District at its meeting on August 21, 1980, approved an additional \$5,000 exemption from ad valorem taxation of the appraised value of the residence homestead for homeowners sixty-five (65) years of age or older or disabled;

NOW, THEREFORE, BE IT

RESOLVED AND ORDAINED by the Board of Education of the Houston Independent School District that the Board reaffirms for tax year 2020 the homestead tax exemptions set forth below for residents of the Houston Independent School District and who qualify for such exemptions, in accordance with Section 11.13 of the Property Tax Code, State of Texas; and be it further

RESOLVED AND ORDAINED that in addition to the exemption from ad valorem taxation of \$25,000 of the appraised value of the residence homestead of each qualified homeowner, the exemption from ad valorem taxation of the mandated \$10,000 of the appraised value of the residence homestead and the Board granted \$5,000 of the appraised value of the residence homestead of each qualified resident owner who is sixty-five (65) years of age or older and is fully qualified for the entire exemption or who is

disabled and qualified for disability benefits; that the Board of Education establishes the voluntary percentage homestead tax exemption granted each qualified resident owner of a homestead exemption from ad valorem taxation an amount equal to twenty percent (20%) of the appraised value of the residence homestead for tax year 2020, making a total exemption of twenty percent (20%) of the appraised value of the individual residence plus \$40,000 for qualified homeowners sixty-five (65) years of age or older or disabled, with such sixty-five (65) years of age or older or disabled exemptions to be prorated, if applicable, in accordance with the Texas Property Tax Code; and a total residence homestead exemption of twenty percent (20%) of the appraised value of the individual residence plus \$25,000 for other qualified homeowners.

PASSED, APPROVED, AND ADOPTED this 12th day of June, 2020.

HOUSTON INDEPENDENT SCHOOL DISTRICT

By _____
Sue Deigaard, President
Board of Education

ATTEST:

Dr. Patricia K. Allen, Secretary
Board of Education

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Finance
Glenn Reed, Chief Financial Officer

SUBJECT: APPROVAL OF 2020–2021 BUDGETS FOR TITLE I, TITLE II, TITLE III, TITLE IV, CARL PERKINS, AND IDEA-B GRANT FUNDS AND AUTHORITY TO SUBMIT TO THE TEXAS EDUCATION AGENCY THE 2020–2021 EVERY STUDENT SUCCEEDS ACT CONSOLIDATED FEDERAL GRANT APPLICATION AND OTHER FEDERAL PROGRAM APPLICATIONS

Each year, the Houston Independent School District (HISD) submits applications for entitlement funds to the Texas Education Agency (TEA) under the Elementary and Secondary Education Act of 1965, as amended under the Every Student Succeeds Act (ESSA) of 2015; the Individuals with Disabilities Education Improvement Act (IDEA) of 2004; and the Carl D. Perkins Vocational and Technology Education Act of 1998, as amended by the Carl D. Perkins Vocational and Technical Education Act of 2006. The applications include the following programs:

- Title I, Part A—Improving Basic Programs Operated by Local Education Agencies
- Title I, Part C—Education of Migratory Children
- Title I, Part D, Subpart 2—Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk (N or D)
- Title II, Part A—Supporting Effective Instruction
- Title III, Part A—English Language Acquisition, Language Enhancement, and Academic Achievement, including additional immigrant funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth
- Title IV, Part A – Student Support and Academic Enrichment (SSAE) Grant
- Special Education Student Funding—IDEA, Part B and Part C
- Carl D. Perkins Act IV—Career and Technical Education Programs

The TEA has released planning entitlements for 2020–2021 for all of the above programs. HISD has begun planning, prioritizing, and renewing the process for programs with projected funds for 2020–2021 fiscal year.

All programs supported by these funding sources must adhere to the requirement to supplement, not supplant, in order to ensure that state and local support for programs remains at least constant and is not replaced by federal funds. The application is due to TEA on Friday, June 26, 2020.

Title I, Part A—Improving Basic Programs Operated by Local Education Agencies

The planning entitlement for Title I, Part A, is projected to be \$107,189,058 with carryover funding of \$12,000,000 for a total budget of \$119,189,058 for the 2020–2021

school year. Funds are allocated to schools on the basis of a per-pupil cost multiplied by the number of students who are identified as economically disadvantaged. The 2020–2021 Title I, Part A, funding will impact approximately 166,161 students from approximately 162 elementary schools, 50 middle schools, 45 high schools, 3 facilities that serve neglected and delinquent students, 32 private schools, and homeless children. Summer school 2020 campus allocations are included in the per-pupil allocations. In 2020–2021, Title I, Part A, funds will provide set-aside funds to support:

- training for effective teachers and paraprofessionals
- parental and family engagement (ESSA requirement)
- services to homeless students and foster care students,
- supplemental services, including instructional intervention

The proposed Title I, Part A budget is shown on Attachment 1.

Title I, Part C—Education of Migratory Children

The purpose of Title I, Part C, Migrant Education Program funds is to establish and improve programs that are designed to meet the special needs of children of migratory agricultural workers or migratory fishers so that they may succeed in meeting the state's academic-content and student academic achievement standards and graduate from high school. There are approximately 300 migrant students in the HISD Migrant Education Program (MEP). Based on the number of eligible migratory children residing in the district, the MEP will receive a planning entitlement projected to be \$224,331 with carryover funding of \$0 for a total budget of \$224,331 for the 2020–2021 school year. The funds provide salaries for support-staff members and services to migrant students and their families.

A migratory child is defined as an individual under the age of 22 that lacks a U.S. issued high school diploma or Certificate of High School Equivalency:

- who is a migratory agricultural worker or a migratory fisher; or
- who, in the preceding 36 months, in order to accompany or join a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher has moved due to economic necessity from one residence to another, and
- has moved from one school district to another.

Services are determined by the following seven focus points of the state-approved MEP:

- identification and recruitment (age 3–grade 12 and out-of-school youth)
- early childhood education (ages 3 and 4)
- new generation system for migrant student record transfer (age 3–grade 12 and out-of-school youth)
- graduation enhancement (grades 9–12)
- secondary credit exchange and accrual (grades 7–12)

- parental involvement (all levels)
- migrant services coordination (all levels)

The proposed Title I, Part C budget is shown on Attachment 2.

Title I, Part D, Subpart 2—Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk (N or D)

The planning entitlement for Title I, Part D, Subpart 2 is projected to be \$117,592 with carryover funding of \$0 for a total budget of \$117,592 for the 2020–2021 school year. Funds are to provide equitable services to qualifying facilities for the neglected or delinquent youth. This funding will be used to support the following strategies:

- to carry out high-quality education programs to prepare children and youth for secondary school completion, training, employment, or further education;
- to provide activities to facilitate the transition of such children and youth from the correctional program to further education or employment; and
- to operate programs in local schools, including schools operated or funded by the Bureau of Indian Education, for children and youth returning from correctional facilities, and programs which may serve at-risk children and youth.

The proposed Title I, Part D, Subpart 2 budget is shown on Attachment 3.

Title II, Part A—Supporting Effective Instruction

The planning entitlement for Title II, Part A is projected to be \$10,054,490 with carryover funding of \$0 for a total budget of \$10,054,490 for the 2020–2021 school year. The purpose of Title II, Part A is to increase student academic achievement through recruiting and training strategies for teachers, principals, or other school leaders. This funding will be used to support the following strategies:

- implement effective recruiting of effective teachers, principals, and other school leaders, and
- provide professional development training to teachers, principals and other school leaders.

The proposed Title II, Part A budget is shown on Attachment 4.

Title III, Part A—English Language Acquisition, Language Enhancement, and Academic Achievement

The Title III, Part A, English Language Acquisition, Language Enhancement, and Academic Achievement Program provides supplemental and support services to students who are identified as English Learners (EL) and need support due to their Limited English Proficiency (LEP). The purpose of this program is to ensure that EL students develop English language proficiency and meet the same content and

achievement standards that other children are expected to meet. The intent is to supplement the bilingual or English as a Second Language program and not to supplant existing state requirements.

Funds are tentatively projected to be \$6,520,550 for Title III English Language Acquisition and \$1,842,314 to supplement activities for immigrant students, for a total of \$8,362,864 to be used in the 2020–2021 school year. These funds will affect approximately 71,000 students from 275 schools that serve LEP students. As required by ESSA, services will also be provided to eligible LEP students in private, nonprofit schools within HISD's boundaries.

These funds must supplement school programs and may not supplant existing state-mandated requirements. District use of funds includes the following:

- measuring and monitoring the English language proficiency and academic progress of LEP students
- upgrading program objectives and instructional strategies
- identifying, acquiring, and upgrading curricula, instruction, materials, educational software, and assessment procedures based on research-based criteria
- providing instructional support, i.e., tutorials and summer-school tuition
- providing community participation programs, family literacy services, and parent outreach and training activities
- providing technology support
- providing meaningful ongoing professional development for teachers and paraprofessionals who work with LEP and immigrant students
- giving support to personnel to provide services to immigrant children and youth
- providing mentoring and academic or career counseling for immigrant children and youth
- covering costs of additional classroom supplies, costs of transportation, or such other costs as are directly attributable to additional basic instructional services for immigrant children and youth.

The proposed Title III, Part A budgets are shown on Attachment 5 and 5a.

Title IV, Part A: Student Support and Academic Enrichment (SSAE) Grant

The purpose of Title IV, Part A, is to improve students' academic achievement by increasing the capacity of states, local educational agencies, schools, and local communities to:

- Provide access to, and opportunities for, a well-rounded education for all students
- Improve school conditions for student learning in order to create a healthy and safe school environment; and
- Improve access to personalized learning experiences supported by technology and professional development for the effective use of data and technology.

Funds are available to all HISD campuses and eligible participant private and nonprofit schools.

The planning entitlement for Title IV, Part A is projected to be \$7,225,468 with carryover funding of \$800,000 for a total budget of \$8,025,468 for the 2020–2021 school year. The funds will be used to support the following:

- Content Area 1 – Well-Rounded Educational Opportunities (at least 20 percent)
 - career and college counseling/guidance
 - arts and music programs that promote problem solving and conflict resolution
 - science, technology, engineering, and math (STEM) programming and activities
 - accelerated learning programs
 - history, civics, economics, geography, foreign language, and environmental education
 - dual or concurrent enrollment and early college high schools
 - social-emotional learning
- Content Area 2 – Activities to Support Safe and Healthy Students Activity (at least 20 percent)
 - drug and violence prevention
 - school-based mental health services
 - health and safety practices in school athletic programs
 - physical/nutrition education
 - bullying and harassment prevention
 - relationship-building skills
 - dropout prevention and re-entry
 - training for school personnel in drug abuse, violence, trafficking, and trauma
- Content Area 3 – Effective Use of Technology (Allocation must be set aside and no minimum is required)
 - some portion
 - no more than 15 percent allocated on technology infrastructure (out of funds allocated for use of technology)
 - professional learning tools, technology, devices, and content for adaptive
 - building technology capacity
 - developing strategies for use of digital learning technologies
 - blended learning projects
 - professional development
 - remote access for students in rural/remote/underserved areas

The Proposed Title IV, Part A budget is shown on Attachment 8.

Special Education Student Funding—IDEA, Part B and Part C

Special Education federal grants (Individuals with Disabilities Education Improvement Act) and the State Deaf Grant are based on a permanent formula that includes a base amount, district enrollment of all students, and students on free and reduced-price lunch districtwide. This allocation is awarded by TEA based on three components: base, population, and poverty. The base amount is a frozen amount adjusted by statute as varying circumstances occur. The population amount is 85% of the remaining funds available from the Federal government for flow-through funds to the district. This amount is based on the relative number of children enrolled in public and private elementary and secondary schools within the district's jurisdiction. The poverty amount is 15% of the remaining funds available from the Federal government for flow-through funds to the district. This amount is based on the relative numbers of children living in poverty. The TEA distributes final entitlements to school districts annually in January. The planning entitlement for IDEA-B formula amount is \$40,382,002 with \$0 carryover for a total budget of \$40,382,002 for approximately 16,898 students for the 2020–2021 school year. The planning entitlement for IDEA-B Preschool amount is \$546,779 with \$0 carryover for a total budget of \$546,779 for approximately 1,541 students for the 2020–2021 school year. The IDEA-B Formula and IDEA-B Preschool planning amounts are the base entitlement amounts resulting from implementation of the permanent formula established by the reauthorization of IDEA.

The proposed IDEA-B budgets are presented in attachments 7 and 7a.

Carl D. Perkins Act IV—Career and Technical Education Programs

The planning entitlement for the Carl D. Perkins Career and Technical Education program is \$2,959,640 with carryover funding of \$0 for a total budget of \$2,959,640 for the 2020–2021 school year. These funds support curriculum integration, professional development, career guidance and counseling, development of career concentrations and coherent sequences, activities for special populations, and participatory planning with parent and student involvement. The funding of this grant will be used to support the following programs:

- career and technical education programming
- dual credit workforce courses

The proposed Carl Perkins Act IV budget is shown in Attachment 6.

The purpose of this agenda item is to request approval of the recommended budgets for 2020–2021 Title I, Part A; Title I, Part C; Title I, Part D, Subpart 2; Title II, Part A; Title III, Part A; Title IV, Part A; Special Education (IDEA, Part B and Part C); and Carl D. Perkins Act IV program funding, and obtain board approval for the submission of the district's consolidated application for all federal grants listed above to the TEA. .

COST/FUNDING SOURCE(S): The total amount to be received under these federal entitlements is projected at \$189,862,224 and will be implemented as federal grant funds.

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. It also allows the financial records to accurately reflect new funds, as well as funds originally budgeted to support, increase, or change educational services delivered to students.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

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

RECOMMENDED: That the Board of Education approves the recommended budgets for Title I, Part A; Title I, Part C; Title I, Part D, Subpart 2; Title II, Part A; Title III, Part A; Title IV, Part A, Special Education (IDEA, Part B and Part C); and Carl D. Perkins Act IV grant funds as presented for the 2020–2021 school year and authorizes the administration to submit the appropriate application to the TEA, effective June 12, 2020.

Executive Summary

Purpose:

The board considers and votes on the adoption of applying and receiving federal funds to supplement the district's educational programs. If approved, the federal funds will be distributed amongst the campuses and departments to supplement educational programs throughout the district.

Houston Independent School District (HISD) annually submits applications for entitlement funds to Texas Education Agency (TEA) under the Every Student Succeeds Act (ESSA) of 2015; the Individuals with Disabilities Education Improvement Act (IDEA) of 2004; and the Carl D. Perkins Vocational and Technical Education Act of 2006.

HISD will submit applications for the following programs:

- Title I, Part A
- Title I, Part C
- Title I, Part D
- Title II, Part A
- Title III, Part A
- Title IV, Part A
- IDEA, Part B and Part C
- Carl D. Perkins

These programs will serve a different purpose from state and local funds. These programs will be intended to supplement educational programs the district offers. These programs' funds will be utilized to increase student achievement; increase management effectiveness and efficiency; and improve public support and confidence in schools. These funds are budgeted to support, increase, or change educational services delivered to students.

All programs supported by these funding sources must adhere to the requirement to supplement, not supplant, in order to ensure that state and local support for programs remains at least constant and is not replaced by federal funds. The application is due to TEA on Friday, June 26, 2020.

Prerequisites:

The board has previously adopted the budget for these federal funds on June 27, 2019, for the 2019–2020 school year.

Board Meeting Requirements:

A motion must be made and by vote the board must adopt the resolution approving the 2020–2021 budgets for Title I, Title II, Title III, Title IV, Carl Perkins, and Idea-B grants and grant authority to submit to TEA the 2020–2021 ESSA consolidated federal grant application and other federal program applications.

Attachment 1
Houston Independent School District
Title I, Part A - Improving Basic Programs - 2020-2021

Recommended Budget for 2020-2021

Sources of Funding:

Planning Entitlement	\$107,189,058
Carryover Funds	\$12,000,000
Planning Budget	\$119,189,058

Use of Funds:

Grant Required

Charter Schools (OMB A-133-New or Significant Growth)	\$200,000
Homeless	\$213,645
Homeless/Foster Care Expansion	\$251,858
Homeless Non-Title I Campuses	\$200,000
Indirect Costs	\$7,113,203
Institutions for Neglected Children	\$7,514
Parent Engagement - FACE	\$1,049,181
Private Nonprofit Schools	\$1,982,557

Title I, Part A Initiatives

Achieve 180 - Dedicated Subs	\$2,213,552
Achieve 180 - Reading Specialists	\$1,800,000
Achieve 180 - Stipends	\$13,855,130
Achieve 180 - Teacher Coaches	\$714,500
Advanced Placement	\$189,356
Ascending to Men	\$1,140,453
Campus Allocations - Academic School Year	\$51,429,631
Dental	\$72,000
Effective School Framework (ESF) Diagnostic Visit	\$101,808
FACE Parent University Campuses	\$23,040
FACE Parent University Departments	\$49,680
General Administration	\$2,592,870
Home Instruction for Parents of Pre-School Youngsters (HIPPY)	\$917,413
Human Resources - Effective Teacher	\$232,686
IAT Intervention Program	\$900,064
Instructional Intervention	\$12,378,304
On-Time Academy	\$329,610
Parent Engagement - Brochures	\$96,233
Professional Development	\$13,098,514
Professional Service Provider (PSP)	\$300,000
Project Explore	\$1,977,543
Resilient Outstanding Sisters Exemplifying Success (R.O.S.E.S)	\$765,113
See to Succeed	\$72,000
Social Studies - PD - PBMA Collaboration	\$21,600
Summer School - Elementary Lit Books	\$2,900,000

Title I, Part A Total Funding:

\$119,189,058

Attachment 2
Houston Independent School District
Title I, Part C - Education of Migratory Children - 2020-2021

Recommended Budget for 2020-2021

Sources of Funding:

Planning Entitlement	\$224,331
Carryover Funds	\$0
Planning Budget	<u>\$224,331</u>

Use of Funds:

Salaries - Migrant Education Program	\$217,831
Title I, Part C Initiatives	
Grant Required	\$1,500
Student Support	\$5,000

Title I, Part C Total Funding:	<u>\$224,331</u>
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Houston Independent School District
Title I, Part D, Subpart 2 — Prevention and Intervention Programs for Children and Youth Who
Are Neglected, Delinquent, or At-Risk 2020-2021

Recommended Budget for 2020-2021

Sources of Funding:

Planning Entitlement	\$117,592
Carryover Funds	\$0
Planning Budget	<u>\$117,592</u>

Use of Funds:

Tutoring Services	\$117,592
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Title I, Part D, Subpart 2 Total Funding:	<u>\$117,592</u>
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Attachment 4
Houston Independent School District
Title II, Part A — Supporting Effective Instruction — 2020-2021

Recommended Budget for 2020-2021

Sources of Funding:

Planning Entitlement	\$10,054,490
Carryover Funds	\$0
Planning Budget	<u>\$10,054,490</u>

Use of Funds:

Grant Required	
Indirect Costs	\$566,258
Private Nonprofit Schools	\$700,000
Title II, Part A Initiatives	
General Administration	\$786,003
Human Resources	\$994,428
Teacher Recruitment & Selection	
Recruitment and Retention Incentives	
Certification Program	
Professional Development	\$7,007,801
Districtwide	
Leadership Development	
Teacher Development - Core Content	
Teacher Development - Special Populations	

Title II, Part A Total Funding:	<u>\$10,054,490</u>
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Attachment 5
Houston Independent School District
Title III, Part A - Limited English Proficiency Program - 2020-2021

Recommended Budget for 2020-2021

Sources of Funding:

Planning Entitlement	\$6,520,550
Carryover Funds \$	\$0
Planning Budget	<u>\$6,520,550</u>

Use of Funds:

Private Nonprofit (Grant Required)	\$25,300
Family Engagement (Grant Required)	\$100,000
Salaries-Multilingual Programs	\$2,800,000
Salaries-Extra Duty Pay, Substitute Pay, Stipends	\$100,000
Salaries-Other Departments	\$1,264,565
General Administration	\$110,617

District Initiatives:

Bilingual Instructional Programming	\$300,000
ESL Instructional Programming	\$500,000
Leadership/Staff Development	\$1,270,068
Supplemental Activities for Students (Summer Enrichment)	\$50,000

Title III, Part A LEP Total Funding:

\$6,520,550

Attachment 5a
Houston Independent School District
Title III, Part A - Immigrant Student Funding - 2020-2021

I.5.b

Recommended Budget for 2020-2021

Sources of Funding:

Planning Entitlement	\$1,842,314
Estimated Carryover	\$0
Planning Budget	<u>\$1,842,314</u>

Use of Funds:

Private Nonprofit	\$300
Salaries-Multilingual Programs	\$898,750
Salaries-Hourly, Extra Duty Pay, Substitute Pay, Stipends	\$180,250
General Administration	\$50,314

District Initiatives:

Leadership/Staff Development	\$100,000
Newcomer Instructional Programming	\$250,000
Instructional Materials	\$262,700
Supplemental Activities for Students (Summer Enrichment)	\$100,000

Total Title III, Part A Immigrant Funding:	<u>\$1,842,314</u>
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Attachment 8
Houston Independent School District
Title IV, Part A - Student Support and Academic Enrichment (SSAE) Grant - 2020-2021

Recommended Budget for 2020-2021

Sources of Funding:

Planning Entitlement	\$7,225,468
Carryover Funds	\$800,000
Planning Budget	<u>\$8,025,468</u>

Use of Funds:

Grant Required	
Private Nonprofit	\$600,000
Content Area 1 – Well-Rounded Educational Opportunities	\$2,563,473
Content Area 2 – Activities to Support Safe/Healthy Students Activity	\$3,621,307
Content Area 3 – Effective Use of Technology	\$1,100,000
Administrative Cost (May spend up to 2%)	
Total Administrative Cost	\$140,688

Title IV, Part A Total Funding:	<u>\$8,025,468</u>
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Attachment 7
Houston Independent School District
IDEA - B - 2020-2021

I.5.b

Recommended Budget for 2020-2021

Sources of Funding:

Planning Entitlement	\$40,382,002
Carryover Funds	\$0
Planning Budget	<u>\$40,382,002</u>

Use of Funds:

Grant Required	
Indirect Costs	\$935,512
Payroll	
Salary and Benefits	\$20,333,277
Extra Duty Pay	\$7,500
Stipends	\$823,007
Personnel ESY	\$686,716
Professional and Consulting Services	
Nursing	\$2,133,831
OT/PT	\$2,377,200
Speech	\$2,979,643
PCG - EasyIEP	\$620,593
Non-Public School Placements - Day	\$3,450,000
Non-Public School Placements - Residential	\$1,750,000
Misc Contract Srvcs - HCC Lifeskills	\$21,000
Other Operating Costs	
SSA Payment - Region 4 - RDSPD	\$4,263,723

IDEA - B Total Funding:	<u>\$40,382,002</u>
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Attachment 7a
Houston Independent School District
IDEA - B Preschool - 2020-2021

I.5.b

Recommended Budget for 2020-2021

Sources of Funding:

Planning Entitlement	\$546,779
Carryover Funds	\$0
Planning Budget	\$546,779

Use of Funds:

Grant Required	
Indirect Costs	\$10,885
Payroll	
Salary and Benefits	\$495,926
Supplies and Materials	\$39,968

IDEA - B Preschool Total Funding:

\$546,779

Attachment 6
Houston Independent School District
Carl D. Perkins Career and Technical Education Act – 2020-2021

Recommended Budget for 2020-2021

Sources of Funding:

Planning Entitlement	\$2,959,640
Carryover Funds	\$0
Planning Budget	<u>\$2,959,640</u>

Use of Funds:

Grant Required	
Capital Outlay	\$672,850
Professional and Contracted Services	\$500,000
Indirect Costs	\$66,790
Activities for Special Populations	\$40,000
Payroll	\$680,000
Supplies and Materials	\$1,000,000

Carl D. Perkins Total Funding:	<u>\$2,959,640</u>
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Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Finance
Glenn Reed, Chief Financial Officer

SUBJECT: ANNUAL AUTHORIZATION TO CARRY FORWARD AND RE-APPROPRIATE 2019–2020 ENCUMBRANCES AND FUND COMMITMENTS INTO FISCAL YEAR 2020–2021

In accordance with the Texas Education Agency Financial Accountability System Resource Guide and with generally accepted accounting principles, funds that are obligated through the issuance of a purchase order or a funds commitment, but are not expended at year-end, may be carried forward to the next fiscal year. Unspent campus funds do not carry over into 2020–2021. This requires approval by the Houston Independent School District (HISD) Board of Education since these funds must actually be appropriated into the new budget year. Such encumbered and committed amounts will be presented to the Board of Education for approval by fund and function once the year-end financial statements are closed and balances can be determined. As part of the year-end process it is also requested that fund balance accounts be adjusted to reflect the appropriate balances required to meet district obligations.

COST/FUNDING SOURCE(S): Determined at the time of 2019–2020 fiscal year-end closing. Funds will be reserved for encumbrances and fund commitments in the 2019–2020 Comprehensive Annual Financial Report and re-appropriated in 2020–2021.

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals. Authorization enables HISD to continue to procure goods and services and maintain operation through the budget transition period.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

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

RECOMMENDED: That the Board of Education authorizes year-end encumbrances and fund commitments from fiscal year 2019–2020 to be carried forward and re-appropriated for fiscal year 2020–2021, effective June 12, 2020.

Executive Summary**Purpose:**

At the end of each year the district has purchase orders, shopping carts, and other obligations that have not been settled in the current fiscal year. Those obligations must be carried over into the new year. This item authorizes the district to move budget along with those obligations so that the new-year budget is not consumed for prior-year obligations.

Any funds carried over from the 2019–2020 fiscal year into 2020–2021 will be reflected in the district’s assigned fund balances.

Prerequisites:

None

Board Meeting Requirements:

A motion must be made and by vote the board must adopt the resolution approving the Annual Authorization to Carry Forward and Re-Appropriate 2019–2020 Encumbrances and Fund Commitments into Fiscal Year 2020–2021.

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Finance
Glenn Reed, Chief Financial Officer

SUBJECT: APPROVAL OF 2019–2020 YEAR-END BUDGET AMENDMENT

A comprehensive June report on the status of the 2019–2020 budget has been completed. This report reflects various adjustments that are required to be approved by the Houston Independent School District (HISD) Board of Education, in accordance with state guidelines, as well as other adjustments recommended by the superintendent of schools 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 Year-End Budget Amendment.

Copies of the budgetary update will be distributed to the board under separate cover.

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

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This item allows HISD to fulfill its purposes, strategic intent, goals, and core values; supports all of HISD's goals; and is aligned to all of HISD's 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 Year-End Budget Amendment reflecting fiscal adjustments to estimated revenues and appropriations for fiscal year 2019–2020, effective June 12, 2020.

Executive Summary**Purpose:**

Throughout the year campuses and departments move funds between functions within their budgets. The district also reviews the current budget and requests amendments to revenues and appropriations to the General Fund, Debt Service Fund, and Nutrition Services fund. Board Policy CE(LOCAL) states that functional amendments to the budget shall be summarized by fund by the budget office, presented to the board semiannually for ratification, and filed in accordance with established practice.

Prerequisites:

June Year-End Budgetary update document must be completed and sent to Board Services.

Board Meeting Requirements:

The board considers and votes on the functional amendments for the General Fund, Debt Service Fund, and the Nutrition Services Fund. If approved the budget office will process the approved adjustments to the overall budget in all funds.

HOUSTON INDEPENDENT SCHOOL DISTRICT



2019–2020

YEAR END BUDGET AMENDMENT

FISCAL YEAR:

JULY 1, 2019 - JUNE 30, 2020

HATTIE MAE WHITE EDUCATIONAL SUPPORT CENTER

4400 West 18th - Houston, Texas 77092

www.HoustonISD.org

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HOUSTON INDEPENDENT SCHOOL DISTRICT**BOARD OF EDUCATION**

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Sherrie Robinson

Controller

YEAR-END BUDGETARY UPDATE 2019-2020

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GENERAL FUND

The recommended budget for the General Fund for the 2019-2020 fiscal year was adopted on June 27, 2019. Revenues and appropriations were estimated at \$1,940,675,482 and \$1,963,877,171 respectively. The district projected use of \$8,490,000 from the assigned reserve for Public Facility Corporation payments resulting in a deficit of \$14,711,689 for the fiscal year.

Year-End Budget Amendment

Operational Revenues & Other Financing Sources

The adjusted budget for the General Fund revenues and other financing sources includes a net decrease of \$15,881,158 from the mid-year budget, as shown in more detail on page 4.

The major changes in revenue are listed below:

Increases

- Increase of \$20,009,733 in capital lease recognition related to the power up program which has an offsetting appropriation.

Decreases

- Decrease of \$25,753,253 in Current Year Taxes primarily from a decrease in the estimated values and collection rate.
- Decrease of \$3,894,159 in Foundation school program due to changes in the State Compensatory Education (SCE) tiers.
- Decrease of \$2,467,744 in Miscellaneous Revenues due from various sources.
- Decrease of \$2,000,000 in Federal Revenue through TEA primarily in lower indirect cost due to reduced grant expenditures.

Operational Appropriations & Other Financing Uses

Appropriations and Other financing uses show a net increase of \$10,759,140 as shown in more detail on page 5.

Increase

- Increase of \$20,009,733 in capital lease recognition related to the power up program which has an offsetting revenue.
- Transfer out increase in the amount of \$5,000,000 due to a reclass from regular appropriations (function 51) to other financing uses. It is not a budget increase.
- Increase of \$190,000 in transfers out for the Marketplace and Catering Fund.

Decrease

- Decrease in Tax Increment Reinvestment Zone (TIRZ) in the amount of \$2,787,924.
- State Compensatory Education expenditures in the amount of \$2,950,578. This reduction has an offsetting decline in state revenue (Foundation school program).
- Facilities assessment study reclass in the amount of \$7,300,000 from regular appropriations (function 51) to other financing uses.

Changes related to Coronavirus AID Relief and Economic Security Act (CARES ACT) adjustment

On May 21, 2020 TEA released the amounts that districts were allocated from the CARES Act funding. HISD was allocated \$81,721,075. In addition, TEA posted FAQ's related to how the CARES Act funding would be received by districts. District's will receive their Average Daily Attendance (ADA) funding through the first four-week periods and then it will be adjusted for the historical change for the last two six-week periods. TEA will then reduce the district's ADA to adjust the Foundation School Program (FSP) entitlement funding in the amount of the CARES Act funding.

The CARES Act funding is being used to hold district's harmless for the ADA impact from being closed but instructing. This is a net zero change to the budget, however it does create a recapture payment, reduces Tier II revenue and increases Indirect Cost Revenue (IDC). To offset the changes in revenue and the increase in the recapture payment the district is planning to transfer out payroll.

- Decrease in payroll to be transferred to the CARES ACT fund expenditures in the amount of \$76,843,961.
- Decrease in Tier II funding (Foundation school fund) in the amount of \$6,279,205.
- Increase in recapture in the amount of \$75,441,870.
- Increase in Federal revenue from TEA Indirect Cost (IDC) in the amount of \$4,877,114.

Budget

Final budgeted revenues and other sources total \$2,005,298,090. The appropriations budget for the General Fund is \$2,095,037,918 including carryover. Changes to revenues, expenditures and use of reserved fund balances the district's budget deficit has changed from \$4,206,662 to \$30,846,959. This is primarily due to a reduction in tax revenue from a lower projected collection rate as well as COVID 19 impacts.

HOUSTON INDEPENDENT SCHOOL DISTRICT
STATEMENT OF OPERATIONS BY FUNCTION
GENERAL FUND
YEAR-END BUDGETARY UPDATE FISCAL YEAR 2019-2020 (as adjusted)

ESTIMATED REVENUES	Adopted Budget	Carryover	Mid-Year Adjustments	Mid-Year Adjusted Budget	June Adjustments	June Adjusted Budget
Local sources	\$ 1,729,051,055	\$ -	\$ 31,418,763	\$ 1,760,469,818	\$ (28,594,640)	\$ 1,731,875,178
State sources	153,313,693	-	50,081,767	203,395,460	(10,173,364)	193,222,095
Federal sources	20,720,946	-	(996,764)	19,724,182	2,877,114	22,601,296
Total estimated revenues	\$ 1,903,085,694	\$ -	\$ 80,503,765	\$ 1,983,589,459	\$ (35,890,891)	\$ 1,947,698,569
ESTIMATED APPROPRIATIONS	Adopted Budget	Carryover	Mid-Year Adjustments	Mid-Year Adjusted Budget	June Adjustments	June Adjusted Budget
Instruction	\$ 1,139,170,882	\$ 2,660,158	\$ 17,384,096	\$ 1,159,215,136	\$ (75,784,979)	\$ 1,083,430,156
Instructional resources and media services	8,905,787	14,070	(90,895)	8,828,962	732,476	9,561,437
Curriculum and Instructional Staff Development	30,786,402	253,284	24,890,125	55,929,811	(16,012,777)	39,917,034
Instructional leadership	24,033,019	524,864	(2,850,837)	21,707,046	1,739,336	23,446,381
School leadership	144,526,927	99,924	2,171,022	146,797,872	477,175	147,275,047
Guidance, counseling and evaluation services	65,946,068	1,612,695	1,792,107	69,350,870	(1,124,194)	68,226,676
Social work services	10,379,352	-	2,757,332	13,136,684	(504,788)	12,631,896
Health services	20,835,004	4,649	361,121	21,200,774	2,843,361	24,044,135
Student transportation	60,867,135	1,845,996	(1,626,825)	61,086,306	(3,105,963)	57,980,343
Food services	-	-	31,353	31,353	699	32,051
Co-Curricular/extracurricular activities	12,213,691	41,104	1,823,772	14,078,567	2,167,433	16,246,000
General administration	36,269,706	580,028	669,186	37,518,919	(538,324)	36,980,596
Plant maintenance and operations	197,181,393	6,506,316	20,495,100	224,182,809	(1,043,333)	223,139,476
Security and monitoring services	23,890,855	88,053	1,016,995	24,995,903	907,271	25,903,174
Data processing services	50,583,977	36,046,301	3,146,489	89,776,767	13,125,963	102,902,730
Community services	2,365,684	20,460	256,262	2,642,406	706,119	3,348,525
Juvenile justice alternative education programs	893,650	-	-	893,650	(101,650)	792,000
Tax reinvestment zone payments	61,526,976	-	872,973	62,399,949	(2,787,924)	59,612,025
Contracted Instructional Services Between Public Schools (Chapter 41 Payment	-	-	-	-	75,441,870	75,441,870
Tax appraisal and collection	15,342,598	-	657,402	16,000,000	-	16,000,000
Debt Service - Principal	17,914,739	-	(2,824,951)	15,089,788	-	15,089,788
Debt Service - Interest and Fiscal Charges	-	-	-	-	-	-
Facilities acquisition and construction	108,561	952,776	344,038	1,405,375	8,431,369	9,836,744
Total estimated appropriations	\$ 1,923,742,406	\$ 51,250,676	\$ 71,275,865	\$ 2,046,268,946	\$ 5,569,139	\$ 2,051,838,086
Excess (deficiency) of estimated revenues over (under) appropriations	\$ (20,656,712)	\$ (51,250,676)	\$ 9,227,901	\$ (62,679,487)	\$ (41,460,030)	\$ (104,139,517)
OTHER FINANCING SOURCES (USES)						
Proceeds from the sale of capital leases	\$ 15,089,788	\$ -	\$ -	\$ 15,089,788	20,009,733	35,099,521
Transfers-in	22,500,000	-	-	22,500,000	-	22,500,000
Transfers-out	(40,134,765)	-	2,124,933	(38,009,832)	(5,190,000)	(43,199,832)
Total other financing sources (uses)	\$ (2,544,977)	\$ -	\$ 2,124,933	\$ (420,044)	\$ 14,819,733	\$ 14,399,689
Net excess (deficiency) before adjustments	\$ (23,201,689)	\$ (51,250,676)	\$ 11,352,834	\$ (63,099,531)	\$ (26,640,297)	\$ (89,739,828)
Reserve adjustments	\$ 8,490,000	\$ -	\$ 50,402,869	\$ 58,892,869	\$ -	\$ 58,892,869
Unassigned Fund Balance, Beginning	\$ 512,328,146	\$ -	\$ -	\$ 512,328,146	\$ -	\$ 512,328,146
Unassigned Fund Balance, Ending	\$ 497,616,457	\$ -	\$ 10,505,027	\$ 508,121,484	\$ (26,640,297)	\$ 481,481,187

HOUSTON INDEPENDENT SCHOOL DISTRICT
STATEMENT OF REVENUES BY OBJECT
GENERAL FUND
YEAR-END BUDGETARY UPDATE FISCAL YEAR 2019-2020 (as adjusted)

REVENUES	Adopted Budget	Mid-Year Adjustments	Mid-Year Adjusted Budget	June Adjustments	June Adjusted Budget
Taxes, current year	\$ 1,686,671,380	\$ 41,011,912	\$ 1,727,683,292	\$ (25,753,253)	\$ 1,701,930,039
Taxes, delinquent prior years	-	(8,533,474)	(8,533,474)	-	(8,533,474)
Taxes, penalty and interest	15,500,000	1,500,000	17,000,000	-	17,000,000
Revenue in lieu of taxes	1,519,675	480,325	2,000,000	(473,643)	1,526,357
Tuition	60,000	(40,000)	20,000	-	20,000
Earnings on investments	15,000,000	(2,000,000)	13,000,000	-	13,000,000
Rentals	800,000	-	800,000	100,000	900,000
Miscellaneous revenues	6,500,000	(1,000,000)	5,500,000	(2,467,744)	3,032,256
Revenue other governments	3,000,000	-	3,000,000	-	3,000,000
Foundation school program	35,416,729	36,938,406	72,355,135	(10,173,364)	62,181,771
Per capita state revenues	37,586,964	11,477,504	49,064,468	-	49,064,468
Other Foundation Sch Prg	-	1,615,856	1,615,856	-	1,615,856
Other state revenues	60,000	-	60,000	-	60,000
TRS on behalf of	80,000,000	-	80,000,000	-	80,000,000
State Revenue- NOT TEA	-	250,000	250,000	-	250,000
State Revenue- NOT TEA-IDC	250,000	(200,000)	50,000	-	50,000
Federal Revenue through TEA	6,084,333	(1,084,333)	5,000,000	2,877,113	7,877,114
Federal Revenue Other State (TDA) IDC	6,215,667	84,333	6,300,000	-	6,300,000
Federal revenue (BABS subsidy)	6,164,281	29,901	6,194,182	-	6,194,182
Army salary revenue	1,600,000	(50,000)	1,550,000	-	1,550,000
Air Force salary revenue	60,000	-	60,000	-	60,000
Navy salary revenue	310,000	10,000	320,000	-	320,000
Direct federal revenue	286,665	13,335	300,000	-	300,000
Total Revenue	\$ 1,903,085,694	\$ 80,503,765	\$ 1,983,589,459	\$ (35,890,891)	\$ 1,947,698,569
OTHER FINANCING SOURCES					
Proceeds-leases	\$ 15,089,788	-	\$ 15,089,788	20,009,733	35,099,521
Transfer from other funds	22,500,000	-	22,500,000	-	22,500,000
Total other financing sources	\$ 37,589,788	\$ -	\$ 37,589,788	\$ 20,009,733	\$ 57,599,521
Total revenues and other sources	\$ 1,940,675,482	\$ 80,503,765	\$ 2,021,179,247	\$ (15,881,158)	\$ 2,005,298,090
	Adopted Budget	Mid-Year Adjustments	Mid-Year Adjusted Budget	June Adjustments	June Adjusted Budget
Local	\$ 1,729,051,055	\$ 31,418,763	\$ 1,760,469,818	\$ (28,594,640)	\$ 1,731,875,178
State	153,313,693	50,081,766	203,395,460	(10,173,364)	193,222,095
Federal	20,720,946	(996,764)	19,724,182	2,877,114	22,601,296
Other	37,589,788	-	37,589,788	20,009,733	57,599,521
Total revenues	\$ 1,940,675,482	\$ 80,503,765	\$ 2,021,179,247	\$ (15,881,158)	\$ 2,005,298,090

HOUSTON INDEPENDENT SCHOOL DISTRICT
STATEMENT OF BUDGET ADJUSTMENTS
GENERAL FUND
YEAR-END BUDGETARY UPDATE FISCAL YEAR 2019-2020 (as adjusted)

APPROPRIATION ADJUSTMENTS	Mid-Year Budget Adjustments	June Budget Adjustments
CURRENT YEAR APPROVED ADJUSTMENTS		
Carryover Encumbrances	\$ 20,918,399	-
Enterprise Resource Planning (ERP) Projects	30,332,277	-
Total Current Year Approved Adjustments	\$ 51,250,676	\$ -
MANDATORY INCREASES / DECREASES		
CARES Act Function 11 Salary Transfers	-	(76,843,961.00)
Recapture	-	75,441,870.00
HB3 Early Education Allotment	27,000,000.00	-
Capital Lease Recognition	-	20,009,733.00
HB3 State Compensatory Education (SCE) Allotment	10,000,000.00	(2,950,578.00)
Campus Enrollment Increase	9,700,000.00	-
Charter School Enrollment Increase	2,400,000.00	-
Self Insurance	1,000,000.00	-
Tax Increment Reinvestment Zone (TIRZ)	872,973.00	(2,787,924.00)
Harris County Appraisal District (HCAD)	657,402.00	-
Property, Liability, Auto & Cyber Insurance	500,000.00	-
HB3 CTE Certification reimbursement	367,028.00	-
HB3 SAT reimbursment	189,000.00	-
HB3 College, Career and Military Readiness (CCMR) Allotment	(1,056,471.00)	-
ONE-YEAR FUNDING ITEMS		
Facilities Assessment	7,300,000.00	-
Harvey Transportation	3,066,326.00	-
Sinclair T-Buildings	3,000,000.00	-
Old Law Enforcement Lease	2,758,265.00	-
SB500 for Special Education	1,615,856.00	-
Tropical Storm Imelda Drainage projects	1,521,464.00	-
Facilities Assessment Change to Transfer Out	-	(7,300,000.00)
The Marketplace & Catering Fund Transfer Out	-	190,000.00
OTHER INCREASES		
Chief Audit Executive	229,021.00	-
American Sign Language Interpreters	155,000.00	-
Total New Adjustments	\$ 71,275,864	5,759,140
Total Adjustments to Appropriations	\$ 122,526,540	5,759,140
OTHER FINANCING USES ADJUSTMENTS		
Transfers Out	\$ (2,124,933)	\$ 5,000,000
Total adjustments to other financing uses	\$ (2,124,933)	\$ 5,000,000
Total appropriation and other financing uses adjustments	\$ 120,401,607	\$ 10,759,140

DEBT SERVICE FUND

The recommended budget for the Debt Service Fund for the 2019-2020 fiscal year was adopted on June 27, 2019. The appropriations were \$353,060,948 with corresponding estimated revenues of \$353,128,432.

June Budgetary Update

The appropriations budget for the Debt Service Fund (as adjusted) is \$513,791,349. The adjusted revenue and other sources total \$519,602,935. Details of budget adjustments compared to the mid-year adjusted budget include the following:

Revenues

- Property taxes experienced a decrease of \$4,425,843 primarily from a decrease in the estimated values and collection rate.
- Interest income decreased by \$185,000 due to interest rate changes.

Appropriations

- Principal payments decreased by \$8,970,000 resulting from a decrease in principal payments for variable rate debt.
- Payments to escrow agents-current refunding increased by \$130,015,000 due to the refunding/remarketing of Variable Rate Limited Tax Schoolhouse Bonds, Series 2014A-1B and Series 2012.

Other Financing Sources (Uses)

- Issuance of bonds and other debt increased by \$119,220,000 as a result of the refunding/remarketing of Variable Rate Limited Tax Schoolhouse Bonds, Series 2014A-1B and Series 2012.
- Premium on the sale of bonds increased by \$11,286,557 due to the refunding/remarketing of variable rate bonds sold at an original issuance premium.

HOUSTON INDEPENDENT SCHOOL DISTRICT
STATEMENT OF OPERATIONS BY FUNCTION
DEBT SERVICE
YEAR-END BUDGETARY UPDATE FISCAL YEAR 2019-2020 (as adjusted)

	Adopted Budget	Mid-Year Adjustments	Mid-Year Adjusted Budget	June Adjustments	June Adjusted Budget
REVENUES					
Local sources	\$ 296,989,491	\$ 2,016,153	\$ 299,005,644	\$ (4,610,843)	\$ 294,394,801
State sources	2,598,721	(224,682)	2,374,039	-	2,374,039
Federal sources	732,878	(290,873)	442,005	-	442,005
Total revenues	\$ 300,321,090	\$ 1,500,598	\$ 301,821,688	\$ (4,610,843)	\$ 297,210,845
EXPENDITURES					
Debt principal	\$ 213,796,219	\$ 3,000,000	\$ 216,796,219	\$ (8,970,000)	\$ 207,826,219
Debt interest	138,064,729	(2,114,869)	135,949,860	-	135,949,860
Payments to escrow agents - current refunding	-	38,800,270	38,800,270	130,015,000	168,815,270
Debt service fees	1,200,000	-	1,200,000	-	1,200,000
Total expenditures	\$ 353,060,948	\$ 39,685,401	\$ 392,746,349	\$ 121,045,000	\$ 513,791,349
Excess (deficiency) of revenues over (under) expenditures	\$ (52,739,858)	\$ (38,184,803)	\$ (90,924,661)	\$ (125,655,843)	\$ (216,580,504)
OTHER FINANCING SOURCES (USES)					
Transfers-in	\$ 52,807,342	\$ 3,607,079	\$ 56,414,421	\$ -	\$ 56,414,421
Issuance of bonds and other debt	-	29,675,000	29,675,000	119,220,000	148,895,000
Premium on the sale of bonds	-	5,796,112	5,796,112	11,286,557	17,082,669
Total other financing sources (uses)	\$ 52,807,342	\$ 39,078,191	\$ 91,885,533	\$ 130,506,557	\$ 222,392,090
Net excess (deficiency) of revenues over (under) expenditures	\$ 67,484	\$ 893,388	\$ 960,872	\$ 4,850,714	\$ 5,811,586
Restricted fund balance, beginning	\$ 104,574,389	\$ -	\$ 104,574,389	\$ -	\$ 104,574,389
Restricted fund balance, ending	\$ 104,641,873	\$ 893,388	\$ 105,535,261	\$ 4,850,714	\$ 110,385,975

STATEMENT OF REVENUES BY OBJECT
DEBT SERVICE FUND
YEAR-END BUDGETARY UPDATE FISCAL YEAR 2019-2020 (as adjusted)

REVENUES	Adopted Budget	Mid-Year Adjustments	Mid-Year Adjusted Budget	June Adjustments	June Adjusted Budget
Transfers from other funds	\$ 52,807,342	\$ 3,607,079	\$ 56,414,421	\$ -	\$ 56,414,421
Premium on sale of bonds	-	5,796,112	5,796,112	11,286,557	17,082,669
Issuance of bonds and other debt	-	29,675,000	29,675,000	119,220,000	148,895,000
Taxes, current year	293,289,491	3,622,679	296,912,170	(4,425,843)	292,486,327
Taxes, delinquent prior years	-	(1,466,526)	(1,466,526)	-	(1,466,526)
Taxes, penalty and interest	2,000,000	-	2,000,000	-	2,000,000
Interest earnings	1,700,000	(140,000)	1,560,000	(185,000)	1,375,000
EDA - Hold Harmless	2,598,721	(224,682)	2,374,039	-	2,374,039
Federal revenues - BABS subsidy	732,878	(290,873)	442,005	-	442,005
Total revenue	\$ 353,128,432	\$ 40,578,789	\$ 393,707,221	\$ 125,895,714	\$ 519,602,935

	Adopted Budget	Mid-Year Adjustments	Mid-Year Adjusted Budget	June Adjustments	June Adjusted Budget
Local	\$ 296,989,491	\$ 2,016,153	\$ 299,005,644	\$ (4,610,843)	\$ 294,394,801
Federal	732,878	(290,873)	442,005	-	442,005
State Sources	2,598,721	(224,682)	2,374,039	-	2,374,039
Other	52,807,342	39,078,191	91,885,533	130,506,557	222,392,090
Total revenues	\$ 353,128,432	\$ 40,578,789	\$ 393,707,221	\$ 125,895,714	\$ 519,602,935

NUTRITION SERVICES FUND

The recommended budget for the Nutrition Services Fund for the 2019-2020 fiscal year was adopted on June 27, 2019. Revenues including transfers in and appropriations were estimated at \$145,534,146 and \$146,722,814 respectively.

Year End Budgetary Update

Revenues

Due to the COVID-19 pandemic, total revenues are forecasted to decrease \$35,010,841. The Child nutrition program is expected to show the biggest decline due to school closures. Below are the major decreases in specific revenues:

- The National School Lunch and Breakfast program - \$31,860,148
- Child and Adult Care Program - \$1,362,259
- Sales to customers - \$1,819,429

Appropriations

Appropriations are decreasing by \$19,293,424 with the largest changes as follows:

- Food and non-food expenditures - \$17,370,352
- Contracted maintenance and supplies - \$1,923,072

Budget

The appropriations budget for the Nutrition Services Fund (as adjusted) is \$120,370,003 with corresponding estimated revenue and transfers in of \$103,555,866. The district's budgeted reserved fund balance will decrease by \$16,814,137 resulting in an ending reserved fund balance of \$13,318,691. This deficit is primarily due to the district not receiving reimbursements (no meals served) while continuing to pay all nutrition service employees during the COVID-19 district closure.

HOUSTON INDEPENDENT SCHOOL DISTRICT
STATEMENT OF OPERATIONS BY FUNCTION
NUTRITION SERVICES FUND
YEAR-END BUDGETARY UPDATE FISCAL YEAR 2019-2020 (as adjusted)

	<u>Adopted Budget</u>	<u>Mid-Year Adjustments</u>	<u>Mid-Year Adjusted Budget</u>	<u>June Adjustments</u>	<u>June Adjusted Budget</u>
ESTIMATED REVENUES					
Federal sources	\$ 134,244,842	\$ (4,186,739)	\$ 130,058,103	\$ (32,997,711)	\$ 97,060,392
Other sources	5,556,414	(280,700)	5,275,714	(2,013,130)	3,262,584
State sources	585,000	-	585,000	-	585,000
Total estimated revenues	\$ 140,386,256	\$ (4,467,439)	\$ 135,918,817	\$ (35,010,841)	\$ 100,907,976
	<u>Adopted Budget</u>	<u>Mid-Year Adjustments</u>	<u>Mid-Year Adjusted Budget</u>	<u>June Adjustments</u>	<u>June Adjusted Budget</u>
ESTIMATED APPROPRIATIONS					
Food services	\$ 145,840,408	\$ (7,946,762)	\$ 137,893,646	\$ (18,727,693)	\$ 119,165,953
General administration	-	-	-	350	350
Plant maintenance and operations	882,406	887,375	1,769,781	(566,081)	1,203,700
Total estimated appropriations	\$ 146,722,814	\$ (7,059,387)	\$ 139,663,427	\$ (19,293,424)	\$ 120,370,003
Excess (deficiency) of revenues over (under) appropriations	\$ (6,336,558)	\$ 2,591,948	\$ (3,744,610)	\$ (15,717,417)	\$ (19,462,027)
OTHER FINANCING SOURCES (USES)					
Transfers-in	\$ 5,147,890	\$ (2,500,000)	\$ 2,647,890	\$ -	\$ 2,647,890
Total other financing sources (uses)	\$ 5,147,890	\$ (2,500,000)	\$ 2,647,890	\$ -	\$ 2,647,890
Net excess (deficiency) before adjustments	\$ (1,188,668)	\$ 91,948	\$ (1,096,720)	\$ (15,717,417)	\$ (16,814,137)
Restricted Fund Balance, Beginning	\$ 30,132,828	\$ -	\$ 30,132,828	\$ -	\$ 30,132,828
Restricted Fund Balance, Ending	\$ 28,944,160	\$ 91,948	\$ 29,036,108	\$ (15,717,417)	\$ 13,318,691

STATEMENT OF REVENUES BY OBJECT
Nutrition Services
YEAR-END BUDGETARY UPDATE FISCAL YEAR 2019-2020 (as adjusted)

REVENUES	Adopted Budget	Mid-Year Adjustments	Mid-Year Adjusted Budget	June Adjustments	June Adjusted Budget
Sales to customers	\$ 4,636,048	\$ (41,738)	\$ 4,594,310	\$ (1,819,429)	\$ 2,774,881
Miscellaneous other sources	20,366	15,279	35,645	(16,569)	19,076
Earnings on investments	900,000	(254,241)	645,759	(177,133)	468,626
State matching and other	585,000	-	585,000	-	585,000
Child nutrition program	116,598,610	(2,153,192)	114,445,418	(31,860,148)	82,585,270
Child and Adult Care Program	8,156,578	(2,270,435)	5,886,143	(1,362,259)	4,523,884
Summer food program	2,500,000	48,738	2,548,738	214,616	2,763,354
Donated commodities	6,989,654	188,150	7,177,804	10,081	7,187,885
Total revenue	\$ 140,386,256	\$ (4,467,439)	\$ 135,918,817	\$ (35,010,841)	\$ 100,907,976

	Adopted Budget	Mid-Year Adjustments	Mid-Year Adjusted Budget	June Adjustments	June Adjusted Budget
Federal	134,244,842	(4,186,739)	130,058,103	(32,997,710)	97,060,392
Other	5,556,414	(280,700)	5,275,714	(2,013,131)	3,262,584
State Sources	585,000	-	585,000	-	585,000
Total revenues	\$ 140,386,256	\$ (4,467,439)	\$ 135,918,817	\$ (35,010,841)	\$ 100,907,976

HOUSTON INDEPENDENT SCHOOL DISTRICT

**HISD** | **Budgeting & Financial Planning**
FISCAL EXCELLENCE. SERVICE DRIVEN.

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, political affiliation, sexual orientation, gender identity and/or gender expression in its educational or employment programs and activities.

FISCAL EXCELLENCE. SERVICE DRIVEN.

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Finance
Glenn Reed, Chief Financial Officer

**SUBJECT: ADOPTION OF RESOLUTION APPROVING THE CASH
MANAGEMENT AND INVESTMENT POLICY AND THE AUTHORIZED
LIST OF BROKERS/DEALERS**

Chapter 2256 of the Government Code requires all local governments, including school districts, to have their *Cash Management and Investment Policy* reviewed by their governing boards annually. Under the Houston Independent School District's (HISD's) current *Cash Management and Investment Policy*, the Investment Advisory Committee shall meet annually to review and advise the district with respect to current investment policies, strategies, and options. HISD's investment officers met with the Investment Advisory Committee and reviewed the district's investment portfolio, the *Cash Management and Investment Policy*, and the district's investment strategies for 2019–2020.

There are no changes to the *Cash Management and Investment Policy* or the list of approved brokers/dealers.

A copy of the resolution relating to the approval of the *Cash Management and Investment Policy* is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four HISD goals and is aligned to Core Initiative 5: Culture of Trust through Action. The approval of this item ensures that HISD is in compliance with the current statutory requirements.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

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

RECOMMENDED: That the Board of Education adopts the resolution approving the *Cash Management and Investment Policy* and the authorized list of brokers/dealers, effective June 12, 2020.

Executive Summary**Purpose:**

Section 2256.005 of the Government Code requires that an investment policy be adopted by rule, order, ordinance, or resolution annually. Additionally the board must annually approve the list of brokers/dealers authorized to do business with the district. This agenda item and accompanying resolution are put forth to meet the statutory requirements.

There are no changes to the policy currently in place or to the current list of approved brokers/dealers.

Prerequisites:

The *Cash Management and Investment Policy* was previously approved by the board on December 13, 2018.

Board Meeting Requirements:

A motion must be made and by vote the board must adopt the resolution approving the *Cash Management and Investment Policy* and the authorized list of brokers/dealers.

**HOUSTON INDEPENDENT SCHOOL DISTRICT
RESOLUTION RELATING TO THE APPROVAL OF THE
CASH MANAGEMENT AND INVESTMENT POLICY**

WHEREAS, Section 2256.005 of the Government Code requires that an investment policy be adopted by rule, order, ordinance or resolution,

THEREFORE BE IT RESOLVED THAT:

All of the above paragraphs are incorporated and made a part of this Resolution and be it,

RESOLVED AND ORDAINED that the Board of Education of the Houston Independent School District has reviewed and approved the Houston Independent School District's *Cash Management and Investment Policy*, as presented June 11, 2020

PASSED, APPROVED, AND ADOPTED
THIS 11th DAY OF JUNE, 2020.

HOUSTON INDEPENDENT SCHOOL DISTRICT

By: _____
Sue Deigaard, President
Board of Education

Attest: _____
Dr. Patricia K. Allen, Secretary
Board of Education

HOUSTON INDEPENDENT SCHOOL DISTRICT CASH MANAGEMENT AND INVESTMENT POLICY

SCOPE

This Cash Management and Investment Policy covers all financial assets under the direct authority of the Houston Independent School District. These assets include funds of the General Fund, Special Revenue Fund, Food Service Fund, Capital Projects Fund, Debt Service Funds, Trust and Agency Funds, Enterprise Funds, Internal Service Funds and Activity Funds. Deferred Compensation Plans are excluded.

OBJECTIVES

The primary objectives of the cash management and investment policy in decreasing order of priority are:

- (1) assure the **SAFETY** of District's funds;
- (2) maintain sufficient **LIQUIDITY** to provide adequate and timely working funds;
- (3) maintenance of the **PUBLIC TRUST** as custodians and managers responsible for the investing of funds subject to state and federal laws.
- (4) optimization of **YIELD** as expressed in terms of rate of return and interest earnings

Additional objectives of the policy include:

1. The diversification of investments as relating to maturity, instruments, and issuers shall be considered a priority within the context of the overall investment policy.
2. To avoid investments for speculation.

All objectives shall be approached with the judgment and care, under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the capital, as well as the probable income to be derived. Preservation of District capital is of highest importance. All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might impair public confidence in the District's ability to govern effectively.

AUTHORITY FOR CASH MANAGEMENT AND INVESTMENT PROGRAM

In accordance with Chapter 2256 of the Government Code, the responsibility for approving investment policy resides with the trustees of the Board of Education. The Chief Financial Officer and Controller are designated as investment officers of the District and are responsible for investment decisions and activities, under the direction of the Superintendent of Schools. In the absence of the Chief Financial Officer and Controller, the Treasurer is designated as the alternate investment officer of the District.

The investment officers of the District shall:

- (1) attend at least one training session totaling 8 hours of instruction relating to the investment officer's responsibilities within 12 months after taking office or assuming duties;
- (2) attend an investment training session not less than once in a two-year period and receive not less than 8 hours of instruction relating to investment responsibilities from an independent source that has been approved by either the Board of Education or the Investment Advisory Committee after the initial 10 hour session; and
- (3) ensure that the training attended includes training on diversification of investment portfolio.

Training periods will run concurrently with the fiscal year starting July 1st and ending June 30th.

INTERNAL CONTROLS

The investment officers shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the independent auditors. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, anticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include: control of collusion, segregation of duties, separation of transaction authority from accounting and recordkeeping, custodial safekeeping, avoidance of bearer form securities, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transaction, limiting the number of authorized investment officials, and documentation of transaction and strategies. No investment transaction shall be allowed with an investment firm with whom the investment officers have a personal business relationship.

DEPOSITORY BANK

The Texas Education Code requires independent school districts to select a school depository for purposes of receiving deposit funds of the district. The District's depository shall be selected every two years in accordance with § Chapter 45, Subchapter G of the Texas Education Code. A school depository under the terms and provisions of § Subchapter G, Section 45.201 of the Texas Education Code shall be a bank located in the State of Texas. Selection of the depository bank shall be on the competitive bid basis as per § Chapter 45, Subchapter G of Texas Education Code. Section 45.205(b) provides authority to renew the depository contract for two periods of two years each. Depository contracts must coincide with the District's fiscal year dates.

The bank, or banks, selected as school depository, or depositories, and the District shall make and enter into a depository contract or contracts, bond or bonds, or such other necessary instruments setting forth the duties, responsibilities, and agreements pertaining to said depository in a form and with the content prescribed by the State Board of Education. The depository bank when selected shall serve for a term of two years and until its successor shall have been duly selected and qualified, and shall give bond, pledge approved securities, or give bond and pledge approved securities as provided for in the depository contract subject to the regulations under the Texas Education Code. The two-year term shall commence and terminate on the fiscal year of odd numbered years. No premium on any depository bond shall be paid out of funds of the District.

INVESTMENT INSTRUMENTS

All District investments shall comply with Chapter 2256, of the Government Code for investment of District funds. It is the policy of the Houston Independent School District to limit its investments to:

I. Money Market Accounts

- II. Certificates of Deposits** issued for maturities of not greater than five years, by
- (A) Financial institutions which have its main office or a branch office in the State of Texas that are:
 - (1) guaranteed or insured by the Federal Deposit Insurance Corporation, or its successor; or
 - (2) secured by obligations that are described in the policy section on Pledged Securities.
 - (B) Brokers or depository institutions meeting all of the requirements stipulated in Section 2256.010(b) of the Government Code.

III. Interest-bearing banking deposits that are guaranteed or insured by:

- (A) The Federal Deposit Insurance Corporation or its successor; or
- (B) The National Credit Union Share Insurance Fund or its successor.
- (C) Brokers or depository institutions meeting all of the requirements stipulated in Section 2256.009(a) (7) and (8).

- IV. **Obligations of the U.S. Government or its agencies and instrumentalities**, including letters of credit, that are direct obligations of the U.S. Government or its agencies and instrumentalities, including the Federal Home Loan Banks. Maturities are not to exceed ten years.
- IV. **State Obligations** that are direct obligations of the State of Texas or its agencies, with maturities not greater than ten years.
- V. **Other Obligations**, with maturities not greater than ten years.
 - A. the principal of and interest on are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; or,
 - B. of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than AA or its equivalent at time of purchase.
- VI. **Repurchase Agreements** are simultaneous purchase and sale of securities from a bank or dealer. Fully collateralized direct repurchase agreements having a defined termination date and secured by a combination of cash or obligations that are described in Section 2256.009(a)(1) and the policy section on pledged securities, and placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in the State of Texas may be acceptable.

With respect to repurchase agreements:

- (a) the market value of the collateral shall equal at least 110 percent of the cash value of the repurchase agreement;
- (b) the collateral should have maturity date of less than five years;
- (c) all cash and securities purchased as collateral for repurchase agreements shall be held in the District's name by the District's third party custodial safe-keeping agent;
- (d) the seller of repurchase agreement securities shall be entitled to substitute securities upon authorization by the District;
- (e) retail repurchase agreements are prohibited;
- (f) no repurchase agreement shall be entered into unless a master repurchase agreement has been executed between the District and its trading partners; and

- (g) where repurchase agreements have been entered into with the District's Depository, all confirmations and safekeeping receipts shall be maintained by a third-party safekeeping agent.
- (h) Reverse repurchase agreements are simultaneous sale and purchase of securities from a bank or broker/dealer. Reverse repurchase agreements having a defined termination date and rate of interest may be placed through a bank or broker/dealer.

The following conditions are to be met for reverse repurchase agreements.

- (1) maturity cannot be longer than 30 days.
 - (2) the maturity of investment of proceeds from reverse repurchase agreements shall match the maturity of the reverse repurchase agreement.
 - (i) Section 1371.059(c) applies to the execution of a repurchase agreement by an investing entity.
- VII. **Investment Pools**--The District can invest in investment pools which meet the criteria listed in Section 2256.016 and 2256.019 of the Government Code. Pools authorized for investment of District funds include the Lone Star Investment Pool (TASB sponsored), TexSTAR (managed by First Southwest Asset Management, Inc.), TEXPOOL and TEXPOOL Prime (managed by the State Comptroller's Office) and LOGIC (managed by JPMorgan Investment Management, Inc.). All new agreements with investment pools shall be approved in advance by the Board of Education.
- VIII. **Money Market Mutual Funds**--Chapter 2256 of the Government Code authorizes the District to invest funds under its control in an SECregulated and registered money market fund which complies with federal Securities and Exchange Commission Rule 2a-7 and provides the District with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940. The District is authorized by statute to invest up to 15 percent of its monthly average fund balance, excluding bond proceeds, reserves and funds held for debt service, in money market mutual funds described in this section. This policy additionally requires a money market mutual fund to maintain a AAA rating or its equivalent by at least one major rating agency.
- IX. The District is authorized except for Bond proceeds to invest in a no-load mutual fund that:
- A. is registered with the Securities and Exchange Commission;
 - B. has an average weighted maturity of less than two years;

- C. either has a duration of one year or more and is invested exclusively in obligations approved by Chapter 2256 or its investment portfolio is limited to investment grade securities, excluding asset-backed securities.

X. Commercial Paper

The District is authorized to invest in commercial paper that meets the following criteria:

- A. has a maximum maturity not exceeding 270 days from date of issuance.
- B. is rated at least A1 or P1 by two nationally recognized credit rating agencies..
- C. is issued for a specific face amount.
- D. is issued either through a direct placement or through broker dealers.
- E. the District will diversify its investment in commercial paper by issuer and by length of maturity
- F. the maximum the District will have in commercial paper at any time is 30% of the District's portfolio.

XI. Corporate Bonds

The District is authorized to invest in corporate bonds which meet the criteria established in Section 2256.0204 including but not limited to the following:

- A. Is a senior secured debt obligations issued by a domestic business entity and rated not lower than "AA-" or the equivalent by a nationally recognized investment rating firm.
- B. The stated maturity must not be longer than three years from the date of purchase.
- C. The District will limit investment in corporate bonds to the General Fund, Health Insurance Fund and Workers' Compensation Fund.
- D. The District will adhere to procedures established in order to govern the process for approving eligible corporate bond issuers and review processes as detailed in Appendix D of the Cash Management and Investment Policy.

- XII. Investment of Bond Proceeds--Bond proceeds held in a construction fund or capitalized interest fund may only be invested in the following investment instruments to the extent permitted by applicable State Laws, including but not limited to Chapter 2256, as amended, Texas Government Code, and subject to the following asset mix requirements:

Public Investment Pools	100% (maximum)
U.S. Government Securities	100% (maximum)
U.S. Agency Securities	100% (maximum)
Repurchase Agreements	100% (maximum) (*)
Money Market Mutual Funds	100% (maximum)
Guaranteed Investment Contract	100% (maximum) (**)
Commercial Paper	30% (maximum)

(*) Repurchase agreements including flexible repurchase agreements must comply with the requirements of Section VI herein. The third party custodial agent is required to mark to market all margin collateral on a weekly basis. Additionally, any securities purchased by the district under a repurchase agreement may not have a stated maturity date greater than two years from the date of purchase.

(**) Guaranteed Investment Contracts are authorized investments only if they meet the following requirements: (a) have defined termination date, (b) are secured and (c) are pledged to the district and deposited with the district or with a third party selected and approved by the district. Additionally Section 1371.059(c) applies to the execution a a guaranteed investment contract.

XIII. **Hedging transactions** are authorized if they conform with section 2256.026 and section 1371.059(c).

XIV. The District is **prohibited from investing in** the following types of investments:

- A. obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- B. obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- C. collateralized mortgage obligations that have a stated final maturity date of greater than 10 years;
- D. collateralized mortgage obligations whose interest rate is determined by an index that adjusts opposite to the changes in a market index; and
- E. banker's acceptances.

SECURITIES BROKERS AND DEALERS

In compliance with Section 2256.05 of the Government Code, a written copy of this investment policy shall be presented to any business organization offering to engage in an investment transaction with the District. A “business organization” means an investment pool or investment management firm under contract with the District to invest or manage the District’s investment portfolio that has accepted authority granted by the District under the contract to exercise investment discretion in regard to the District’s funds.

A qualified representative (Section 2256.02(10)) of that business organization seeking to sell an authorized investment shall execute the Investment Policy Affidavit shown in Appendix C to this Policy. The Investment Policy Affidavit must contain provisions that require the business organization to acknowledge that they have:

- (1) received and thoroughly reviewed the investment policy of the District; and
- (2) acknowledged that the their firm has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and the organization that are not authorized by the investment policy, except to the extent that this authorization:
 - (a) is dependent on an analysis of the makeup of the District’s entire portfolio;
 - (b) requires an interpretation of subjective investment standards; or
 - (c) relates to investment transactions of the District that are not made through accounts or other contractual arrangement over which the business organization has accepted discretionary investment authority.

The investment officers are prohibited from acquiring and authorized investment from business organizations who have not delivered to the District an Investment Policy Affidavit.

The Superintendent will recommend a list of qualified broker/dealers which will be approved by the Board of Education to do business with the District. The District will send each approved broker/dealer a copy of the approved investment policy as a matter of courtesy and in order to help the broker/dealer meet its duties under Financial Industry Regulatory Authority (FINRA) Rule 2111.

COMPETITIVE BIDDING

A competitive bid process, utilizing a minimum of three (3) bids (if available) from authorized broker/dealers will be used for purchase of all investments. Bids may be solicited orally, in writing, or electronically.

Records will be kept of the bids offered, the bids accepted, and a brief explanation of the decision which was made regarding the purchase.

Based on an annual evaluation, major financial institutions will be dropped from or continued on the authorized list. The following criteria will be used in the annual evaluation:

- Number of transactions competitively won,
- Prompt and accurate confirmation of transaction,
- Efficient securities delivery,
- Accurate market information, and
- Account servicing.

INVESTMENT MANAGEMENT FIRM

Upon recommendation of the Investment Advisory Committee and approval of the Superintendent of Schools and the Board of Education, the Investment Officers of the District may contract with an investment management firm to provide for the investment and management of the District's portfolio. The contract may not be for a term longer than two years.

HOUSTON PUBLIC FACILITIES CORPORATION

Investments made by the Houston Public Facilities Corporation ("Corporation") shall comply with all provisions of this policy except where expressly addressed within this section.

Investments purchased by the Corporation shall be held by the trustee or the trustee's designee.

Investment securities purchased by the Corporation shall be made with the prior approval of one or more of the investment officers of the District.

Investment decisions will be evaluated in comparison with competitive bids available in the open market.

Investment diversification limits shall be considered within the context of investments held within the combined portfolios of Houston Independent School District and the Houston Public Facilities Corporation.

The trustee will provide monthly reports of investment activity to the Finance Department of Houston Independent School District.

PLEDGED SECURITIES

Funds on deposit with the depository bank shall be collateralized by pledged approved securities as specified by Section 45.208, Subchapter G, of Texas Education Code and/or a surety bond as in Section 45.208, Subchapter G of the Texas Education Code to adequately protect the funds of the District. Further, the District will require pledged securities at least equal to that set forth in Texas

Government Code Chapter 2257.022, Subchapter B, Depository: Security For Deposit of Public Funds . The District shall have the right to designate the amount of approved securities and/or the aggregate amount of the bond to adequately protect the District. The District may not designate an amount less than the balance of school district funds on deposit with the depository bank from day to day, less any applicable Federal Deposit Insurance Corporation insurance. The approved securities shall be valued at market value for purposes of calculating the designated amount of collateral required. The bank shall have the right and privilege of substituting approved securities upon obtaining the approval of the District.

Types of approved securities include:

1. US Treasury Notes.
2. US Treasury Bills.
3. Federal Farm Credit Bank Notes and Bonds.
4. Federal Home Loan Bank Notes and Bonds.
5. Federal National Mortgage Association Notes and Bonds.
6. Federal Home Loan Mortgage Corporation Notes and Bonds.
7. State of Texas Bonds.
8. Bonds of City, County and Independent School Districts located in Texas with a Moody's rating of Aa or better or a Standard and Poor's rating of AA or better.
9. Federal Home Loan Bank letter of credit.
10. Fixed-rate collateralized mortgage obligation that has an expected weighted average life of 10 years or less and does not constitute a high-risk mortgage security as defined in Chapter 2257.0025 of the Government Code.
11. Floating-rate collateralized mortgage obligation that has an expected weighted average life of 10 years or less and does not constitute a high-risk mortgage security as defined in Chapter 2257.0025 of the Government Code.
12. Surety bond issued by an issuer with a rating of A or better by one or more rating agencies..

Pledged approved securities shall be held either by (1) The Federal Reserve Bank or (2) Federal Home Loan Bank of Dallas or (3) a third party bank which is not associated directly or indirectly with the depository bank. The investment risk of certificates of deposits, money market funds, and the daily deposit accounts is covered by these pledged approved securities or in lieu of the pledged approved securities, the Bank shall file with the District a bond in an initial amount equal to the estimated highest daily balance to be determined by the investment officers for all deposits which the District will have in the depository bank less any applicable Federal Deposit Insurance Corporation insurance. Said bond shall be payable to the Houston Independent School District and shall be signed by the bank and by some surety company authorized to do business in the State of Texas. The bank shall increase the amount of the bond if the investment officers determine it to be necessary to adequately protect the funds of the District.

SAFEKEEPING OF INVESTMENTS

All investments shall be issued in the name of the Houston Independent School District.

Certificates of deposit issued by the depository bank or other financial institution in the District's name shall be issued to the District in receipt form and held in the District's vault.

All investments purchased through the District's depository bank which are recorded on the Federal Reserve's book entry system shall be issued in the District's name, confirmed to the District via a safekeeping receipt which shall be maintained on the books of a third party's safekeeping department which is not associated directly or indirectly with the District's depository bank. The District may contract directly with a third party bank's safekeeping department for all investments.

All investments, except those purchased from the District's depository bank, shall be recorded in the District's name on the Federal Reserve's book entry system and confirmed to the District via safekeeping receipt maintained on the books of the depository bank's safekeeping department.

MARKET PRICE OF INVESTMENTS

The market price of investments acquired by the District will be monitored at least quarterly. The safekeeping department of the depository bank will be required to provide the market value of all of the District's holdings on a monthly basis. At fiscal year end, two brokerage firms will be contacted to provide their independent evaluations of the market value of the District's direct investments in Agencies, Treasuries, and Commercial Paper. Quarterly Investment reports will report both the book value and market value of each investment at each quarter. The book value of the District's investments will be adjusted to match market value at June 30 of each year.

EFFECT OF LOSS OF REQUIRED RATING

The District will monitor changes in ratings of investments which require specific rating thresholds. Ratings for all District investments requiring ratings will be done at least monthly. District investment officers will take prudent measures to liquidate investments which do not have required minimum ratings. These measures will include a written liquidation strategy prepared by the investment officers within one week of the officers becoming aware of such a rating change.

Investments in corporate bonds must be liquidated within seven days of a change in rating reducing the rating below "AA-" or the equivalent or that of the investment being placed on negative credit watch if already at a rating of "AA-" or the equivalent.

Investments in obligations of states, agencies, counties, cities, and other political subdivisions requiring at time of purchase a rating by at least one rating firm of at least “AA” or the equivalent shall be liquidated within seven days of a change in rating reducing the highest rating to “A” and subsequently being placed on negative credit watch.

PORTFOLIO STRUCTURE

To meet the investment objectives of the Houston Independent School District, the portfolio shall be scheduled to coincide with the projected cash flow needs.

The available funds in the General Operating Fund may be invested for greater than one year provided that all cash flow requirements have been met. Available monies in all other funds, except for bond proceeds, can be invested for a period of up to ten years provided that cash flow needs are met. Bond proceeds can be invested for a period up to five years provided that the drawdown schedules permit such maturities.

The asset mix of the District's portfolio, except for investments purchased under Section XI of the Investment Instruments, is expressed in terms of maximum commitment so as to allow sufficient flexibility to take advantage of market considerations within the context of this policy.

In order to reduce concentration of credit risk the District incorporates specific threshold limits. These maximum limits are defined as follows:

District Limit is the maximum allowable investment in a specific type of security as expressed as a percentage of the total District investment balance.

Issuer Limit is the maximum allowable investment by a particular investment issuer (ex FHLMC, FNMA, FHLB, etc.) as expressed as a percentage of the total District investment balance.

The asset mix requirements are as follows:

	District Limit	Issuer Limit
Money Market Accounts	7%	7%
Certificates of Deposit	50%	10%
U.S. Government Securities	100%	100%
U.S. Agency Securities	80%	40%
Municipal Securities	20%	5%
Repurchase Agreements	8%	8%
Investment Pools	100%	40%
Money Market Mutual Funds	15%	5%
Mutual Funds	15%	5%
Commercial Paper	30%	5%
Corporate Bonds	15%	5%

The District will not invest 100% of its portfolio in any single Investment Pool. If Investment Pools are the only investment type then the money should be subdivided between various pools for diversification and security reasons. Investments in any pool will be limited to 25% of the average Net Asset Value of that pool.

In the event of a disruption in the financial markets asset mix requirements may be temporarily suspended. A decision made by the concurrence of the investment officers to suspend asset mix requirements shall be reported within one day to the Board of Education. An update shall be prepared weekly for the Board of Education until such time that asset mix requirements are reinstated.

District limits on Corporate Bonds are further limited by calculating the 15% limit exclusive of bond proceed funds and debt service funds and by limiting exposure to no more than 25% of the corporate bond class by any single issuer.

The investment portfolio shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issue, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- Within the cash flow requirement constraints, investment maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
- Liquidity shall be ensured through practices to ensure that the payroll account and the operating account are covered through maturing investments.
- Risks of market price volatility shall be controlled through maturity diversification. The District limits exposure to interest rate risk through maturity diversification. The District will utilize a combination of Weighted Average Maturity and Duration analysis for monitoring of interest rate risk.

RISK TOLERANCE

The District recognizes that investment risks can result from market price changes and various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. Investment officers are expected to display prudence in the selection of securities, as a way to minimize default risk. No individual investment transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio. All investment reports shall specifically address whether current investment results have been affected by any of the foregoing risks, and shall explain what actions investment officers have taken to control or correct such risks.

In addition to these general policy considerations, the following specific policies will be strictly observed:

- (1) All investment funds will be placed directly through qualifying financial institutions or other parties as permitted by law.
- (2) All transactions will be executed on a delivery versus payment basis.
- (3) The District will not trade in options or future contracts.
- (4) Before accepting funds or engaging in investment transactions with the District, officials of approved broker/dealers shall be required to familiarize themselves with the District's investment objectives and constraints.

STRATEGIC CONSIDERATIONS FOR PORTFOLIO MANAGEMENT

- (1) Staying short-term in liquid instruments at all times avoids market risk and generates superior returns during periods of rising interest rates.
- (2) Invest the portfolio to the full term possible under the cash budget.
- (3) Establish a liquidity base to provide for known short-term disbursement requirements and select remaining maturities on the basis of investment return offered.

STRATEGIC INVESTMENT PRIORITIES FOR ALL FUNDS

Investment strategies are common for all of the District's funds and are prioritized as follows:

- (1) understanding of the suitability of the investment to the financial requirements of the District;
- (2) preservation and safety of principal;
- (3) liquidity;
- (4) marketability of the investment if the need arises to liquidate the investment before maturity;
- (5) diversification of the investment portfolio; and
- (6) yield.

INFLUENCES ON INVESTMENT STRATEGIES

- (1) Expected net cash flows

- (2) Possible deviations from cash forecast
- (3) Maturity structure of debt
- (4) Borrowing capacity and the arbitrage ruling
- (5) Efficiency of cash management
- (6) Interest rates on various investment instruments
- (7) Economic conditions and future expectations

INVESTMENT STRATEGIES BY FUND

General Fund

The General Fund group includes funds for operations along with funds resulting from the sale of contractual obligations. The primary investment strategy will be that of ensuring resources are available for expenditure needs. A Barbell Approach for funds not budgeted for current fiscal year expenditure may be beneficial in certain market conditions.

Business Development

Due to the limited investable balance of this fund only very short term investments are warranted with an emphasis on the utilization of investment pools.

Capital Projects

The Capital Projects Fund group includes both bond sale resources and non-bond resource funds. These funds are utilized for construction and other capital expenditure activity. Liquidity shall be maintained to meet short term expenditure schedules while long term requirements may be met with either a matching or barbell approach. Within this fund group bond fund investments are limited to five year final stated maturities while non-bond funds are limited to ten year final stated maturities. The maximum weighted final maturities of bond construction funds shall be one and one-half years.

Debt Service Fund

The Debt Service Fund is utilized for the payment of debt related obligations. The primary strategy will be that of matching successive payments with available funds. Each successive payment will be funded before longer securities are purchased. The maximum weighted final maturity of this fund shall be one and one-half years.

Food Service Fund

The Food Service Fund is an enterprise fund for the purpose of food service sales and operations. The primary investments of this fund will be overnight pools but when fund balances permit longer term investments may be purchased.

Workers' Compensation Fund

The purpose of this fund is to establish a reserve for and pay worker's compensation claims. This fund is intended to maintain longer term reserves and either a laddered or barbell approach may be utilized.

Health Insurance Fund

The Health Insurance fund is intended to establish a reserve for and pay employee health insurance claims. This fund is intended to maintain longer term reserves and either a laddered or barbell approach may be utilized.

Internal Service Fund

The Internal Service Fund is funded through internal transfers. Due to the cash flow characteristics of this fund investment pools will be utilized as the primary investment vehicle.

Medicaid Fund

The Medicaid Fund is utilized to account for the accumulation of resources received via inter-local agreements. The primary investment in this fund will be overnight pools due to the volatility of cash flows.

Print Shop Fund

The Print Shop Fund is intended for the accounting of printing and media operations. Due to the cash flow characteristics of this fund investment pools will be utilized as the primary investment vehicle.

Special Revenue Fund

The Special Revenue Fund is utilized to account for the receipt and expenditure of grant funds. Due to the temporary nature of fund balances the primary investments in this fund will be investment pools.

Trust & Agency Funds

These funds are used to account for various district agency funds and trust accounts. Cash flow patterns and large number of individual accounts result in the primary investment vehicle being investment pools with limited longer term investments dependent upon cash requirements.

Activity Funds

These funds are used to account for various school activity funds. Due to the relatively small balance and varied cash flow patterns, the primary investment vehicle will be investment pools. Longer term securities may be purchased where cash requirements allow.

INVESTMENT ADVISORY COMMITTEE

The investment advisory committee shall advise the District with regards to current investment policies, strategies and investment options. The advisory committee will include the current investment officers of the District, the Financial Advisor to the District, and four external members. The external members of the committee shall have backgrounds in investment banking, commercial banking, or through current experiences

as a treasurer/investment officer with another large public entity or a treasurer/investment officer of a major corporation.

The investment officers shall annually submit a list of recommendations to the Superintendent of Schools who shall make the necessary appointments. The investment officers shall prepare a written report to the Superintendent of the Committee's recommendations.

The Investment Advisory Committee will annually approve a list of independent sources of investment training authorized to provide training for District investment officers.

CASH FLOW PROJECTIONS AND STATEMENT

Cash flow projections shall be prepared for a combination of weekly, monthly and yearly periods. A receipts and disbursements forecast will be in the format of a sources and uses of fund statement with individual line items that are specific to each fund.

Cash flow statements shall be prepared for every fund every month to compare actual to forecast. Variance reporting based on the comparison of actual cash flows to forecasted cash flows improves the quality of the forecast by providing feedback on forecasting abilities, as well as by facilitating adjustment of the forecast within the forecast period. Dramatic variances between the cash flow projection and cash flow statements may provide an early warning of a change in condition.

SHORT-TERM BORROWING

The District's fiscal year is July 1 through June 30 and the tax collection year is February 1 through January 31. Ninety percent (90%) of District's tax collections are in the period of December 20 through February 25. Before December 20 of every year, there can be cash flow shortage in the months of October, November, and the first three weeks of December. To meet this shortfall of cash the District shall either issue maintenance tax anticipation notes or borrow money from the depository bank for the duration of less than one year at the rate specified in the depository contract.

PRUDENCE

The District shall adhere to the "prudent person rule," which obligates a fiduciary to ensure that:

- Investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.
- Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's

credit risk or market price changes, provided that deviations from expectation are reported in a timely fashion, and appropriate action is taken to control adverse developments.

COMPLIANCE AUDIT

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

TEXAS ETHICS COMMISSION

Investment officers are required under Section 2256 of the Government Code to file a statement with the Texas Ethics Commission if the investment officer has a personal business relationship with a business organization. An investment officer has a personal business relationship with a business organization if: (1) the investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization; (2) funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or (3) the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

OT10-3.1

**HOUSTON INDEPENDENT SCHOOL DISTRICT
CASH MANAGEMENT AND INVESTMENT POLICY
AS OF JUNE 2020**

AUTHORIZED BROKERS AND DEALERS

Bank of America/Merrill Lynch
Bank of New York/Mellon
Blaylock Van LLC
Citigroup Global Markets
Deutsche Bank Securities (Alex Brown & Sons, Inc.)
East West Bank
First Public, LLC (Lone Star)
First Southwest Asset Management, Inc. (TexSTAR)
Frost National Bank
FTN Financial
Independent Bank
JPMorgan Chase Bank
Morgan Stanley
Multi-Bank Securities, Inc.
Piper Jaffray & Co.
Ramirez & Co.
Raymond James & Associates Inc.
Robert W. Baird & Co.
SAMCO Capital Markets
Signature Bank
Stifel, Nicolaus & Co.
TexPool
UBS Painewebber, Inc.
Unity National Bank
Wells Fargo Brokerage Services LLC

CASH MANAGEMENT AND INVESTMENT POLICY
APPENDIX B

HOUSTON INDEPENDENT SCHOOL DISTRICT INVESTMENT ADVISORY COMMITTEE

Glenn Reed

Chief Financial Officer

Sherrie H. Robinson

Controller

Rick Fairman

Treasurer

Jerome Senegal

Morgan Stanley

Erick Macha

Hilltop Securities, Inc.

Roland Gonzalez

Houston Port Authority

Connie Niehaus

Morgan Stanley

Joe Gomez

DNB Bank

INVESTMENT POLICY AFFIDAVIT**NAME OF ORGANIZATION:** _____**NAME OF REPRESENTATIVE(S):** _____**ADDRESS:** _____
_____**TELEPHONE #:** _____ **FAX#** _____

I/we hereby certify that I/we am/are a qualified representative(s) of the above named business organization seeking to sell an authorized investment to the Houston Independent School District.

I/we have received and have thoroughly reviewed the Investment Policy of the Houston Independent School District, dated June 11, 2020.

I/we acknowledge that the above named business organization of which I/we am/are a qualified representative(s) has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between this firm and the Houston Independent School District that are not authorized by the District's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the District's entire portfolio or requires an interpretation of subjective investment standards.

I/we acknowledge that this instrument is transacted to comply with Chapter 2256, Government Code.

Signed this _____ day of _____, 20____.

Name_____
Title_____
Business Organization

The State of _____

This instrument was acknowledged before me on this the _____
day of _____, 20____.

by _____

Title _____,

Organization _____.

Notary Public, State of _____

HOUSTON INDEPENDENT SCHOOL DISTRICT

DIVISION	Finance	REVIEWED	May 22, 2017
DEPARTMENT	Treasury	APPROVED	Rick Fairman
PROCESS	Corporate Bonds – Issuer Approvals		

Purpose: Procedures for approving issuers of corporate debt securities.

Resources required:

Issuer research materials
Current ratings release

Approval Process

1. An investment officer of the District will propose that an issuer be considered as an addition to the list of approved issuers.
2. The Treasurer will appoint a member of the investment advisory committee to assimilate research materials and rating histories of the proposed issuer.
3. Research material will be disseminated to advisory board members.
4. A discussion memorandum will be prepared and circulated to all advisory committee members for comment.
5. The District investment officers will prepare a written recommendation for inclusion of the issuer being reviewed.
6. The unanimous written approval of all responding advisory committee members is required for inclusion on the list of approved issuers. Responding members must constitute at least two-thirds membership of all committee members.
7. The approved list will include no more than fifteen issuers.

List Maintenance

1. All issuers on the approved list will be reviewed on a quarterly basis for continuation of approved status.
2. The Treasurer will appoint members of the advisory committee to update research materials and rating histories.
3. Research will be disseminated to advisory committee members for review and discussion.
4. The list of approved issuers will be distributed and each individual issuer will be marked for approval or removal by committee members.
5. A vote of removal by any single committee member will be cause for excluding that issuer from the list of approved issuers.

HOUSTON INDEPENDENT SCHOOL DISTRICT

DIVISION	Finance	DATE	May 22, 2017
DEPARTMENT	Treasury	APPROVED	Rick Fairman
PROCESS	Corporate Bonds – Portfolio Qualifications		

Purpose: Procedures for analyzing and reviewing portfolio holdings of corporate securities.

Resources required:

Cash Management and Investment Policy (CMIP)
Sec. 2256.0204 Government Code
Evare Open Investments Report (as of purchase consideration or review date)

Policy restrictions to be reviewed at time of purchase

8. Corporate bonds must be a senior secured debt obligation issued by a domestic business entity and rated not lower than “AA-” or the equivalent by at least one nationally recognized investment rating firm.
9. Nationally recognized investment ratings firms are defined as including Standard & Poor’s, Moody’s, and Fitch ratings services.
10. The stated final maturity must not be longer than three years from the date of purchase.
11. The District will limit investment in corporate bonds to the General Fund, Health Insurance Fund, and Workers’ Compensation Funds.
12. Investments in corporate bonds will in the aggregate not exceed more than 15% of the Districts’ monthly average fund balance excluding bond funds, debt service funds, and corporate bonds already in the investment portfolio.
13. The District will not invest more than 25% of the funds invested in corporate bonds in any one issuer, including subsidiaries and affiliates of the issuer.

Continuing Review

6. Treasury staff will review and document the review of each corporate bond holding in the District’s investment portfolio at least once each week.
7. A corporate bond will be sold if one of the following actions occur:
 - a. Any of the rating firms changes the rating of the bonds to lower than “AA-”.
 - b. Any of the rating firms places the bonds on negative credit watch or the equivalent if the rating is already at “AA-”.
8. A sale resulting from a rating change will be completed within seven days of a rating change delineated above.

Purchase restrictions in addition to policy requirements

1. Corporate bonds will not be purchased if the rating is lower than “AA” by any single rating firm.

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Finance
Glenn Reed, Chief Financial Officer

SUBJECT: ADOPTION OF RESOLUTION APPROVING THE DEBT MANAGEMENT POLICY

The Houston Independent School District (HISD) enacted a formal *Debt Management Policy* with the intent to improve the quality of decisions and provide justification for the structure of debt issuance. The guidelines set forth in the *Debt Management Policy* were developed to provide for the issuance and management of the district's debt portfolio. Adherence to the policy indicates to rating agencies and capital markets that the district's debt is being managed in a prudent manner.

The *Debt Management Policy* has no revisions from the policy approved in the prior fiscal year.

HISD's *Debt Management Policy* requires that it be reviewed annually by the district's chief financial officer, the district's bond counsel, and financial advisors. Additionally, the *Debt Management Policy* must be approved annually by the Board of Education.

The *Debt Management Policy* is on file in Board Services.

A copy of the resolution relating to the approval of the *Debt Management Policy* 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. The approval of this item ensures that HISD is in compliance with the current statutory requirements.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

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

RECOMMENDED: That the Board of Education adopts the resolution approving the *Debt Management Policy*, effective June 12, 2020.

Executive Summary

Purpose:

The Houston Independent School District *Debt Management Policy* requires that it be approved annually by the Board of Education.

The purpose of the debt policy is to establish guidelines governing the issuance, management, and reporting of all debt obligations issued by the Houston Independent School District (the “District”) and the Public Facility Corporation (the “PFC”) and to provide for the actions necessary to ensure proper implementation and compliance with this policy.

There are no changes in the policy approved last fiscal year. The policy was reviewed by the district’s chief financial officer, bond counsel, disclosure counsel, and financial advisor.

Prerequisites:

The *Debt Management Policy* was previously approved by the board on March 21, 2019.

Board Meeting Requirements:

A motion must be made and by vote the board must adopt the resolution approving the *Debt Management Policy*.

HOUSTON INDEPENDENT SCHOOL DISTRICT **DEBT MANAGEMENT POLICY**

STATEMENT OF PURPOSE

The purpose of this policy is to establish guidelines governing the issuance, management, and reporting of all debt obligations issued by the Houston Independent School District (the "District") and the Public Facility Corporation (the "PFC") and to provide for the actions necessary to ensure proper implementation and compliance with this policy.

SCOPE

The Houston Independent School District Debt Management Policy applies to all debt instruments and, solely to the extent described herein, financial obligations as defined under Securities and Exchange Commission (SEC) Rule 15c2-12 issued by the District and the PFC regardless of the funding source for repayment or purpose for which issued.

OBJECTIVES

The objectives of this policy are to:

1. Establish a framework exercising prudence in the issuance of debt and disclosure of information pertaining to such debt.
2. Reduce debt costs through consistent application of approved processes.
3. Maintain the financial integrity and public trust of the District and the PFC.
4. Comply with all applicable state and federal laws, regulations and contractual obligations, in the issuance, investment, and reporting of debt
5. Help preserve access to financial markets.

POLICY REVIEW

The Debt Management Policy will be reviewed and approved by the Board of Education on an annual basis and updated as necessary.

DELEGATION OF RESPONSIBILITY

The Chief Financial Officer will have the responsibility for ensuring the District's compliance with the Debt Management Policy. Day-to-day activities will be managed by the District's investment officers which are the Chief Financial Officer, Controller, and Treasurer. The Office of Finance will provide a report to the District's Board of Education semi-annually detailing debt management activities and adherence to the policy.

ETHICS DISCLOSURES

All financing team members will be required to provide full and complete disclosure relative to any and all agreements with other financing team members, board members, key District personnel, and outside parties' subject but not limited to Chapter 176 of the Government Code. Parties will be governed by the District's board policy concerning conflict of interest disclosures. In general no agreements will be permitted which would compromise a firm's ability to provide independent advice which is solely in the best interest of the District.

TAX LAW COMPLIANCE STATEMENT

The District will comply with all federal tax code and regulations and applicable state statutory regulations in the issuance and structuring of debt obligations.

The District will comply with federal arbitrage and rebate rules as set forth in the Internal Revenue Code of 1986 and interpreted and updated through rulings by the Internal Revenue Service and regulations by the U.S. Treasury Department.

Arbitrage rules govern both the investment of bond proceeds (investment rules) and the reporting and remitting of excess interest earnings (rebate rules) to the federal government. The District utilizes bond counsel and a contracted third party arbitrage compliance specialist to aid in compliance with applicable regulations.

SECURITIES LAW COMPLIANCE STATEMENT

The District will comply with all federal and state securities laws, including continuing disclosure undertakings entered into in connection with the issuance of municipal securities.

The District will promote compliance with the Securities Exchange Act of 1934 and Rule 15c2-12 promulgated thereunder, each as amended and interpreted by the Securities and Exchange Commission (“SEC”).

The District may utilize Disclosure Counsel, Bond Counsel, and its Financial Advisor to assist in compliance with applicable securities laws and continuing disclosure undertakings.

POST ISSUANCE COMPLIANCE PROCEDURES

The District has adopted written post issuance compliance procedures in order to insure adherence to federal tax and securities law requirements.

CAPITAL PLANNING AND DEBT ISSUANCE

Debt issuance is considered one component of capital financing. Planning for debt issuance will be made in conjunction with other methods of financing capital improvements such as the District’s “*Pay As You Go*” renovation program.

TYPES OF AUTHORIZED DEBT

As of the date hereof, the District is authorized by the Texas Education Code and the Texas Government Code to issue the following types of debt:

1. Limited Tax Bonds – Bonded debt requiring voter approval secured through levying, pledging, assessing, and collection of the debt service portion of the District’s ad valorem taxes, within the limits prescribed by law. Bonds must mature within 40 years of issuance date.
2. Tax Anticipation Notes and Revenue Anticipation Notes - Debt issued and secured by the District. Proceeds may be used for any lawful use but must have a maturity less than one year.
3. Delinquent Tax Notes – Proceeds of these negotiable notes may be used for any maintenance purposes. Notes may not have a maturity greater than 20 years.
4. Time Warrants – Warrants may be payable out of any available funds of the District and may be utilized for construction, repair, or renovation of school building facilities. Warrants are limited to 5 years maturity and the District may not have more than \$1,000,000 outstanding at any time.

5. Maintenance Tax Notes and Contractual Obligations – Debt issued for the rehabilitation and improvement of building systems (HVAC, roof, etc.) and for the purchase of buses, computers, furniture, and other moveable personal property. Payable from maintenance taxes with a maturity not to exceed 20 years and 25 years, respectively.
6. Lease Purchase Agreement – Debt issued through the formation of a Public Facility Corporation for the construction of any necessary facility. Bonds are secured by lease payments payable from certain of the District's state funds and any other lawfully available funds paid by the District to the Public Facility Corporation, subject to annual appropriation by the District. Maximum maturity is 25 years.
7. Revenue Bonds - Debt issued through the pledging of revenue received from the operation of any District facility. Revenue Bonds may be issued to provide funds to acquire, construct, improve or equip gymnasias, stadia or other recreational facilities.
8. Refunding Bonds – Debt issued to refinance existing District outstanding bonded debt. Refunding Bonds will generally not be issued unless the total debt service on the refunding bonds is less than that of the refunded bonds. Exceptions may be approved where debt is being restructured, such as a conversion from variable to fixed rate debt. Refunding bonds will not have a maximum maturity exceeding that of the refunded bonds unless there is a reason to extend maturity for restructuring purposes.

FINANCIAL OBLIGATION

SEC Rule 15c2-12 concerning continuing disclosure has been amended, and effective February 27, 2019, any new continuing disclosure agreements must include two new events addressing financial obligations which are identified as material. The SEC definitions of Financial Obligation are:

- (i) Debt obligation;
- (ii) Derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or
- (iii) Guarantee of (i) or (ii); provided, however, the term financial obligation shall not include municipal securities (as defined in the Securities Exchange Act of 1934, as amended) as to which a final official statement has been provided to the MSRB consistent with SEC Rule 15c2-12.

DEBT STRUCTURE

The District will consider a range of debt structures which, when combined, allow for flexibility in responding to future events, do not utilize all available debt capacity, continue to emphasize credit rating considerations, and correspond with the useful life of assets for which such debt is incurred.

The issuance of debt obligations will be considered within the following three categories:

1. Cash Flow Financing – Tax Anticipation Notes (TANS) and Revenue Anticipation Notes (RANS) will be issued in anticipation of current fiscal year taxes and revenues. This structure will be appropriated, issued, and retired within the current fiscal year.
2. Short-Term Debt – Debt which is issued for a maturity not greater than seven (7) years. Debt appropriate to this structure can include Maintenance Tax Notes, Delinquent Tax Notes, Time Warrants, Contractual Obligations, Lease Purchase Agreements, and Revenue Bonds.
3. Long-Term Debt – Debt issued for any term longer than seven (7) years up to any maximum term allowable by law. Long-Term debt may be issued for any asset which has a useful life greater than seven (7) years or which will extend the useful life of an asset by more than seven (7) years. Debt structures appropriate to this category include Limited Tax Bonds, Maintenance Tax Notes, Contractual Obligations, Lease Purchase Agreements, and Refunding Bonds.

Structural considerations for Short-Term Debt include:

1. Each debt issuance will be issued with an average maturity no greater than the average life of the assets being financed.
2. The maximum maturity will be no greater than the maximum useful life of any asset class being financed by the bond issue.

Structural considerations for Long-Term Debt include:

Long-Term Debt will be considered when the asset's useful life lends itself to such financing and the District's estimated future taxes and revenues are sufficient to pay the estimated principal and interest payments.

1. Limited Tax Bonds will be issued, with voter approval, for capital improvements which have been identified through the Capital Improvement Program.
 - a. Variable Rate Debt – Variable rate debt provides the ability to capture lower short-term interest rates and adds flexibility in managing interest rate exposures and total debt levels due to early payment options. When used prudently, the issuance of variable rate debt can be a useful component of the District's debt structure. Variable rate debt will not constitute more than 25% of the District's total net debt.
 - b. Other Authorized Structures – The Board may consider any type of structure which has the effect of providing the lowest cost of funds, providing additional flexibility, or enhancing credit ratings including but not limited to:
 - i. Fixed, variable, and/or stepped coupon debt.
 - ii. Capital appreciation bonds, deep discount bonds, zero coupon bonds, and premium bonds.
 - iii. Mandatory and optional call features.
 - iv. Short and/or long coupon maturities.
 - v. Municipal bond insurance.
 - vi. Other legal structures not listed above.
 - c. Unauthorized Structures – The District will not utilize interest rate swaps or other similar derivative products.
2. Refunding Bonds – Refunding bonds are utilized to restructure debt and to substantially reduce District costs.
 - a. Current Refunding – A refunding which is settled within 90 days of a maturity date or an optional prepayment date. A current refunding will only be considered where a minimum net present value savings of 2% as a percentage of the par amount can be produced. Exceptions may be approved where debt is being restructured, such as a conversion from variable to fixed rate debt.
 - b. Advance Refunding – A refunding settled more than 90 days in advance of a maturity date or an optional prepayment date. An advance refunding will only be considered where a minimum net present value savings of 4% can be produced and is subject to the legality of such structure under then current federal tax law. Exceptions may be approved where debt is being restructured, such as a conversion from variable to fixed rate debt. Changes to federal tax law in 2017 have generally prohibited tax-exempt advance refunding bonds.

Any proposed advance refunding must comply with all current federal law requirements if they are issued on a tax exempt basis.

3. Other Types of Long-Term Debt – Maintenance Tax Notes, Contractual Obligations, and Lease Purchase Agreements will be utilized where specific facts show these types of financings to be in the best interests of the District.

DEBT LIMITS / CAPACITY

The District will evaluate legal debt limitations and debt affordability ratios in developing debt issuance plans.

Legal Debt Limitations

Section 45.0031 of the Texas Education Code requires that prior to the District issuing bonds, the District must demonstrate the ability to pay debt service on both the proposed bonds and all then currently outstanding bonds at a tax rate not to exceed \$0.50 per \$100 of assessed valuation.

Tax Rate Limitations

The District voted a maximum combined tax rate under Article 2784g, Vernon's Texas Civil Statutes. This election established that the District's maximum tax rate, including both Maintenance & Operations and Debt Service can be no greater than \$1.70 per \$100 of assessed valuation, including a maximum rate of \$1.00 per \$100 of assessed valuation for debt service.

Debt Affordability Ratios

1. Ratio of Net Bonded Debt to Assessed Value
2. Ratio of Net Bonded Debt Per Student
3. Ratio of Total Debt to Assessed Value
4. Ratio of Total Debt Per Student

DEBT ISSUANCE PROCESS

PREFERRED METHOD OF SALE

The Board may choose any authorized method of sale including competitive sales, negotiated sales, limited offering and private placements. The Board may utilize alternative types of sales if deemed more advantageous to the District as a result of market or other conditions.

Refunding issues will typically be conducted on a negotiated basis.

Competitive sales are preferred for the sale of short-term debt, TANS, and other non-bonded debt. Negotiated sales may be utilized if deemed more advantageous to the District (including limited or private placements).

REFUNDING POLICY

Restructuring debt through a refunding will be deemed appropriate if in an Advance Refunding the net present value savings as a percentage of the refunded aggregate principal amount is greater than or equal to 4%. A Current Refunding requires a 2% net present value threshold to be deemed appropriate. Lower net present value savings may be utilized if the intent is to decrease the average maturity of the refunded debt. Exceptions may also be approved where debt is being restructured, such as a conversion from variable to fixed rate debt.

SELECTION AND USE OF SERVICE PROVIDERS

Financial Advisor

The Financial Advisor will:

1. Make recommendations to ensure that the District's bonds are issued at the lowest possible interest cost and are structured in accordance with the District's financing guidelines.
2. Coordinate, along with the District's Disclosure Counsel, the preparation of the Notice of Sale, Preliminary Official Statement, and Official Statement and other such market documents necessary in the marketing of debt obligations.
3. Will act as the District's agent in arranging for the printing of offering documents.

4. When necessary prepare a uniform bid form containing provisions recognized by the municipal securities industry as being appropriate for the obligations to be offered for sale.
5. Assist in obtaining the Permanent School Fund Guarantee through the Texas Education Agency, when available.
6. Assist with obtaining credit enhancements if necessary or appropriate.
7. Assist the District with subscription for State & Local Government Series ("Slgs") where necessary and appropriate.
8. Represent the District at the pricing for the purpose of tabulation and comparison of bids and make a recommendation as to the acceptance or rejection of such bids.
9. Work closely with the District's bond and disclosure counsel in the preparation of all appropriate legal proceedings and documents.
10. Assist with compiling and preparation of the District's Annual Disclosure Report and event notices in accordance with Securities and Exchange Commission (SEC) Rule 15c2-12.
11. Assist and make recommendations in determining debt issuance and repayment schedules which will be most beneficial to the District and acceptable to credit rating agencies.

Bond Counsel

Bond Counsel will provide the following services:

1. Certify that the District has the legal authority to issue the proposed bonds or other debt obligations.
2. Prepare orders, resolutions, tax certificates and other documents necessary to call, conduct and canvass

bond elections and to issue bonds and other debt obligations.

3. Obtain approval of the bond issue or other debt by the Attorney General's Office.
4. Provide a legal opinion as to the validity and enforceability of the bonds and the exemption from federal income taxation of the interest.
5. Attend all meetings, including those with rating agencies and state officials, called to discuss the legal aspects of the bonds proposed to be issued.
6. Coordinate closing of transactions.
7. Consult with District officials and the District's financial advisors in order to review certain information to be included in offering documents.
8. Provide written advice to the District enabling officials of the District to comply with applicable arbitrage requirements including yield restrictions and rebate requirements.

Disclosure Counsel

To the extent required, Disclosure Counsel will provide the following services:

1. Consult with and advise District officials, the District's administration and its Financial Advisor regarding any disclosure issues, including assistance in evaluating the materiality of such issues; preparation of the preliminary and final offering documents (including the notice of sale) for the Obligations.
2. Assist in the performance of any necessary due diligence investigation, including the review of diligence questionnaires, assistance with diligence calls or meetings, as appropriate.
3. Analysis of the requirements of SEC Rule 15c2-12 and the basis upon which such rule is satisfied.

4. Provide the District with a securities disclosure opinion in customary form reasonably satisfactory to the District and Disclosure Counsel.
5. Review Annual Continuing Disclosure Filings and Event Notices under the Rule.

Paying Agent/Registrar

The Paying Agent will:

1. Authenticate the bonds and facilitate transfers and exchanges.
2. Send/receive transfers of money at closing.
3. Maintain a listing of bondholders and applicable addresses.
4. Receive principal and interest payments from the District and remit to bondholders.
5. Represent bondholders in case of default if acting as trustee.

Rating Agencies

The District will obtain a credit rating from at least two nationally recognized bond rating agencies on publically issued bonds but is not required on privately placed bond issues.

The District will endeavor to maintain effective relationships with the rating agencies.

Application for Permanent School Fund Guarantee

The District shall apply to the Texas Education Agency for approval under the Permanent School Fund Guarantee Program of the State of Texas for any debt issuance eligible to be guaranteed under the program.

DISCLOSURES

It is the District's policy to meet all disclosures required, including but not limited to disclosures necessitated under the SEC Rule 15c2-12. The District will work with the District's Financial Advisor in order to prepare and file the annual report with the Municipal Securities Rulemaking Board (MSRB) through the designated submission portal commonly referred to as EMMA (Electronic Municipal Market Access).

The District has established a disclosure review committee that is responsible for reviewing activity potentially requiring an event notice (including events (15) and (16) under SEC Rule 15c2-12 and any related disclosure. Any event notice identified by the disclosure review committee, should be made in a timely enough manner to meet the ten (10) business day requirements. The disclosure review committee will be comprised of the Chief Financial Officer, the Controller, the Treasurer, Bond and Disclosure Counsel, Financial Advisor and any other staff deemed appropriate by the financial management of the district. Each member of the disclosure review committee is expected to have a complete understanding of the events listed in the Rule.

INVESTMENT OF BOND PROCEEDS

Bond proceeds will be invested in segregated accounts and governed by the District's *Cash Management and Investment Policy*. The District's investment policy is established in accordance with the Public Funds Investment Act (PFIA), enacted within the Texas Government Code (2256), and by statutory regulations.

The District will competitively bid the purchase of investment securities and investment products with the exception of funds deposited in investment pools, money market funds, or interest earning bank deposits

Interest income generated from bond proceeds shall be used solely to fund related capital expenditures or to service current and future debt payments.

The underwriters of a debt issue, but not the District's financial advisors, may bid to provide investment products. The District's financial advisors may conduct a competitive bid if requested to do so by the District.

MANAGEMENT OF DEBT SERVICE FUND

Investments in the Debt Service Fund are governed by the District's *Cash Management and Investment Policy*.

Investment securities and investment products will be purchased using a competitively bid process with the exception of funds deposited in investment pools, money market funds, or interest earning bank deposits.

The District shall target a minimum year end debt service fund balance of 10% of total current year debt service.

TRANSACTION RECORDS

The Office of Finance will maintain complete records of decisions made in connection with each financing. Each transaction file shall include the official transcript for the financing, the final number runs, and a post-pricing summary of the debt issue.

The Office of Finance will prepare semi-annually a report to the Board of Education which includes a policy compliance summary, detail of issuance transactions, and listing of current debt.

**HOUSTON INDEPENDENT SCHOOL DISTRICT
RESOLUTION RELATING TO THE APPROVAL OF THE
DEBT MANAGEMENT POLICY**

WHEREAS, the Houston Independent School District has implemented a formal debt management policy, and

WHEREAS, the debt management policy stipulates that the debt policy will be approved annually by the Board of Education,

THEREFORE BE IT RESOLVED THAT:

All of the above paragraphs are incorporated and made a part of this Resolution and be it,

RESOLVED AND ORDAINED that the Board of Education of the Houston Independent School District has reviewed and approved the Houston Independent School District's *Debt Management Policy*, as presented June 11, 2020.

PASSED, APPROVED, AND ADOPTED
THIS 11th DAY OF JUNE, 2020.

HOUSTON INDEPENDENT SCHOOL DISTRICT

By: _____
Sue Deigaard, President
Board of Education

Attest: _____
Dr. Patricia K. Allen, Secretary
Board of Education

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Finance
Glenn Reed, Chief Financial Officer

SUBJECT: APPROVAL AND ADOPTION OF THE HARRIS COUNTY MULTI-HAZARD MITIGATION ACTION PLAN - VOLUME I, THE HOUSTON INDEPENDENT SCHOOL DISTRICT CHAPTER 29 ANNEX PORTION OF VOLUME II, THE APPENDICES OF VOLUME II, AND RESOLUTION

In September of 2018, a coalition of Harris County cities, the Houston Independent School District (HISD), and special districts embarked on a planning process to prepare for and lessen the impacts of specified natural hazards by updating the *Harris County Multi-Hazard Mitigation Action Plan*. Responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), the partnership was formed to pool resources and to create a uniform hazard mitigation strategy that can be consistently applied to the defined planning area and used to ensure eligibility for specified grant funding success.

The 38-member coalition of partners involved in this program includes Harris County and an alliance of Harris County cities, villages, and special-purpose districts including HISD. The planning area for the hazard mitigation plan was defined as the Harris County Operational Area. The result of the organizational effort will be a multi-jurisdictional, multi-hazard mitigation plan approved by the Federal Emergency Management Agency (FEMA) and Texas Department of Emergency Management (TDEM).

Once the hazard mitigation plan is adopted by all of the jurisdictional partners and approved by FEMA, the partnership will collectively and individually become eligible to apply for hazard mitigation project funding under the suite of hazard mitigation grants provided under FEMA's Hazard Mitigation Assistance (HMA) program.

The hazard identification and profiling in the hazard mitigation plan address the following hazards of concern within the planning area:

1. Dam or levee failure
2. Drought
3. Earthquake
4. Flood
5. Hurricane and coastal storm
6. Mass movements
7. Severe weather
8. Tsunami
9. Wildfire
10. Climate change

A core planning team of local officials from Harris County Office of Homeland Security and Emergency Management (HCOHSEM) has taken the lead in developing the hazard mitigation plan. All participating local jurisdictions have been responsible for assisting in the development of the hazard and vulnerability assessments and the mitigation action strategies for their respective jurisdictions and organizations. The plan presents the accumulated information in a unified framework to ensure a comprehensive and coordinated effort covering the entire Harris County Operational Area planning area. Additionally, the plan has been aligned with the goals, objectives, and priorities of the state's multi-hazard mitigation plan.

Upon approval and adoption of Volume I, HISD's Chapter 29 Annex of Volume II, the appendices of Volume II, and the resolution of or for the *Harris County Multi-Hazard Mitigation Action Plan Update* (HMP) and subsequent approval of said plan by TDEM and FEMA Region VI, HISD will be eligible to apply for specified grants. The grant funds are made available to states and local governments and can be used to implement the longterm hazard mitigation measures specified within HISD's Chapter 29 Annex of the HMP before and after a major disaster declaration. The HMP will be evaluated and revised on a continual five-year time frame.

ATTACHMENTS:

1. Link to Volume I, Volume II, and HISD's Chapter 29 Annex of: [Harris County Multi-Hazard Mitigation Plan](#)
2. HISD resolution authorizing the adoption of the *Harris County Multi-Hazard Mitigation Action Plan*

COST/FUNDING SOURCE(S): FEMA grant (budget set up upon receipt)

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. It also helps to ensure student health, safety, and well-being, and helps to increase organizational efficiency.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

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

RECOMMENDED: That the Board of Education reviews and approves adoption of the *Harris County Multi-Hazard Mitigation Action Plan*, Volume I; HISD's Chapter 29 Annex in Volume II; the appendices of Volume II; and the attached resolution; effective June 12, 2020.

**HOUSTON INDEPENDENT SCHOOL DISTRICT RESOLUTION
AUTHORIZING THE ADOPTION OF THE HARRIS COUNTY
MULTI-HAZARD MITIGATION ACTION PLAN UPDATE**

WHEREAS, all of Harris County has exposure to natural hazards that increase the risk to life, property, environment and the County's economy; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS; a coalition of Harris County, Cities, Villages, and Special Districts which includes the Houston Independent School District with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the Harris County Operational Area planning area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy;

NOW, THEREFORE, BE IT RESOLVED that the Houston Independent School District

- 1.) Adopts in its entirety, Volume I and the introduction, chapter 29 - the Houston Independent School District annex, and the appendices of Volume II of the *Harris County Multi-Hazard Mitigation Action Plan* (HMP).
- 2.) Will use the adopted and approved portions of the HMP to guide pre- and post-disaster mitigation of the hazards identified.
- 3.) Will coordinate the strategies identified in the HMP with other planning programs and mechanisms under its jurisdictional authority.
- 4.) Will continue its support of the Steering Committee and continue to participate in the Planning Partnership as described by the HMP.
- 5.) Will help to promote and support the mitigation successes of all HMP Planning Partners.

Passed, approved, and adopted this _____ day of _____ 2020.

Houston Independent School District

By: _____
Sue Dimenn Deigaard, President
Board of Education

ATTEST:

Dr. Patricia K. Allen, Secretary
Board of Education

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Legal Services
Elneita Hutchins-Taylor, General Counsel

SUBJECT: CONSIDERATION AND APPROVAL OF 2020–2021 PANEL OF LAW FIRMS TO PROVIDE LEGAL SERVICES

This item is the annual approval of the panel of law firms engaged to represent the Houston Independent School District (HISD). In 2018, the HISD Board of Education approved a panel of law firms to provide legal services to the district, pursuant to a request for qualifications (RFQ) for legal services. The panel presented for approval for 2020–2021 consists of firms and attorneys chosen through the RFQ process and firms added as needed.

The panel consists of bond/disclosure counsel, business/commercial law, construction law, facility use/naming rights, general school law, general litigation, hearing officers, immigration law, investigations, real estate, personnel administration and benefits, small claims litigation, special education and Section 504, tort claims litigation, and workers' compensation law. Firms may be used in multiple categories.

This agenda item approves the panel of law firms for 2020–2021 and authorizes the superintendent of schools and general counsel to engage other firms on an as-needed basis.

COST/FUNDING SOURCE(S): All law firms will be paid upon rendition of services from the legal services general fund.

Fund Source	Fund	Cost Center	Functional Area	General Ledger	Internal Order/ Work Breakdown Structure	Amount
General Funds	1993000000	1080825000	AD41990000000000	6211000000	N/A	TBD

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 authorizes the superintendent of schools and general counsel to execute engagement letters with the approved panel of law firms, and to engage other law firms on an as-needed basis to provide legal services, effective June 12, 2020.

HOUSTON INDEPENDENT SCHOOL DISTRICT 2020–2021 PANEL OF LAW FIRMS

PRIMARY BOND COUNSEL

Orrick, Herrington & Sutcliffe, LLP

PRIMARY DISCLOSURE COUNSEL

Bracewell, LLP

ALTERNATE BOND/DISCLOSURE COUNSEL

Hunton Andrews Kurth, LLP

Escamilla & Poneck, LLP

Norton Rose Fulbright

BUSINESS / COMMERCIAL LAW

Bracewell, LLP

Greenberg Traurig, LLP

Husch Blackwell, LLP

Karczewski, Bradshaw, Spalding, Nichols, Lamp, Langlois

Rogers, Morris, Grover, LLP

Strasberger & Price, LLP

Thompson & Horton, LLP

Trahan Kornegay Partners, LLP

Walsh Gallegos Trevino Ruso & Kyle, PC

West & Associates, LLP

CONSTRUCTION LAW

Kilpatrick Townsend & Stockton, LLP

Munsch Hardt Kopf & Harr, PC

Rogers Morris & Grover, LLP

Walsh Gallegos Trevino Ruso & Kyle, PC

FACILITY USE / NAMING RIGHTS

Hunton Andrews Kurth, LLP

Rogers, Morris & Grover, LLP

Thompson & Horton, LLP

Walsh Gallegos Trevino Ruso & Kyle, PC

GENERAL LITIGATION

Beck Redden, LLP

Bracewell, LLP

Butler Snow, LLP

Callier Law Group, PLLC

Greenberg Traurig, LLP

Hunton Andrews Kurth, LLP

Lewis Brisbois Bisgard & Smith, LLP

Littler Mendleson, PC

GENERAL LITIGATION (CONT'D)

Rogers Morris & Grover, LLP
 Spencer Fane, LLP
 Thompson & Horton, LLP
 West & Associates, LLP

GENERAL SCHOOL LAW

Beck Redden, LLP
 Butler Snow, LLP
 Jackson Lewis, PC
 Karczewski, Bradshaw, Spalding, Nichols, Lamp, Langlois
 Lewis Brisbois Bisgard & Smith, LLP
 Littler Mendelson, PC
 Rogers Morris & Grover, LLP
 Spencer Fane, LLP
 Thompson & Horton, LLP
 Walsh Gallegos Trevino Ruso & Kyle, PC
 West & Associates, LLP

IMMIGRATION LAW

Adan G. Vega & Associates, PLLC
 Bracewell, LLP
 Foster, LLP
 Monty & Ramirez, LLP
 Peek Toland & Castaneda, PC
 Strausberger & Price, LLP

INVESTIGATIONS

Callier Law Group, PLLC
 Bracewell, LLP
 Beck Redden, LLP
 Baltazar Salazar, PLLC
 Butler Snow, LLP
 Eichelbaum, Wardell, Hansen, Powell & Mehl, PC
 Greenberg Traurig, LLP
 Hunton Andrews Kurth, LLP
 Jackson Lewis, PC
 Karczewski, Bradshaw, Spalding, Nichols, Lamp, Langlois
 Littler Mendelson, PC
 Monty & Ramirez, LLP
 Myra C. Schexnayder, Attorney at Law
 Powell & Leon, LLP
 Rogers, Morris & Grover, LLP
 Seyfarth Shaw, LLP
 Spencer Fane, LLP
 Strausberger & Price, LLP
 Thompson & Horton, LLP
 Walsh Gallegos Trevino Ruso & Kyle, PC
 West & Associates, LLP

PERSONNEL ADMINISTRATION & BENEFITS

Littler Mendelson, PC
 Spencer Fane, LLP
 Strausberger & Price, LLP

REAL ESTATE

Bracewell, LLP
 Edison McDowell & Hertherington, LLP
 Munsch Hardt Kopf & Harr, PC
 Rogers Morris & Grover, LLP

SECTION 504 / HEARING OFFICERS

Baltazar Salazar, PLLC
 Eichelbaum Wardell Hansen Powell & Mehl, PC
 Myra C. Schexnayder, Attorney at Law
 Riff & Associates, PC

SMALL CLAIMS LITIGATION

Johnson Petrov, LLP
 Karczewski, Bradshaw, Spalding, Nichols, Lamp, Langlois
 Washington & Associates, PLLC

SPECIAL EDUCATION | SECTION 504

Powell & Leon, LLP
 Rogers Morris & Grover, LLP
 Thompson & Horton, LLP
 Walsh Gallegos Trevino Ruso & Kyle, PC

TORT CLAIMS LITIGATION

Callier Law Group, PLLC
 Karczewski, Bradshaw, Spalding, Nichols, Lamp, Langlois
 Rogers, Morris & Grover, LLP
 Strausberger & Price, LLP
 Thompson & Horton, LLP

WORKERS' COMPENSATION LAW

Dean G. Pappas Law Firm, PLLC
 Thornton Biechlin Reynolds & Guerra, LC

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Internal Audit
Garland Blackwell, Chief Audit Executive

SUBJECT: APPROVAL OF 2021 INTERNAL AUDIT PLAN

This agenda item requests that the Houston Independent School District (HISD) Board of Education approves the 2021 internal audit plan.

The chair of the Audit Committee of the Board of Education tasked the chief audit executive (CAE) to prepare and submit the 2021 internal audit plan for the board's review and approval. The internal audit plan was presented to the Audit Committee for review and approval. The CAE requests board approval of the attached internal audit plan.

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 2021 internal audit plan, effective June 12, 2020.

EXPLANATORY SHEET

ITEM	TITLE (SUBJECT)	SCHEDULED MEETING
J-2	Approval Of 2021 Internal Audit Plan	June 11, 2020
INITIATED BY: Chief Audit Executive		
BACKGROUND: Each year, the chief audit executive prepares a proposed internal audit plan for the board to review and approve.		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: NONE KNOWN AT THIS TIME		

Office of Internal Audit
2021 Audit Plan

J.2.b

Audit Practice Areas	Audit Topics	Audit Objective(s)	Carryover Audits
Education Program	Compensatory Education	To determine the effectiveness and efficiency of: Controls to ensure compliance with applicable laws, policies and procedures, to include any required communications with staff, students and families, as well as any changes in placement or services. Procedures designed to monitor the delivery of special education services and any required communications.	
	ELL Exit Process Follow-Up	To determine if the Multilingual Programs Department implemented the Management Action Plans outlined in the audit report, which was issued on August 23, 2018.	
	Assignment of Long-Term Associate Teachers	<ul style="list-style-type: none"> Effectiveness of controls to ensure compliance with applicable laws, policies and procedures for assignment of long-term associate teachers. Effectiveness and efficiency of support and supervision of long-term associate teachers. 	
	PEIMS Data Integrity	<ul style="list-style-type: none"> Ensure compliance with any laws, regulations, policies and procedures regarding student coding. Reconcile data for completeness and accuracy. Appropriately train, monitor trends and proactively manage the District's operations. 	
	Student Attendance	<ul style="list-style-type: none"> Compliance with any laws, regulations, policies and procedures regarding attendance reporting. The accuracy of reported attendance data. Attendance-Based Funding is distributed to campuses timely and correctly. 	
	Policy Administration	<ul style="list-style-type: none"> Compliance with any laws, regulations, policies and procedures regarding policy creation, review and updates. Consistency of policy adherence across various departments. 	
	Review of Impacts from the Corona-19 Virus	To determine the adverse impacts of the Corona-19 virus on the District, and the effectiveness of the District's existing procedures already in place and those that were created during the crisis.	
	Teacher Appraisal Development System Follow-Up	<ul style="list-style-type: none"> Timeliness of teacher appraisals. Monitoring appropriate access to the TADS system. 	X

Office of Internal Audit
2021 Audit Plan

J.2.b

Audit Practice Areas	Audit Topics	Audit Objective(s)	Carryover Audits
Education Program	Equity and Equality	To determine whether equity and equality, as defined by the District or otherwise, effectively exists across the District.	X
	Campus Emergency Management Plans	To review the effectiveness of: • Controls to ensure compliance with any laws, regulations, policies and procedures regarding campus safety practices and procedures. • Staff training related to campus safety practices and procedures.	X
Financial and Operations Audits	Campus Audit Requests (3 school audits)	Determine whether controls over the school activity funds are effective and functioning as intended in accordance with the District's Financial Procedures Manual and Board policies.	
	Facilities Maintenance	Determine if the District has effective controls for managing the routine, preventive, emergency maintenance repairs.	X
	Purchasing - Contract Management	Determine if effective controls exist for the administration of vendor contracts.	
	Central Warehouse Inventory Observation	To determine if inventory counts were properly conducted and accurate.	
	Nutrition Services Warehouse Inventory Observation	To determine inventory counts were properly conducted and accurate.	
	E-Rate Audit	To determine whether the District complied with E - Rate rules and regulations. (To be out-sourced)	X
	District-wide Activity Fund Reconciliation	Determine if controls are effective for reconciling the activity fund accounts.	X
	Payroll - Terminated Employees	Determine if the District has effective controls for termination of employees.	X
	Payroll Overtime	Determine if the District has effective controls for managing, approving, and calculating overtime pay.	X
	Accounts Payable	Determine if accounts payable controls are effective in preventing unauthorized, duplicate, and incorrect payments.	X

Office of Internal Audit
2021 Audit Plan

J.2.b

Audit Practice Areas	Audit Topics	Audit Objective(s)	Carryover Audits
Construction Services	Job Order Contracts	Selected Job Orders Recurring Audit. To ensure compliance with State Law and District policy. To ensure that the District received the services contracted for. Cost Recovery.	
	Consulting for the 2021 Bond Rollout and Long Range Plan. Rolled from the 2020 Audit Plan as CS postponed the effort.	To assist Construction Services in creating and implementing their Long Term Strategic Plan.	Contingent upon whether there is a 2021 Bond Offering and when it occurs
	Survey of A&E Rates for 2021 Bond Rollout. Rolled from the 2020 Audit Plan as CS Postponed the effort.	To assist Construction Services in creating and implementing their Long Term Strategic Plan. To assist with the rollout of a 2021 Bond Offering.	Contingent upon whether there is a 2021 Bond Offering and when it occurs
	Austin HS - Pepper Lawson Construction LP	Construction CMAR contract compliance and cost recovery.	
	Parker ES - Patriot Contracting	Construction CMAR contract compliance and cost recovery.	
	Sam Houston HS - Satterfield and Pontikes	Construction CMAR contract compliance and cost recovery.	
	Sharpstown International - DT Construction	Construction CMAR contract compliance and cost recovery.	
	Wharton Dual Language Academy - Division One	Construction CMAR contract compliance and cost recovery.	
	Wilson Montessori - Drymalla Construction, Co.	Construction CMAR contract compliance and cost recovery.	
	Yates HS - Turner Construction	Construction CMAR contract compliance and cost recovery.	

Office of Internal Audit
2021 Audit Plan

J.2.b

Audit Practice Areas	Audit Topics	Audit Objective(s)	Carryover Audits
Construction Services	Follow-Up On Closed-Out Construction	Follow up Audits - See Below	
	Madison HS -Satterfield and Pontikes	Construction CMAR. To ensure recommendations in the previous audit report were implemented	
	Braeburn ES Satterfield & Pontikes	Construction CMAR. To ensure recommendations in the previous audit report were implemented	
	Kolter ES -Satterfield and Pontikes	Construction CMAR. To ensure recommendations in the previous audit report were implemented	
	Mitchell ES Satterfield & Pontikes	Construction CMAR. To ensure recommendations in the previous audit report were implemented	
	Scarborough ES Satterfield & Pontikes	Construction CMAR. To ensure recommendations in the previous audit report were implemented	

Office of Internal Audit

2021 Audit Plan

Audit Practice Areas	Audit Topics	Audit Objective(s)	Carryover Audits
Information Technology Audits	Review of District's Telework and Remote Access Policies and Procedures	<ul style="list-style-type: none"> • Confidentiality—ensure that remote access communications and stored user data cannot be read by unauthorized parties; • Integrity—detect any intentional or unintentional changes to remote access communications that occur in transit; and • Availability—ensure that users can access resources through remote access whenever needed. 	
	OneSource (SAP)	<ul style="list-style-type: none"> • Recurring validation of the effectiveness of HISD's SAP controls in place to carryout management's objectives for the District, in terms of finance, human resources, payroll, and other supported processes. • To verify that the SAP GRC review is conducted effectively. 	X
Information Technology (IT) Audits by 3rd Party	To be determined based on the 2020-2021 IT Risk Assessment. The CAE anticipates that there will be six to eight audits planned and completed.	To be determined based on the 2020-2021 IT Risk Assessment.	

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Legal Services
Elneita Hutchins-Taylor, General Counsel

SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY EL(LOCAL), CHARTER CAMPUS OR EXTERNAL PERFORMANCE CONTRACT SCHOOLS—SECOND READING

Revisions to Board Policy EL(LOCAL) will govern the granting of Houston Independent School District (HISD) authorized charters, pursuant to Chapter 12 of the Texas Education Code (TEC), to in-district campuses managed by HISD, or an external partner; and the granting of performance contracts to external schools in partnership with the district. The TEC permits school districts to grant four types of charters within the guidelines provided in law and policy, identified in the revised policy as: (1) District Campus or Program Charters, (2) External Campus Charters, (3) District Achievement Charters, and (4) District Cooperative Charters. HISD provides funding, oversight, and support to the schools that are governed under a charter agreement approved by the HISD Board of Education.

In addition to statutory charters, revised EL(LOCAL) recognizes external partnerships for educational services as External Performance Contract Campuses. Prior to current state law recognizing charter schools, HISD began its own charter school processes with both in-district and external schools. The revisions to EL(LOCAL) recognize these external campuses. These schools provide educational services to students under a performance contract with the district and are operated by an external chief operating officer or principal engaged by the external entity. Students attending these campuses are a part of HISD for purposes of enrollment numbers and the district's accountability rating. HISD provides funding, staff development opportunities, oversight, and support to these schools.

This agenda item updates the requirements, processes, and responsibilities of the district related to granting and monitoring charters, as well as External Performance Contract Campuses. The revisions incorporate recommendations from the Legislative Budget Board (LBB) Review, and recommendations from the Board Policy Committee and the administration.

Key policy revisions presented at First Reading include:

- Adding language from ELA(LOCAL) regarding “performance contract” requirements
- Adding language from ELA(LOCAL) regarding “oversight and evaluation” which includes a “monitoring system”
- Adding language from ELA(LOCAL) regarding placing a charter school on “probation”

- Adding language from ELA(LOCAL) addressing “revocation of a charter”
- Adding language from ELA(LOCAL) addressing “closure protocols”
- Adding language addressing the nonrenewal and termination of external performance contracts
- Adding language authorizing multi-year charter and performance contract agreements for an initial term of five years, as recommended by the LBB Review, with a rigorous review during the third year of the five-year term
- Contingent upon board approval, subsequent contract terms may be five years or longer. Subsequent contract terms of five years shall have a rigorous review during the third year of the contract term, and contract terms longer than five years shall have the review conducted a minimum of every five years
- Disclosure of board members of the external entity
- Notification of Nonrenewal or cancellation of the contract not later than October 31 that a contract will not be granted for the following school year
- Submission to the district of an annual review document not later than October 1 of each year that includes academic, staffing, vendor contracting, and staff development information from the previous year

Additional revisions requested during First Reading are included in this item. The additional policy revisions address the following:

- Enhanced financial audit requirements and oversight
- Increased financial oversight
- Disclosure of related party transactions
- Requirement for fair market value on facility rental transactions
- Enhanced language regarding academic performance metrics and expectations for student outcomes
- Requirement for parent/guardian notification that a school has been or may be placed on probationary status
- Requirement for teacher certification
- Commitment to equity for students
- Statement of nonprofit status or authorization by the Texas Education Agency to provide Virtual School Network Services

These revisions are intended to increase both academic and financial accountability, and in so doing, improve the educational outcomes and experience of students attending these schools.

COST/FUNDING SOURCE(S): None. District staff will implement and oversee these provisions.

STAFFING IMPLICATIONS: None. District staff identified by the superintendent will monitor the performance and compliance of the schools in the areas of academic and financial accountability.

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 REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education approves the proposed revisions to EL(LOCAL)—*Charter Campus or ~~Program~~ External Performance Contract Schools* on second reading, effective June 12, 2020, with the exception that existing external performance contracts will be amended consistent with prior Board directives provided on May 14, 2020, existing contract rights, and the mutual agreement of the parties.

CHARTER CAMPUS OR EXTERNAL PERFORMANCE CONTRACT PRO-
GRAMSCHOOLS

EL
(LOCAL)

The Board recognizes four types of "Charters" pursuant to Chapter 12 of the Texas Education Code.

The four types will be referred to as:

1. District Campus or Program Charter: Parent/guardian/teacher initiated program or campus charter on district campuses;
2. External Campus Charter: District initiated program or campus charter for a new district campus, or a program that is operated by an external entity that enters into a contract with the District;
3. District Achievement Charter: District initiated charter for campuses serving not more than 15% of the district's total student enrollment or for any campus receiving the lowest performance rating; and
4. District Cooperative Charter: Parent/guardian/teacher initiated program charter at two or more campuses for a cooperative charter program.

In addition to these statutory charters, the Board recognizes external partnerships for educational services as External Performance Contract Campuses. These schools/campuses provide educational services to students and are operated by an external Chief Operating Executive Officer (CEO) or principal under an External Performance Contract (performance contract) with the District.

The Board shall consider an application for a campus charter or campus program charter, program or cooperative charter, or a response to a Request for Proposals Request for Qualifications (RFQ) for an External Performance Contract Campus, if the applicant:

1. Follows the application/~~RFPRFQ~~ process established by the District.
2. Supplies evidence to the Board that the applicant will comply with the statutory and District requirements for a campus charter or campus program charter External Performance Contract Campus.
3. Supplies For campus, program, or cooperative charters, supplies the Board with a petition signed by the parents/guardians of more than 50 percent of the students and by more than 50 percent of the teachers at a campus.

An external entity may propose

CHARTER CAMPUS OR EXTERNAL PERFORMANCE CONTRACT PRO-
GRAMSCHOOLS

EL

(LOCAL)

~~Once a charter to the Board to be established under a charter or performance contract with the District.~~

~~A~~ is granted, a campus or program for which a charter or perfor-
mance contract is granted is exempt from the instructional and ac-
ademic rules and Board policies as specified in the charter agree-
ment or performance contract and retains the authority to operate
under ~~this the terms of the charter~~ only agreement or performance
contract, if the students at the campus or in the program perform
satisfactorily as provided by the charter agreement or performance
contract.

**COMPLIANCE WITH
LAW**

~~Campus charters~~ Charters and ~~campus program charters~~ External
Performance Contract Campuses shall comply with all federal law
and with state law governing such charters/campuses and shall be
secular. [See EL(LEGAL)]

**APPLICATION
PROCESS**

When a Request for ~~Proposals~~ Qualifications (RFPQ) is issued, the
Superintendent or designee shall schedule an informational meet-
ing for anyone expressing interest in establishing a charter ~~campus~~
or ~~charter program~~ External Performance Contract Campus, in-
cluding parent/guardian/teacher initiated charters, and external en-
tities applying to partner with the District as an External Perfor-
mance Contract Campus. ~~Applications and petition forms for~~
~~charter campuses and charter programs shall be available in the~~
~~Superintendent's or designee's office and online, in accordance~~
~~with the time line~~ timelines established by the RFP.

The following applies to External Performance Contract Cam-
puses:

~~Applicants shall respond to the RFQ in accordance with procure-~~
~~ment guidelines and procedures established by the Purchasing~~
~~Services department. present a draft of the application to the Su-~~
~~perintendent or designee in accordance with a time line~~ timeline es-
established in the RFP. The Superintendent or designee shall work
with the applicants in completing the application process.

~~A public forum shall be held to allow the applicants an opportunity~~
~~to present their proposals to the Board and to the community prior~~
~~to formal consideration by the Board.~~

Final applications and petitions for ~~campus charters~~ or ~~campus~~
~~charter programs~~ and External Performance Contract Campuses
shall be submitted to the District prior to the deadline established in
the ~~RFP RFQ for a charter~~ in order to be considered by the Board
to begin the following school year.

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CONTENT OF FINAL
APPLICATION

A final application for a ~~campus~~-charter or ~~campus program~~-char-
~~ter~~External Performance Contract Campus shall include the follow-
ing:

1. The purpose and need for ~~such a campus or program~~the charter/External Performance Contract Campus;
2. ~~The~~With respect to charter programs, the unique distinction between the proposed program and the District's current program;
3. A mission and goals statement and, with respect to External Performance Contract Campuses, the vision and operational structure of the school campus or program;
4. The curriculum to be offered;
5. A plan for measuring student achievement;
6. A financial plan, which includes a projected budget for operating the campus or program;
- ~~6-7.~~ A governance and decision-making plan, including a list of local Board policies which shall apply, as well as a list of local policies the applicant is requesting the Board to waive;
- ~~7-8.~~ An enrollment and withdrawal process that utilizes District enrollment forms and application dates;
- ~~8-9.~~ A plan for maintaining and reporting PEIMS data in accordance with state requirements;
- ~~9-10.~~ Discipline procedures;
- ~~10-11.~~ A safety and security plan;
- ~~11-12.~~ A plan for providing facilities, food and student transportation;
- ~~12-13.~~ A facility and maintenance plan that includes routine maintenance as well as emergency procedures for managing potential danger to the health and safety of students and employees;
- ~~13-14.~~ An employment plan consistent with federal and applicable state guidelines, due process requirements, and contract non-renewal and termination procedures; and
- ~~14-15.~~ The role of the ~~chief operating officer~~CEO of the school campus or program who is responsible for personnel, the budget, purchasing, program funds, and other areas of management; and

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~~15-16.~~ The governance and decision-making plan, including governing board structure, campus leadership and management structure, and organization chart.

Applicants shall submit with the application the required parent/guardian/teacher petitions, if applicable, indicating evidence of support for the approval of a campus charter or campus program charter.

CONTENT OF
CHARTER

A charter

Charter schools or programs shall be governed by a formal, written ~~contract~~ Charter (governing charter) that is approved by the Board.

A governing charter shall be established as a written agreement between the District and the charter signed by the HISD Board President, the Superintendent, and the eChief oExecutive perating Officer of the campus charter or campus charter program. ~~charter.~~ The governing charter shall have a term of ten years, and shall have all content required by state law. The governing charter may, from time to time be amended by approval of the parties and in compliance with the requirements of state law.

~~Each~~ A In addition to the governing charter, the parties shall execute a charter contract. ~~charter shall:~~

~~1. Satisfy~~ contract will be approved by the requirements of parties in addition to the law governing campus charters or campus charter programs. Each charter contract shall:

1. Comply with all applicable federal and state laws and regulations.
2. Include the items listed in the application, with any modifications required by the Board.
3. Stipulate a term length of not less than five years for the charter contract.
4. Establish a date for review or renewal of the charter- contract.
5. Establish performance standards aligned to the state accountability system and HISD Board goals.

CHARTER
MONITORING

Charters shall provide information and data to the District as required. Annually, the Superintendent shall provide an evaluation to the Board of each Charter against the performance standards established by the charter contract.

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PROVISIONS FOR
REVOCAION
CHARTER
CONTRACT
RENEWAL

The ~~Board~~District shall publish the renewal application process, including the renewal criteria and timelines.

As part of the renewal application process, the District may ~~revoke~~ provide each charter if it finds, in advance of the renewal decision, a cumulative report that the charter summarizes the charter's performance record over the contract term and states the District's summative findings concerning the charter's performance and its prospects for renewal.

EXTERNAL
PERFORMANCE
CONTRACT
CAMPUSES

External Performance Contract Campuses shall be governed by a contract that is approved by the Board. If an External Performance Contract Campus operator has multiple campuses, separate performances contracts shall govern each campus.

Once an external entity is approved by the Board, the Board shall execute a written performance contract for each campus or charter program, which includes provisions as required by law, and which establishes the legally binding terms under which the campus will operate and be evaluated during the contract term and for renewal.

1. ~~Violates a provision of applicable state or federal law.~~
2. ~~Violates a provision of the charter.~~

Fails to meet

Each External Performance Contract shall address the material terms of the campus's operation as required by law. Each External Performance Contract shall be granted for an initial period of five years with a comprehensive and rigorous review during the third year of the contract term.

Furthermore, each External Performance Contract shall:

1. Include, but not be limited to, the following metrics:
 - a. Annual Academic performance expectations and goals, including specific annual ~~S~~student achievement targets aligned to the state accountability system, and Board goals;
 - b. Core academic model-specific milestones;
 - c. Specific consequences in the event the campus does not meet the annual academic performance expectations and goals identified in the performance contract;
 - e.d. Expectations for appropriate access, education, support services, and outcomes for students with disabilities;
 - d.e. Operational performance milestones; ~~and~~

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~~e.f. Annual financial performance expectations and goals, including an annual Operational Financial audit requirements that assess that is in compliance with generally accepted accounting standards-principalsles (GAAP) for fiscal management.; and~~

~~g. Specific consequences in the event the campus does not meet operational performance milestones or the annual financial performance goals and expectations identified in the performance contract.~~

**REVOCATION
PROCEDURE**

~~2. The Superintendent shall investigate any allegation that a charter campus~~ Establish an annual process for reporting and reviewing the performance contract, and a renewal, probation, or program has violated federal or and termination ~~revocation~~ process for the performance contract by the Board;

~~3. Comply with all applicable federal and state law/laws and regulations and the requirements of this policy; and~~

~~3-4. Include the items listed performance requirements identified in the application and this policy, with any modifications required by the Board-;~~

~~4-5. Include an annual review of academic, financial, and operational performance; and~~

~~6. Include a program description.~~

Contract Renewal Upon the expiration of a performance contract, and contingent on Board approval, subsequent contract terms may be five years or longer. Subsequent contract terms of five years shall have a comprehensive and rigorous review during the third year of the contract term. Contract terms longer than five years shall have the review conducted a minimum of every five years.

Performance ~~In accordance with law, T~~the Board shall renew a performance contract only if the Board finds that the contracting entity has substantially fulfilled its obligations and met the performance standards in the contract, or provisions of the charter~~has showed progress~~ and provided to the Chief Academic Officer a plan to meet the performance standards and applicable law.

The Board shall consider the following, in addition to other factors specified in the performance contract:

1. Multiple years and measures of performance against the performance standards and expectations established in the performance contract and applicable law;

2. Financial audits;

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3. Performance and compliance reports, including site visit re-
ports, if applicable; and

4. The school's-campus's performance on corrective action
plans or ~~fail~~other required interventions, if necessary.

NONRENEWAL OF
PERFORMANCE
CONTRACT

The Board may choose not to renew an External Performance
Contract for any of the following reasons:

1. Failure to meet student performance standards or other ob-
ligations in the performance contract;

2. Failure to meet ~~generally accepted accounting principles~~
(GAAP) as evidenced by a ~~untimely financial reporting and reconc-~~
~~iliations, and/or a qualified opinion on the Campus' audited finan-~~
~~cial statements-a qualified opinion on the audit;~~

3. Material weaknesses or significant deficiencies deemed high risk
by the District's Chief Financial Officer;

4. Failure to submit audit report by the due date;

~~3.5.~~ Any reason provided in the performance contract;

4.6. Violation of any provision of the performance contract or ap-
plicable state or federal law; or

~~5.7~~ Other reason[s] as determined by the Board.

Notification If the Board decides not to renew an External Performance Con-
tract, the Board shall authorize the Superintendent to notify the
campus of the action in writing no later than October 31, in the final
year of the campus performance contract. The notice shall include
the reasons for the action and the effective date of the nonrenewal,
which shall be no later than the end of the current school year.

STANDARDS The performance contract shall include additional performance
standards ~~identified in this policy for established by the Board, in-~~
cluding expectations for academic performance, short-term finan-
cial performance, long-term financial stability, and operational and
governance performance. The standards shall also address expec-
tations for appropriate access, education, support services, and
outcomes for students with disabilities.

The performance contract shall ~~also~~ generally identify state and
federal laws applicable to public schools with which the campus
must comply. The contract shall also include a list of District

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policies with which the campus must comply. The list of policies shall include:

- FFH(LOCAL): Student Welfare, Freedom from Discrimination, Harassment, and Retaliation;
- DAA(LOCAL): Employment Objectives, Equal Employment Opportunity and accompanying regulations;
- DBAA(LOCAL): Employment Requirements and Restrictions, Criminal History and Credit Reports;
- DI(LOCAL): Employee Welfare;
- DIA(LEGAL) and DIA(LOCAL): Employee Welfare, Freedom from Discrimination, Harassment, and Retaliation and accompanying related regulations;
- DG(LEGAL): Employee Rights and Privileges; and
- DGA(LEGAL) and DGA(LOCAL): Employee Rights and Privileges, Freedom of Association;
- FFI(LEGAL) and FFI(LOCAL): Student Welfare, Freedom from Bullying;
- CQ(LEGAL) and CQ(LOCAL): Use of Technological Resources;
- FFH(LOCAL): Student Welfare, Freedom from Discrimination, Harassment, and Retaliation Prohibition against discrimination, including gender identity; and
- AE(LOCAL): Educational Philosophy, but limited to only the sections *Goals and Progress Measures* and *Constraints and Constraint Progress Measures*.

All prekindergarten through fifth-grade teachers at External Performance Contract Campuses shall be certified. All core subject teachers at middle schools and high schools at External Performance Contract Campuses shall also be certified. Core subjects shall include:

Bi-Lingual Education

English as a Second Language

English

English Language Arts

Mathematics

Reading

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Social Sciences

Social Studies

Science

Special Education

To comply with the certification requirements, qualified candidates may participate in alternative certification programs (ACP) approved by the ~~District~~ Texas Education Agency (TEA), including ACP programs sponsored by the District. An individual seeking to participate in an ACP program may serve as a teacher for one year while on an emergency permit. An individual participating in an ACP program, may be hired as a teacher on a probationary certificate in the appropriate field for not more than two years.

Equity

The Board is committed to providing access and resources so that there is equity for all students across the District. It is the Board's expectation that all External Performance Contract Campuses shall embrace this philosophy as well. The performance contract shall include a statement that the campus agrees to promote equity for all students.

Oversight and
Evaluation

Monitoring System

The Board shall implement a comprehensive performance accountability and compliance monitoring system that is aligned with the Board's performance standards and provides the Board with the information necessary to make rigorous, evidence-based decisions regarding performance contract renewal, termination and probation or other interventions. This monitoring system shall be based on and aligned with academic, financial, operational, and governance standards set forth in the performance contract.

The District shall require each External Performance Contract Campus to report its performance separately and shall hold each campus accountable for its performance. External Performance Contract Campuses shall provide information and data to the District as required by the District.

To the extent possible, the Board shall minimize administrative and compliance burdens on External Performance Contract Campuses and focus on holding campuses accountable for outcomes rather than processes.

The Board recognizes each External Performance Contract Campus as an independent entity working with the District to best serve

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the academic and social/emotional needs of students. Responsible use of public resources, including funding to campuses is an important part of operating with maximum effectiveness and efficiency. With this in mind, the Board expects reasonable transparency from External Performance Contract Campuses in academic, financial, and operational activities.

Data Collection

fiscal management. The
Financial
Accountability

External Performance Contract Campuses shall provide information and data to the District as required by the District.

The District shall require each External Performance Contract Campus to report its performance separately and shall hold each campus accountable for its performance.

External Performance Contract Campuses are expected to utilize accepted accounting standards and maintain sound financial status. In developing financial metrics and requirements for External Performance Contract Campuses, the District shall be guided by the TEA *Financial Accountability System Resource Guide* or similar TEA guidance.

No later than twenty (20) business days after receipt of the first payment from the District during a school year, and no later than ten (10) business days after receipt of the second and third payments, as set forth in the payment schedule incorporated in the compensation section of the performance contract, the contracting entity will provide to HISD an affidavit signed by the President or CEO of the External Performance Contract Campus attesting that there are sufficient funds in the External Performance Contract campus's accounts to pay for ongoing expenses, including teacher and staff payroll, administrative overhead, utilities, rental or mortgage costs, and all other costs associated with the operation of the campus, until receipt of the next scheduled payment from the District. The affidavit shall be submitted to HISD's Charter School Office for collection, and subsequently shall be submitted to the HISD Chief Financial Officer for review.

As part of the District's oversight in financial and operational matters, the District reserves the right to engage its Internal Auditor, or an external audit firm, to perform audits of External Performance Contract Campuses as may be deemed necessary by the administration or the Board. Such audits may be informal in nature and directed at specific areas of concern. These audits may occur without

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advanced notice to the campus. The audits may result from financial or operational complaints presented to the administration or to the Board by staff or parents/guardians of students at the campus. External Performance Contract Campuses will be afforded a reasonable opportunity to assemble requested information and confer with their own auditors or other advisors.

Annually an External Performance Contract Campus shall have, at its own expense, its fiscal management. The accounts audited by a certified or public accountant (CPA) holding a permit from in good standing with the Texas State Board of Public Accountancy No later than 150 days after the close of the fiscal year, the contracting entity shall deliver the audit report to the Board.

The name and professional qualifications of the CPA(s) must be submitted to the administration not later than November 1 of each academic year. The External Performance Contract Campus must also provide a statement disclosing whether the auditor is related to the CEO of the campus or a member of the campus's board of directors within the third degree of consanguinity. External Performance Contract Campuses may submit more than one potential auditor for review. The District's Internal Auditor shall review the qualifications of the campus's auditor or auditing firm, as well as the disclosure statement of relationship, and report to the District Chief Financial Officer whether the campus's auditor or auditing firm is satisfactory. If the auditor or auditing firm is deemed unsatisfactory by the District's Internal Auditor, the External Performance Contract Campus shall have an additional 15 calendar days after being notified to submit another auditor or auditing firm for review. If no auditor or auditing firm is approved by December 15, it will be noted in the External Performance Contract Campus's performance review, and the campus must then choose another auditor from a list of HISD approved auditors. Any change in an approved auditor or auditing firm after the November 1 submission date must be due to unforeseen or emergency circumstances. The substitution must be approved by the District Internal Auditor.

No later than 150 days after the close of each campus's fiscal year, the External Performance Contract Campus shall deliver the audit report to the Board-HISD Chief Financial Officer. If the report identifies any material weaknesses or significant deficiencies, the campus must also deliver to HISD's Chief Financial Officer a plan and timeline for resolving the material weakness or significant deficiencies. The plan must be approved by HISD's Chief Financial Officer and included in the District's annual evaluation of the campus.

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~~Annually, at a time established by the administration and communi-~~
~~cated to the schools Campuses, the following information must be~~
~~provided:~~

~~;~~ and

~~3. Unqualified financial audit for the previous school year per-~~
~~formed by a certified public accountant using accepted ac-~~
~~counting principles.~~

~~Additional financial information may be requested by the District if~~
~~the District deems it is in the best interest of the parents/guardians~~
~~and students to review such information. Financial information must~~
~~be submitted timely as a part of the contract renewal process.~~

~~Schools External Performance Contract Campuses are required to~~
~~notify the HISD Office of the Superintendent shall hold and HISD~~
~~Chief Financial Officer immediately upon becoming aware of a finan-~~
~~cial exigency or unexpected financial circumstances that may impact~~
~~the operation of the school campus.~~

External Performance
Contract Evaluation
and Reports

~~The Superintendent or designee shall develop a school campus~~
~~performance framework aligned to the state accountability system~~
~~by which External Performance Contract Campuses shall be evalu-~~
~~ated annually. Performance objectives shall include, at minimum,~~
~~but not be limited to, student proficiency, academic growth, and col-~~
~~lege-readiness metrics. Additional objectives as well as a timeline~~
~~may be developed for new performance campuses established at~~
~~existing performance schools that do not meet state accountability~~
~~standards.~~

~~The school campus performance framework shall inform the devel-~~
~~opment of tentative performance contract metrics approved by the~~
~~Board for all External Performance Contract Campuses. Board de-~~
~~cisions related to performance contract renewal, probation, or reve-~~
~~cation termination shall be based on the school campus perfor-~~
~~mance framework.~~

~~Annually, the Superintendent shall provide to the Board an evalua-~~
~~tion of each External Performance Contract Campus against the~~
~~performance standards established by the performance contract or~~
~~law. The evaluation shall include a review of academic, operational,~~
~~and financial performance. The administration shall provide a copy~~
~~of the evaluation report to parents/guardians of students at the~~
~~campus.~~

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At least bi-annually, District staff shall conduct a walk-through to determine whether campus facilities are adequate for student needs. This information shall be included in the annual evaluation.

Evaluation results shall be provided to the campus's governing body and leadership in a written report that summarizes compliance and performance, including areas of strength and improvement. The results of all evaluations shall be made accessible to the public and available on the District website.

Disclosures and
Annual Reviews

Each External Performance Contract Campus shall provide to the district an annual disclosure ~~review~~ due on October 1. The disclosure ~~review~~ shall include:

1. Contact information of the CEO, including email address;

2. Disclosure of the names of board members/officers and their contact ~~their~~ information;

3. Disclosure of relatives of the CEO within the third degree of consanguinity or affinity receiving compensation and/or serving as board members, including relatives of any CEO or board members who have served within the last three years.

4. Disclosure of ownership and/or lease of the campus facility, which shall include: (a) the amount paid annually for use of the premises, (b) the term of the lease, (c) the fair market value of any lease payments, (d) any familial or business relationship of the CEO and campus board member[s] to the owner or lessor of the facility, and (e) other information deemed relevant by the administration;

5. A statement that the External Performance Contract Campus has maintained its status as an organization that is an "eligible entity" pursuant to Texas Education Code Section 12.101(a)(3), specifically that it is one of the following:

(a) an institution of higher education as defined under Section Texas Education Code Section 61.003;

(b) a private or independent institution of higher education as defined under Texas Education Code Section 61.003;

(c) an organization that is exempt from taxation under Section 501(c)(3), Internal Revenue Code of 1986 [26 U.S.C. Section 501(c)(3)]; or

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(d) a governmental entity.

Additionally, a campus may be an entity eligible to provide electronic courses through the Texas Virtual School Network pursuant to Chapter 30A of the Texas Education Code.

6. Disclosure of any related party transactions, which shall be defined as a contract or arrangement between two parties who are joined by a preexisting business relationship or common interest;

4.7. Administrative staffing model for the previous year and the current year;

8. Salary schedule of all employees for the current school year;

9. Budget for the current school year-upcoming school year;

10. Model for serving special needs students;

11. Disclosure of vendor contracts; and disclosure of whether the vendor is related within the third degree of consanguinity or affinity to the CEO or board members;

12. Summary of academic results in a format provided by district administration;

13. Goals for the current school year developed in conjunction with the district based on academic results from the prior year; and

14. Staff development training provided to teaching staff for the previous school year; and

15. The governance and decision-making plan, including governing board structure, campus leadership and management structure, and organization chart.

The administration shall provide to the schools campuses the format and process for submission of the ~~review~~ review annual disclosure not later than August 1 of each year.

Campus Autonomy In accordance with law and the External Performance Contract, the Board shall support the campus's authority over its campus(es) day-to-day operations.

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The performance contract shall define the scope of operational and decision-making autonomies, at minimum, in the areas of, but not be limited to:

a. Curriculum and instruction;

b. Staff selection and professional development; and

c. Administrative procedures

Conflicts of Interest The District and the external operating partner shall comply with applicable conflict of interest provisions in law.

Intervention The District shall give timely notice to the campus of any violations of the performance contract or performance deficiencies justifying formal intervention. The notice shall identify in writing the concerns, and, if applicable, the time frame for remediation. The notice may include additional consequences if any of the concerns are not remedied within the stated timeline.

Depending on the severity of the concern or deficiency, the Board or Superintendent may place an External Performance Contract Campus on probation or terminate the school's campus's performance contract, in accordance with the terms of the contract and applicable law.

Probation

Criteria

Procedure

An External Performance Contract Campus may be placed on probation for the following four reasons:

a. Academic deficiencies;

b. Financial or operational deficiencies;

c. Persistent violation(s) of contractual obligations; or

d. Allegations of violation(s) of law or other serious misconduct/mismanagement;

In the event of any indication or allegation that an External Performance Contract Campus has committed a violation of law or the performance contract serious misconduct/mismanagement that may warrant probation, the District shall take the following steps:

1. The Superintendent administration shall investigate the allegations and hold a conference with the eChief operating Executive eOfficer-CEO and governing body of the charter campus or program to discuss any such allegation the allegations.

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2. If the Superintendent administration determines that a violation of law or serious misconduct/mismanagement has occurred, the ~~eChief operating~~Executive ~~eOfficer~~CEO of the charter campus or program shall respond to the allegation at a public hearing at the next regularly scheduled Board meeting. The Superintendent shall ensure that the issue is on the agenda, or at a time to be determined by the Board President.

3. The Board shall hear the presentation and take action, if necessary, to place the charter campus or program school External Performance Contract Campus on probation.

4. Once the Board places a campus on probation for a violation of law, or serious misconduct/mismanagement, the administration shall develop a corrective action plan as appropriate, provide training, and take other measures to remedy the deficiencies. Parents/guardians of students at the impacted campus shall be notified that the campus has been placed on probation.

5. If the administration determines that a campus placed on probation because of violations of law or serious misconduct/mismanagement has taken sufficient corrective measures to be removed from probation, a written notification shall be sent to the Board, and an Agenda item prepared for consideration by the Board to remove the probationary status of the campus. The Chief Executive Officer and parents/guardians of students at the impacted campus shall be notified of the date and time of the Board meeting at which the probationary status of the campus will be considered, as well as the outcome of the meeting.

If the Board decides to consider revocation of the charter, it shall schedule a public hearing to be held on the campus where the program is located.

The Superintendent may place an External Performance Contract Campus on probation, as permitted by the performance contract, for failure to meet academic performance standards, including, but not limited to, the following:

1. Failure to meet or make sufficient progress on Board goals and constraints;
2. Failure to meet or make sufficient progress on academic metrics included in the performance contract;
3. Significant decrease in multiple state accountability measures; and

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4. Any other academic performance deficiencies as determined by the administration.

The administration shall annually review performance standards included in the contract, and the overall academic performance of the campus, in making a determination about probationary status.

At any point during the school year, if the administration determines that an External Performance Contract Campus is not making sufficient progress after receiving District support, including professional development, coaching sessions, and other remedial action, the Superintendent may place the campus on probation and shall notify the Board of such action in writing.

If a decision is made to place a campus on probation for academic reasons, the External Performance Contract Campus's Chief Executive Officer shall be notified in writing of such status. -Parents/guardians of students attending the campus shall be notified in writing no later than ten days after the Chief Executive Officer is notified. Notifications to the Chief Executive Officer and parents/guardians shall include the reasons for probationary status. The notifications shall also include information about goals, actions to be taken, and progress that must be achieved in order to be removed from probation. A reasonable timeline to achieve these measures should also be included in the notification letters. -The administration shall schedule a parent meeting at the campus if it is placed on probation.

Once notified of placement on probation, the campus must take action to remedy the identified violations or underperformance and report on the status of its corrective actions in accordance within the timeline for remediation established by the District.

Once a campus is placed on probation, the District shall establish a timeline for monitoring the campus's corrective actions and reevaluating the campus's status to determine when the campus may be removed from probation or whether to consider revocation.

If the Superintendent determines that a campus placed on probation because of academic deficiencies has taken sufficient corrective measures, and has made sufficient academic progress, to be removed from probation, a written notification shall be sent to the Board. Notice shall also be sent to the

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campus's Chief Executive Officer and to parents/guardians of
students at the campus.

REVOCATION/TERMINATION
OF CHARTER, CHARTER
CONTRACT OR
EXTERNAL PERFORMANCE
CONTRACT

Criteria	<p><u>The Board may revoke a campus or program charter or terminate a charter contract or an external performance contract as permitted by law or the charter, charter contract, or external performance contract for failure to meet performance standards.</u></p> <p><u>The Board shall revoke a charter or terminate a charter contract or external performance contract if the District finds clear evidence of a campus's/charter's persistent or serious non-performance or violation of law, the charter, charter contract or external performance contract, or the public trust in a way that imperils students or public funds, including any of the following:</u></p> <ol style="list-style-type: none"><u>1. Persistent or serious misconduct, or violation of applicable state or federal law;</u><u>2. Persistent or serious violation of a provision of the charter, charter contract or external performance contract;</u><u>3. Persistent or serious failure to meet GAAP, as evidenced by untimely financial reporting and reconciliations, and/or a qualified opinion on the charter's or performance contract campus's audited financial statements;</u><u>4. Persistent or serious failure to improve student academic achievement for all any student groups;</u><u>5. Persistent or serious failure to improve operational or management deficiencies;</u><u>5. 6. Failure for three consecutive years to meet the academic or financial accountability standards outlined in law;</u><u>6. 7. Failure for three consecutive years to meet the academic or financial performance standards established in the charter, charter contract or external performance contract; or</u><u>7. 8. Multiple placements on probation as specified in the charter, charter contract or external performance contract.</u>
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Procedure for
Revocation of Charter
or Termination of Charter
Contract or External
Performance Contract

In the event of an indication or allegation that may warrant
charter revocation, charter contract termination or external
performance contract termination, the District shall take the
following steps:

1. The Superintendent shall investigate the allegations and
hold a conference with the ~~Chief Executive Officer~~ and
governing body of the charter/External Performance Contract
Campus to discuss the allegations.

2. If the Superintendent determines that a violation or mis-
management has occurred, the ~~Chief Executive Officer~~ of
the charter or External Performance Contract Campus shall
respond to the allegation at the next regularly scheduled
Board meeting, or at a time determined by the Board Presi-
dent.

3. The Board shall hear the presentation and take action, if
necessary, to revoke the charter or terminate the charter con-
tract or external performance contract. If the Board decides to
revoke the charter or terminate the charter contract, it must
provide an opportunity for a public hearing as required by law
or this policy.

In the event of a health or safety concern, the Board may im-
mediately suspend charter operations before revocation or
termination takes effect.

Notification

If In the event the Board decides to revoke a charter or termi-
nate a charter contract or external performance contract, prior
to the final year of a multi-year contract, the Board shall notify
the ~~Chief Executive Officer~~ of the action in writing not later
than October 31 of the school year that the revocation or ter-
mination becomes effective, which is at the end of the school
year. However, in the event of an emergency closure due to
health, safety, or other exigent circumstance, a school may be
notified of closure at any time. The notice shall include the
reasons for the termination and the effective date of the termi-
nation, which shall be no later than the end of the current
school year or may be effective immediately in the event of a
health or safety concern.

CHARTER CAMPUS OR EXTERNAL PERFORMANCE CONTRACT PRO-
GRAMSCHOOLS

EL
(LOCAL)

**Nonrenewal/Revocation/
Termination Protocol**

In order to facilitate the transition of students attending schools whose charters or contracts have been non-renewed, revoked or terminated, the District will independently notify parents/guardians affected by the non-renewal/revocation/termination within 10 calendar days after notification to the CEO of the charter/External Performance Contract Campus. The Administration shall assist students and their families by providing information about their home campuses, as well as by providing assistance navigating the School Choice options and processes.

Each charter campus or program ~~For External Performance Contract Campus~~ shall include a detailed protocol to apply if the Board decides to revoke a charter, not to renew or to terminate a charter contract or external performance contract. The District shall facilitate timely notification to parents including assistance in finding new educational placements; orderly transition of student records to the District; and disposition of funds, property, and assets in accordance with law. In the event of revoking a charter or nonrenewing or terminating a charter contract or external performance contract, the District shall oversee and work with the governing board and leadership to carry out the protocol.

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Human Resources
Julia Dimmitt, Chief Human Resources Officer

SUBJECT: APPROVAL TO WAIVE BOARD POLICY BF(LOCAL), BOARD POLICIES, AND APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY DED(LOCAL), COMPENSATION AND BENEFITS: VACATION AND HOLIDAYS—FIRST READING

This agenda item requests board approval to revise DED(LOCAL) regarding vacation day carryover. The pandemic has prompted the recommended revision to this local policy on employees' unused vacation days:

- A description of vacation accrual during an employee's first year is added, putting into policy the district's established practice.
- The added paragraph asks that "The Board extends to the Superintendent authority to allow all eligible employees the opportunity to carry vacation over the maximum, up to 50 days."
- In addition, the phrase "In cases of unforeseen or unusual circumstances" is recommended for deletion, as the ability to carry over 30 vacation days has become standard practice and an increase to 50 days is proposed.

Board Policy BF(LOCAL), *Board Policies*, states, "Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if circumstances demand an immediate response." By waiving the two readings required in BF(LOCAL), the board will make the updated version available for immediate publication in the *Policy On Line* manual.

The proposed changes are noted 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 REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education waives Board Policy BF(LOCAL), *Board Policies*, and approves the proposed revisions to Board Policy DED(LOCAL), *Compensation and Benefits: Vacation and Holidays*, on first reading, effective June 12, 2020.

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

**Vacation Leave —
12-Month Employees
Only**

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 ~~as follows and shall not exceed a maximum of ten days 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:

1–9 years of continuous service	2 weeks (10 days)
10–18 years of continuous service	3 weeks (15 days)
19 years or more of continuous service	4 weeks (20 days)

Employees shall be expected to use vacation days in the year in which they are earned. ~~In cases of unforeseen or unusual circumstances, e~~Employees may accumulate and carry over vacation days for a total maximum of ~~30-50~~ 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.

~~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.~~

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

Office of Academic Services
Yolanda Rodriguez, Interim Chief Academic Officer

**SUBJECT: PROPOSED REVISIONS TO BOARD POLICY EHBB(LOCAL),
SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS—FIRST
READING**

Board Policy EHBB(LOCAL), regarding the district's gifted and talented programs and services, was reviewed to bring the provisions in line with current district practices and to satisfy policy requirements from the Texas Association of School Boards (TASB). This agenda item is being submitted to request board approval to update the policy as recommended below:

- Sections have been added/updated to clarify language and/or reflect current practices and compliance with the TASB update, House Bill 3, and/or Texas State Plan for Education of Gifted/Talented Students for:
 - Assessments, Parental Consent, and Identification,
 - Identification,
 - Reassessment,
 - Transfer Students,
 - Gifted Education Plans (GEPs)
 - Furloughs,
 - Appeals,
 - Family and Community Involvement,
 - Program Evaluation, and
 - Use of Funds
- Clarity was provided for Gifted Education Plan implementation timeline expectations

The proposed changes are noted 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 3: Rigorous Instructional Standards and Supports and 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 accepts the proposed revisions to Board Policy EHBB(LOCAL), *Special Programs: Gifted and Talented Students*, on first reading.

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

**Advanced
Academics (Gifted /
Talented) Program**

The District believes that every student deserves a stimulating curriculum and the opportunity to excel; therefore, a comprehensive advanced academics program shall be provided to any student in kindergarten–grade 12 who meets the statutory definition of “gifted and talented student.” [See EHBB(LEGAL)]

NominationReferral

Any District-enrolled student may be ~~nominated~~ referred at any time for the District’s gifted and talented (GT) program by the following persons: teachers, counselors, students (self-referral), ~~and~~ parents of children in kindergarten–grade 12, and other interested persons.

**Student Assessment
and Identification**

The District believes that application and assessment procedures should be consistent, credible, and uniformly applied to all students. Instruments and procedures used to assess students for program services shall measure diverse abilities and intelligences and provide students with an opportunity to demonstrate their talents and strengths.

The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year.

Written procedures include provisions regarding the appeals of District decisions on program placement, furlough, and transfer of students.

Written documentation shall be disseminated to all parents and shall include the following:

1. Procedures on student identification for GT programs; and
2. Additional provisions regarding furloughs, transfer students, and appeals of District decisions regarding program placement.

Assessments

Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Instruments and procedures used to assess students for program services shall measure diverse abilities and intelligences and provide students with an opportunity to demonstrate their talents and strengths. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.

Parental Consent

The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL(LEGAL and LOCAL).

Identification

A selection committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the GT program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law.

The Board-approved program for GT shall establish criteria to identify GT students. The criteria shall be specific to the state definition of GT and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

Definition

Gifted Education
Plan

The term "gifted education plan" (GEP) means a written statement for each student who qualifies for gifted education that includes:

1. A statement of the student's present levels of academic achievement;
2. A description of how the student's education shall be differentiated based on GT identification results and past academic performance; and
3. A statement of the curricular modifications or supports for school personnel that shall be provided for the student.

GT Committee

A campus shall have a GT committee for the purpose of implementing the District's GT programs in accordance with 19 Texas Administrative Code 89.1 and Board policy. The responsibilities of the campus GT committee include:

Responsibilities

1. Determination of eligibility for GT services under the GT label based on District-established criteria; and
2. Development of the student's GEP.

Appeals of District decisions regarding program placement shall be in accordance with FNG(LOCAL) as well as the Elementary and Secondary School Guidelines.

Committee
Members

A campus shall ensure that each GT committee meeting includes all of the following:

1. At least two local-campus certified educators who have received training in the nature and needs of gifted students; and
2. At least one campus-based administrator.

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

Committee Meetings	<p>A campus shall initiate and conduct GT committee meetings for the purposes of developing, reviewing, and revising the GEP of a student who qualifies for gifted education. The committee shall review each student's GEP, and, if appropriate, revise it. A meeting must be held for this purpose at least once a year until the student is in grade 8.</p> <p>A "meeting" does not include informal or unscheduled conversations involving District personnel and conversations on issues such as teaching methodology, lesson plans, or coordination of service provisions if those issues are not addressed in the student's GEP.</p>
Notification	<p>Parents and students shall be notified in writing of selection or rejection for the gifted program. Participation in any program or services provided for gifted students is voluntary. The District shall obtain written permission from a parent before a student is placed in a gifted program.</p>
Reassessments	<p>The District shall not perform routine reassessments unless requested by a parent or guardian. <u>If the District reassesses students in the GT program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle-school grades, and once in high-school grades. The District shall not perform routine reassessments unless requested by a parent or guardian.</u></p>
Transfer Students <u>Interdistrict Out-of-District</u>	<p>When a student identified as gifted by a previous school district transfers into the District, <u>the GT Office shall review the student's records, and conduct shall be reviewed assessment procedures, when necessary, to determine if placement in the District's program for GT students is appropriate. The GT Office shall make a recommendation to the campus by the District's gifted/talented office, with a recommendation forwarded to the campus selection committee to determine whether placement in the District's program for GT students is appropriate.</u></p> <p>The committee <u>GT Committee</u> shall make its determination within 30 days of receiving GT transfer records and shall base its decision on the recommendation of the GT office and the collection of additional screening criteria as needed. The parent shall be notified in writing of the placement decision.</p> <p><u>[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children.]</u></p>
Intradistrict	<p>Intradistrict transfer students who have been identified as GT according to established District criteria shall continue in the program on the campus to which they transfer.</p>

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

Furloughs

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the GT program. A furlough may be initiated by the District, the parent, or the student.

In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the GT program, be placed on another furlough, or be exited from the program.

The following guidelines regarding furloughs shall apply:

1. Furloughs may be granted on an “as-needed” basis. A request with a specific timeline for a furlough must be submitted in writing to the campus Vanguard coordinator.
2. If a furlough is granted, space shall be reserved for the student with a one-school-year maximum.
3. Furloughs are considered on a case-by-case basis and may include, but are not limited to, the following: custody issues, divorce, parent/guardian sabbatical leave, foreign exchange programs, medical problems, and the like.

**Exiting of Students
from Program
Services**

Students may only be exited from GT services at the request of their parents. The District shall monitor student performance in response to GT program services. If at any time the selection committee or a parent determines it is in the best interest of the student to exit the program, the committee shall meet with the parent and student before finalizing an exit decision.

Appeals

A parent, student, or educator may appeal any final decision of the selection committee regarding selection for or exit from the GT program. Appeals shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

**Magnet / Vanguard
Transfers**

See current provisions on transfers to Vanguard programs in policy FDB(LOCAL).

Program Design

The District believes that GT programs are important and necessary in order to meet the special educational needs of GT students. A flexible system of viable program options that provides a learning continuum and reinforces the strengths, needs, and interests of GT students shall be established to:

1. Provide an array of learning opportunities commensurate with the abilities of GT students and emphasize content in the core academic areas, as well as the areas of creativity, the arts, and leadership;

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

2. Provide services during the school day as well as the entire school year; and
3. Provide program options enabling GT students to work together as a group, work with other students, and work independently during the school day.

Curriculum and Instruction

Every student deserves a stimulating curriculum and the opportunity to excel; therefore, curriculum and instruction for GT students shall be modified in the depth, complexity, and pacing from the general school program and shall provide:

1. An array of appropriately challenging learning experiences for GT students in kindergarten–grade 12 that emphasize content from the four core academic areas; and
2. A continuum of learning experiences that lead to the development of advanced-level products and/or performances.

Professional Development

All personnel involved in the planning, developing, and delivering of services to GT students shall meet the statutorily mandated staff-development requirements.

District teachers who provide instruction and services for GT students must receive annually six hours of professional development in gifted education, as required by law. [See EHBB(LEGAL)]

Family-Community Involvement

The District shall ensure that information about the District's GT program is available to parents and community members. The District shall schedule a GT program awareness session for parents that provides an overview of the assessment procedures and services for the program prior to beginning the screening and identification process.

The District shall continue to encourage community and family participation in services designed for GT students through:

1. Written policies on student identification and curriculum that are disseminated to parents;
2. Programs that are evaluated annually with the data used to modify and update District plans; and
3. Access to exemplar curriculum, as well as real-time access.

Program Evaluation

The District shall annually evaluate the effectiveness of its GT program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

information with Board members, administrators, teachers, counselors, students in the GT program, and the community.

Use of Funds

The District's GT program shall address effective use of funds for programs and services consistent with the standards in the state plan for GT students.

The District shall annually report to the Texas Education Agency (TEA) regarding funding used to implement the District's GT program. The District shall annually certify to TEA:

1. The establishment of a GT program by the District; and
2. That the District's program is consistent with the state plan for GT students.

Effective Date

This policy shall be effective as of the adoption date, December 11, 2015-August 14, 2020.

REPORT FROM THE SUPERINTENDENT

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

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 March 31, 2020, for fiscal year 2019–2020 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 March 31, 2020, for fiscal year 2019–2020 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

REPORT FROM THE SUPERINTENDENT

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

SUBJECT: 2020–2021 RESOURCE ALLOCATION HANDBOOK

The Houston Independent School District (HISD) uses a resource allocation system (RAS) to fund campus budgets. The main driver of funding is the per-unit allocation (PUA). Weights are also used in the RAS and closely resemble those used by the state for categorical funding of students in various instructional arrangements.

The major components of the formula include:

GRADE-LEVEL UNITS

All grade levels are calculated by multiplying the number of students enrolled in each grade level by the Average Daily Attendance (ADA) percentage for the campus.

SPECIAL POPULATION UNITS

State Compensatory Education (SCE) units are determined by 50 percent economically disadvantaged students and 50 percent at-risk students. The weight is 0.20.

Special Education—the number of Special Education students identified and served determines the Special Education units. The weight is 0.15.

Gifted and Talented—the number of Gifted and Talented (G/T) students identified and served determines the G/T units. The weight is 0.12.

Career and Technology—the number of Career and Technology Education (CATE) full-time equivalents generated determines the CATE units by high schools. The weight is 0.35.

English Language Learners—the number of English Language Learners (ELL) students identified and served determines the ELL units. The weight is 0.11.

Homeless—the number of students who lack a fixed, regular, and adequate nighttime residence, as defined in the McKinney-Vento Act, Subtitle VII-B [per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA)]. The weight is 0.05.

Refugee—indicates whether a student's initial enrollment in a school in the United States in grades 7 through 12 was as an unschooled asylee or refugee per Texas Education Code (TEC) Section 39.027(a-1). The weight is 0.05.

REPORT FROM THE SUPERINTENDENT

After adding the Grade-Level Units and the Special Population Units, the Total Refined Units are then multiplied by the PUA.

The recommended PUA is needed to calculate the preliminary budget for the upcoming school year. In the event additional funds become available after Board of Education adoption of the *Resource Allocation Handbook*, the Office of Budgeting and Financial Planning will bring forth any adjustments to the board for approval.

	2019-2020 PUA	2020-2021 PUA increase	2020-2021 PUA
Elementary	\$3,432	\$170	\$3,602
Middle	\$3,468	\$170	\$3,638
High	\$3,432	\$170	\$3,602

SMALL-SCHOOL SUBSIDY

The small-school subsidy remains the same for the 2020–2021 school year.

Elementary-school threshold: 500 students

Middle-school threshold: 750 students

High-school threshold: 1,000 students

Most campuses receive \$2,100 for each student under the threshold. For campuses with enrollments under 300, the per-student subsidy is \$1,500 per student.

The Small-School Subsidy Allocation will NOT be capped at the lower of 15 percent of Base Allocation or \$228,480 for the 2020–2021 school year except for the middle colleges or other campuses designed to be small on which the superintendent places a cap.

Specialty high schools, due to non-traditional characteristics and/or atypical size, get a subsidy based on the threshold measurement at the elementary school level.

OTHER FUNDING

In addition to the PUA:

- High-school campuses receive \$170 PUA for the High-School Allotment.
- All campuses receive \$10 per student for capital outlay.

Schools will not carry over any unused funds for 2020–2021.

The proposed 2020–2021 *Resource Allocation Handbook* has more details and will be transmitted to members of the Board of Education under separate cover.

Executive Summary**Purpose:**

The board considers and votes each year on the *Resource Allocation Handbook* which is part of the recommended budget being presented to the Board of Education.

A school's resource allocation is derived from multiplying total refined units by a per-unit allocation. The district has formulated a school budgeting process that includes a weighted pupil allocation formula based on state student weights.

Board Policy CE(LOCAL) states that budget planning shall be an integral part of overall program planning so that the budget effectively reflects the district's programs and activities and provides the resources to implement them.

Prerequisites:

None

Board Meeting Requirements:

None



PROPOSED

2020–2021

RESOURCE ALLOCATION
HANDBOOK

FISCAL YEAR:
JULY 1, 2020 - JUNE 30, 2021

HOUSTON INDEPENDENT SCHOOL DISTRICT
HATTIE MAE WHITE EDUCATIONAL SUPPORT CENTER 4400 WEST 18TH
STREET, HOUSTON, TEXAS 77092-8501

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Timothy N. Momanyi
INTERIM OFFICER
BUDGET AND FINANCIAL PLANNING

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RESOURCE ALLOCATION HANDBOOK NOTABLE HIGHLIGHTS

PER UNIT ALLOCATION

- The Per Unit Allocation (PUA) has increased by \$170 for the 2020-2021 School Year.

SMALL SCHOOL SUBSIDY

- The Small School Subsidy remains the same for the 2020-2021 School Year.

CAREER AND TECHNICAL EDUCATION (CTE)

- Campus Career and Technology Education (CTE) Funds are centralized for the 2020-2021 School Year.

MAGNET FUNDING

- Magnet Funding for the 2020-2021 School Year is no longer based on program theme PUA. Funding is explained in more detail on pages 15-16 in the handbook.

RESOURCE ALLOCATION FORMULA OVERVIEW

PER UNIT ALLOCATION

- The per unit allocation for 2020-2021 are:

<input type="checkbox"/> Elementary School	\$3,602
<input type="checkbox"/> Middle school	\$3,638
<input type="checkbox"/>	
<input type="checkbox"/> High school	\$3,602 (plus \$170 High School State Allotment)

Once the State budget is Final and the actual amount of funding for HISD is known, the Board of Trustees could make adjustments as necessary.

GRADE-LEVEL UNITS

All grade levels are calculated by multiplying the students enrolled in each grade level by the average daily attendance (ADA) percentage for the campus.

SPECIAL POPULATION UNITS

- State Compensatory Education (SCE) units are determined by fifty percent economically disadvantaged students and fifty percent at-risk students. The SCE weight is 0.20.
- The number of Special Education students identified and served determines the Special Education units. The weight is 0.15.
- The number of Gifted and Talented (G/T) students identified and served determines the G/T units. The weight is 0.12.
- The number of Career and Technical Education (CTE) full-time equivalents generated determines the CTE units by high schools. The CTE weight is 0.35.
- The number of English Language Learners (ELL) students identified and served determines the ELL units. The weight is 0.11.
- Homeless weight is .05.
- Refugee weight is .05.

CAPITAL ALLOCATION

- Allocation for capital outlay is \$10 per enrolled student.

SMALL SCHOOL SUBSIDY

The per-unit allocation for Small School Subsidy is \$2,100.

- If enrollment is below 300 students, the per-unit allocation is \$1,500.

The small school subsidy distribution is calculated based on a school's enrollment as compared to the threshold enrollment by grade level, as recommended by the committee.

Formula:

$(\text{Threshold enrollment} - \text{school enrollment}) \times \text{PUA for small school } (\$2,100 \text{ or } \$1,500) = \text{Small School Subsidy Allocation}$

The threshold enrollment levels are as follow:

Elementary school	-	500
Middle School	-	750
High School	-	1,000

Special Notes:

- **The Small School Subsidy Allocation will NOT be capped at the lower of 15% of Base Allocation or \$228,480 for the 2020-2021 School Year except for the middle colleges or other campus designed to be small on which the Superintendent places a cap.**
- **Specialty High Schools, due to its non-traditional characteristics and/or atypical size, get a subsidy based on the threshold measurement at the Elementary School level**

OTHER ALLOCATIONS

- High School State Allotment
- Magnet allocations are school specific.
- Title I - allocated on the number of economically disadvantaged students for schools whose students qualifying for free and reduced-price lunch is thirty-five percent or more.
- Title III – allocated on the number of Limited English Proficient (LEP) students served.

(Title allocations are subject to change upon notification by the Department of Education of final funding amounts)

OTHER SCHOOL-BASED BUDGETING AND PLANNING REQUIREMENTS

- School staffing configurations will be determined at the school level, within the weighted pupil allocation, and with no restriction on teacher/student ratio, except those required by state law.
- Schools are required to carry over 100% of prior year deficits as an offset to the current year's allocation.
- All special revenue programs will be assessed based on actual salaries and benefits.
- All schools will be required to re-balance to the final budget
- Final budget will be calculated using October Public Education Information Management System (PEIMS) snapshot data.

INTRODUCTION TO THE DECENTRALIZATION PROCESS

HISTORY AND BACKGROUND

- In 1990, the Board of Education issued a Declaration of Beliefs and Visions for the Houston Independent School District. This document called for a “new educational structure...that...is decentralized and features shared decision-making.” It went on to say that schools should have the maximum freedom to develop and implement the methods that best achieve the goal of high student achievement.
- In 1991, the HISD board initiated decentralization efforts aimed at reducing perceived inequities and at reducing the controls established by the central office. This restructuring created the Shared Decision-Making Committees (SDMC) at the campus level which improved flexibility in school spending and allowed schools to make spending decisions with reduced central office approval.
- In 1994, the district implemented a major decentralization reorganization with the help of the Greater Houston Partnership (GHP), The Houston Business Advisory Council (HBAC), and the Commission on District Decentralization (CDD).
- The decentralization efforts accomplished from 1992 to the present have resulted in significant improvements in HISD school management systems. Today, every school has a Shared Decision-Making Committee. School communities have significant input in principal selections, and schools have increased control over special purpose funds allocated to school budgets.
- *Mission*
 - The district’s goal is to develop a financial management system that provides a fair, equitable, and effective decentralized approach to resource allocation, and places the proper decision-making authority at the campus level.
 - The previous system allocated staff positions based on the number and type of students at the school. The committee sought to define a new system for allocating resources.
 - The objective of the committee was to create a school funding/management system to empower schools. In this system, schools would be budgeted with dollars and given the authority, within clear parameters, to spend allocated funds in order to meet the educational needs of their students and to reach the educational goals established by the state, district, and the school Shared Decision-Making Committee (SMDC).
- *Core Beliefs*
 - Academic success is paramount.
 - All resources should be at schools, unless managerial issues such as efficiency dictate otherwise.
 - The district will pursue a goal of equity in funding.
 - Accountability and resource allocation decisions must be matched (linked).
 - Good sense will guide implementation.

- Purpose of Decentralization
- To align responsibility and authority by giving schools more control over decision-making in order to increase student achievement.
- To pursue greater equity in funding.
- *Accountability of the HISD schools for student achievement.* The school's budget plan will continue to be tied to the school's academic achievement plan.
 - The school principal will retain the final decision-making authority within district guidelines, and with appropriate input from school staff and the school SDMC.
 - Individual schools will continue to be able to make their own decisions as if they are independent, semi-autonomous entities.
 - Decentralization was originally planned to be phased in over a three-year period because of the complexity of issues surrounding the implementation of a weighted pupil resource allocation process and the fundamental cultural and procedural changes required. However, upon further review, the decentralization committee revised the recommendation to abolish the phase in provision for 2001-2003.

SCHOOL BUDGET BASED ON WEIGHTED PUPIL ALLOCATION

The district has formulated a school budgeting process that includes a weighted pupil allocation formula based on state student weights.

The district has funded schools with dollars based on a formula that employs a combination of average daily attendance (ADA) and average student enrollment. Beginning in 2004-05, grade level units were calculated based on 100% ADA. The formula also provides additional resources based on student weights for special populations that generally parallel the state's funding formula.

• <i>Special Education</i>	0.15
• <i>State Compensatory Education (50% Economically Disadvantaged & 50% At-Risk)</i>	0.20
• <i>Gifted and Talented</i>	0.12
• <i>Career and Technology (CTE)</i>	0.35
• <i>Bilingual/ELL (English Language Learner)</i>	0.11
• <i>Homeless</i>	0.05
• <i>Refugee</i>	0.05

The weighted pupil allocation requires the district to address some situations not covered by the state student weights. Additional weights will be determined by the district to provide for additional program opportunities for students. In all cases, funds will be budgeted based upon some form of enrollment or ADA or a combination of both. Careful consideration will be given to each new weight created. The creation of a new weight for each and every program area is discouraged, as it tends to create inequity.

RESOURCE ALLOCATION PROCESS

The school's resource allocation is derived from multiplying total refined units (generated through the weighted student formula) by a per unit allocation (by grade level).

GRADE LEVEL

Item 1-Grade-Level Units

- EE and Pre-K
 - Multiply enrollment by a weight of 1.0, then multiply by the ADA percentage.
- K-12
 - Multiply enrollment by a weight of 1.0, then multiply by the ADA percentage.
 - Enrollment used in the preliminary budget is based on snapshot data from the 2019-2020 school year.
- Total Weighted Grade Level Units.
 - Add all grade levels for the Total Weighted Grade Level Units.

SPECIAL POPULATION UNITS

Item 2-State Compensatory Education Units (Fund 1991010004)

- This is based on the number of students who are economically and academically disadvantaged. The district determines economically disadvantaged students using the free/reduced lunch applications and the economic survey form for non-Community Eligibility Provision and Community Eligibility Provision schools, respectively.

ECONOMICALLY DISADVANTAGED

- Multiply the number of eligible economically disadvantaged students by fifty percent to get the economically disadvantaged total. The economically disadvantaged count includes students determined eligible for benefits by:

A. Income: Comparison of current Income Eligibility Guidelines (IEGs) to the household's application to determine eligibility (for more information see Income Eligibility Guidelines on the Texas Department of Agriculture website)

B. Categorically Eligible:

- 1) Direct Certification: Household participation in one of the following programs:
 - a) Supplemental Nutritional Assistance Program (SNAP)
 - b) Temporary Assistance for Needy Families (TANF)
 - c) Food Distribution Program on Indian Reservations (FDPIR)

- 2) Other Source Categorically Eligible: Participation in the one the following programs:
 - a) Homeless, including runaways and individuals displaced by declared disasters
 - b) Migrant
 - c) Foster
 - d) Designated state or federally funded pre-kindergarten programs, including Early Head Start, Even Start, and Head Start
 - e) SNAP, TANF, or FDPIR eligible students who are not directly certified
- ☐ Students whose family income qualify for free and/or reduced lunch but do not complete an application for free and/or reduced lunch are identified as Other Economic Disadvantaged.

At-Risk Count

- ☐ Multiply the number of eligible at-risk students by 50% to get the at-risk total. A student must exhibit 1 or more of the following criteria (Section 29.081) to be considered at-risk.
- Did not perform satisfactorily on a readiness test
 - Failed 2 or more courses in the foundation curriculum for students in grades 7-12
 - Have not advanced from one grade level to the next for 1 or more years
 - Did not perform satisfactorily on the skills assessment test(s)
 - Is pregnant or a parent
 - Has been in an alternative education program (Section 37.007)
 - Has been expelled
 - Is currently on parole, probation, deferred prosecution or conditional release
 - Has previously been reported through PEIMS as a dropout
 - Is a student of limited English proficiency (Section 29.052)
 - Is in the custody or care of the Department of Protective Services
 - Is homeless (Section 11302)
 - Resides in a residential placement facility (detention, shelter, halfway house, etc.)

Total State Compensatory Education Units

- Take the adjusted totals from Free and/or Reduced Lunch and at-risk (50% of each) and add them together. Multiply the total by a weight of .20 to get the State Compensatory Education Units.

Item 3-Special Education Units (Fund 1991010007)

- This is based upon the number of special education students identified and served. This provides discretionary non-payroll resources to the students.
 - Multiply the number of eligible students by the weight of .15 to get the weighted Special Education Units.

Item 4-Gifted and Talented Units (Fund 1991010002)

- This is based upon the number of students who are eligible to be categorized as gifted and talented. *Gifted and talented student population is funded at 100%.*
 - Multiply the number of eligible students by the weight of .12 to get the Gifted and Talented Units.

Item 5-Career and Technology Education Units (Fund 1991010005)

- CTE courses are weighted by student contact hours. The unit for each course is computed based on contact hours multiplied by 175 instructional days.
 - Multiply the weight of .35 by the units.
 - Please note CTE Funding will be centralized for the 2020-2021 School Year.

Item 6- ELL Units (Fund 1991010006)

- This is based on the number of Bilingual/English as Second Language students identified and served.
 - Multiply the eligible students by the weight (0.11) to get the ELL Units.
- Total Refined Units
 - Add Total Weighted Grade Level Units and the Special Population Units to get Total Refined Units.

Item 7- Homeless (part of Fund 1991010001)

- The term “homeless children and youths” as defined by Every Student Succeeds Act (ESSA):

McKinney-Vento Act**Education for Homeless Children and Youth (EHCY) Program****Definition of “Homeless”**

(A) individuals who lack a fixed, regular, and adequate nighttime residence; and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

§11431. Statement of policy

The following is the policy of the Congress:

(1) Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

(2) In any State where compulsory residency requirements or other requirements, in laws, regulations, practices, or policies, may act as a barrier to the identification of, or the enrollment, attendance, or success in school of, homeless children and youths, the State educational agency and local educational agencies in the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.

(3) Homelessness is not sufficient reason to separate students from the mainstream school environment.

(4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State academic standards to which all students are held.

Item 8- Refugee (part of Fund 1991010001)

- UNSCHOOLED-ASYLEE/REFUGEE-CODE indicates whether a student's initial enrollment in a school in the United States in grades 7 through 12 was as an unschooled asylee or refugee per TEC Section 39.027(a-1).

"Unschooled asylee or refugee" means a student who:

- (1) initially enrolled in a school in the United States as:
 - (A) an asylee as defined by 45 Code of Federal Regulations, Section 400.41; or
 - (B) a refugee as defined by 8 United States Code Section 1101;
- (2) has a visa issued by the United States Department of State with a Form I-94 Arrival/Departure record, or a successor document, issued by the United States Citizenship and Immigration Services that is stamped with "Asylee," "Refugee," or "Asylum"; and
- (3) as a result of inadequate schooling outside of the United States, lacks the necessary foundation in the essential knowledge and skills of the curriculum prescribed under Texas Education Code Section 28.002, as determined by the

language proficiency assessment committee established under Texas Education Code Section 29.063.

BASE RESOURCE ALLOCATION

Item 9-Base Resource Allocation

- This is the school's adjusted 2020-2021 allocation based on student weights.
 - Multiply the Total Refined Units by Per Unit Allocation (by grade level) to get the school's Base Resource Allocation.

OTHER FUNDING

Item 10-Capital Allocation (Fund 1991020002)

- Multiply the total enrollment by the per pupil amount of \$10 to get your total capital allocation.

Item 11 – Small School Subsidy (Fund 1991010003)

- $(\text{Threshold enrollment} - \text{school enrollment}) \times \text{Per Unit Allocation for small school}$
= Small School Subsidy Allocation

The threshold enrollment levels are as follow:

Elementary School	-	500
Middle School	-	750
High School	-	1,000

Item 12-Decentralized Funds

- This section has been reserved for future board-adopted initiatives in decentralization.

Item 13-Other Adjustments

- Reserved for miscellaneous adjustments.

OTHER NON-RESOURCE ALLOCATIONS

Item 14 – High School State Allotment (Fund 1991020001)

- Authorized under House Bill 1 to prepare students to go on to higher education, encourage students to take advanced academic course work, increase the rigor of academic course work, align secondary and postsecondary curriculum and support promising high school completion and success initiatives in grades 6 through 12.

Allowable expenditures:

- *College Access Coordinator – required by HISD (HSAF or other school funds can be used)*
- *“Play It Smart” Academic coach – required by HISD (may be a part-time or full time teacher to support student athletes on campus)*
- Advancement Via Individual Determination - highly recommended program for supporting and increasing the number of underachieving students succeeding in college preparatory classes
- Community in Schools - highly recommend program for dropout prevention
- Provide bridge programs in the summer for rising 8th graders with emphasis on science and mathematics acceleration (transportation costs approved)
- Limited Personnel costs: 1. Reduce class loads in ELA classes to facilitate increased writing and feedback to students and/or 2. Increase number of counselors
- SAT/ACT Preparation programs
- Tuition and fees for AP/IB exam fees
- Textbooks and other instructional materials for AP/IB and dual credit courses
- College field experiences (transportation costs approved)
- Parent and community involvement outreach (i.e. AP/IB Parent Awareness meeting)
- Professional development (i.e. College Board training)
- Performance reward incentive programs for students (i.e. academic letter jackets)
- Stipends and extra-duty pay (tutorials for pre-AP/AP classes – not needed if campus has AVID)
- Expand participation in dual or concurrent enrollment courses (i.e. paying HCC teachers to instruct beyond their regular community college schedule)
- Increase access for underachieving students to college and financial aid (“Gear Up” or college access rooms on campus with computers)
- Create individualized graduation or postsecondary plans
- Credit recovery programs

Item 15 – Magnet Allotment (Fund 1991020003)

Funding shall be evaluated to reflect the budget priorities and needs of the individual programs:

- ☐ Based on table on page 16.
- ☐ All resources shall be used in ways aligned to the Magnet theme.
 - Schools shall consider the Magnet theme before using any funding source for making purchases.
 - Magnet schools shall review elective and ancillary positions to align with the Magnet theme
- ☐ Annual recurring Magnet funding shall be:
 - Allotted for unique needs of the Magnet theme; and
 - Allocated on the number of students served by the Magnet program based on the Magnet enrollment goal; and
 - Are supplemental and not designed to fund the entire Magnet program.
- ☐ Allocation of funds and staff will be equivalent for all schools of the same instructional level offering the same/similar theme.
- ☐ Available funding for Magnet programs and schools may be evaluated annually and may change based on available funds within the district.

MAGNET PROGRAM FUNDING

Program	Fine Arts	STEM	Montessori	CTE	IB	Language	Vanguard	Early College	Academic
Annual Materials & Supplies	\$50 per Magnet student	\$20 per Magnet student	\$20 per Magnet student	Provided by CTE Dept.	Costs associated with annual fees, training & testing	\$20 per Magnet student	Provided by GT per student funding and GT Dept. for identification testing	\$40 per Magnet student	\$20 per Magnet student
Teachers	1:150 Magnet students +2 for high schools	1:250 Magnet students	—	Provided by CTE Dept.	—	1:500 students	—	—	—
Teaching Assistants	—	—	1:60 students	—	—	—	—	—	—
Coordinators	1	1	1	1	1	1	1	1	1
Unique Program Funding	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed

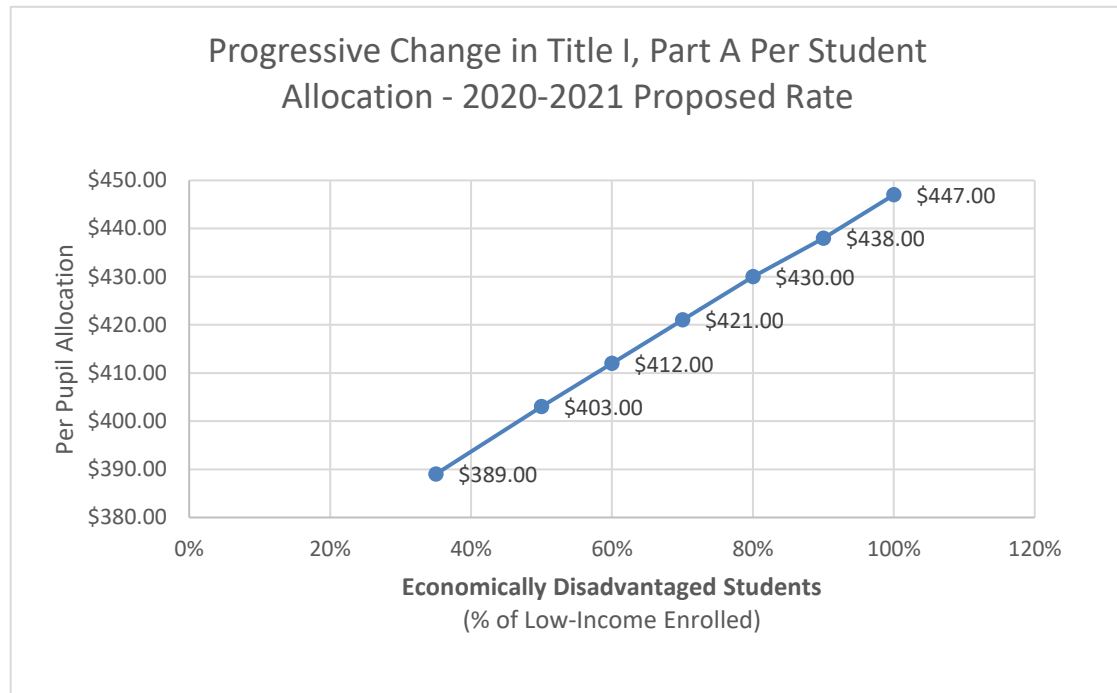
- The Magnet budget for the 2020-2021 school year was based on the chart above.
- Campuses with multiple Magnet programs will get one (1) Magnet Coordinator.

Item 16 – Title I

- Title I is the largest federal education program. Major requirements outlined in Every Student Succeeds Act (ESSA) are teacher and paraprofessional requirements, accountability, sanctions for schools designated for improvement, standards and assessments, annual state report cards, professional development and parent involvement. Beginning in FY17, the PUA reflects a progressive weight increase based on the percentage of economically disadvantaged students at a campus. The progressive weight calculation method will continue in FY21. The progressive PUA includes a portion earmarked for summer school program.

Calculation of Per Student Allocation

- % Economically Disadvantaged = Total Economically Disadvantaged/Total Enrolled.
- Weighted multiplier = $1 + (\% \text{ Economically Disadvantaged} / 4)$
- Per Student Allocation = weighted multiplier x \$358 base per unit



IOU CONTRACT

This repayment contract agreement is entered with schools experiencing financial difficulties. Schools must not have an outstanding deficit from previous years when seeking IOU request. The school must operate a balanced budget immediately following the full-repayment year. The repayment of the deficit must be completed in two years depending on their deficit amount. No extension will be granted on the repayment plan. The Office of School Support must review and approve all final budgets, for the duration of this contract.

Resource Allocation Sample Worksheet

2020-2021

SAMPLE SCHOOL

Item 1

GRADE LEVEL UNITS

ADA% 98.5%

Gr	Enrollment		FTE		ADA%		Grade Level Units
EE	0	X	1	X	0.985	=	0
PK	50	X	1	X	0.985	=	49.25
KN	25	X	1	X	0.985	=	24.63
01	100	X	1	X	0.985	=	98.5
02	50	X	1	X	0.985	=	49.25
03	25	X	1	X	0.985	=	24.63
04	50	X	1	X	0.985	=	49.25
05	60	X	1	X	0.985	=	59.1
06	0	X	1	X	0.985	=	0
07	0	X	1	X	0.985	=	0
08	0	X	1	X	0.985	=	0
09	0	X	1	X	0.985	=	0
10	0	X	1	X	0.985	=	0
11	0	X	1	X	0.985	=	0
12	0	X	1	X	0.985	=	0
TOTAL GRADE LEVEL UNITS			360				354.61

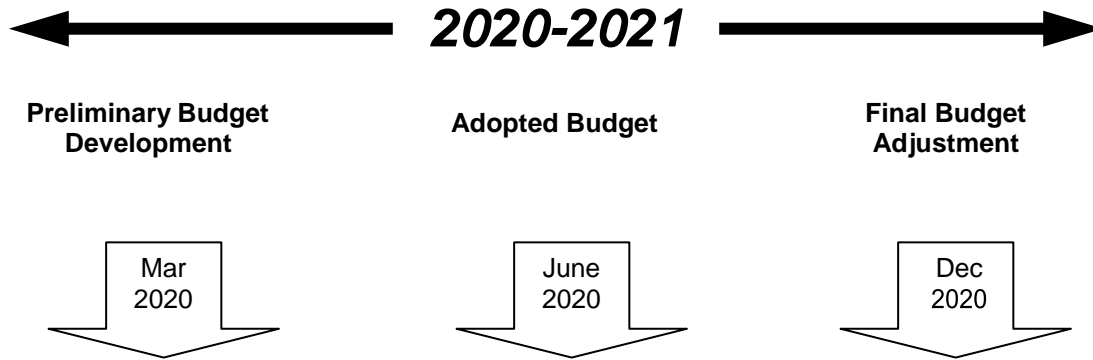
SPECIAL POPULATION UNITS

	Units		Weight		Refined Units
Item 2	STATE COMPENSATORY EDUC -				
	ECO DISADV ENROLLMENT - 50%	290	X	10%	= 29.00
	AT-RISK ENROLLMENT - 50%	300	X	10%	= 30.00
Item 3	SPECIAL EDUCATION UNITS	20	X	15%	= 3.00
Item 4	GIFTED & TALENTED ENROLLMENT	47	X	12%	= 5.64
Item 5	CTE FTE'S	0	X	35%	= 0.00
Item 6	BILINGUAL/ELL ADA (IDENTIFIED AND SERVED)	180	X	11%	= 19.80
Item 7	HOMELESS ENROLLMENT	10	X	5%	= 0.50
Item 8	REFUGEE ENROLLMENT	50	X	5%	= 2.50
TOTAL SPECIAL POP UNITS					90.44

RESOURCE ALLOCATION					
TOTAL REFINED UNITS					
Grade Level Units		354.61			
Special Population Units		90.44			
TOTAL REFINED UNITS		445.05			
		Units		PUA	Amount
BASE RESOURCE ALLOCATION (Grade Level + Special Pop Units)		445.05	X	\$3,602	= \$1,603,070
Item 9					
Item 10	CAPITAL ALLOCATION	360	X	\$10	= \$3,600
SMALL SCHOOL SUBSIDY					
Elementary Threshold		500			
Campus Enrollment		- 360			
		= 140	X	\$2,100	= \$294,000
Item 11					
TOTAL RESOURCE ALLOCATION					\$1,900,670
OTHER PROGRAM FUNDS					
		Units		PUA	Amount
Item 12	HIGH SCHOOL STATE ALLOTMENT	\$0		\$170	= \$0
Item 13	MAGNET				= \$0
Item 14	TITLE I, Part A, Regular				= \$146,328
Item 15	TITLE III, Part A				= \$5,400
TOTAL OTHER PROGRAM FUNDS					\$151,728
TOTAL RESOURCE ALLOCATION AND OTHER PROGRAM FUNDS					\$2,052,398

Note: Data used in this calculation are not actual numbers but are merely used for illustrative purposes only.

BUDGET TIMELINE & STUDENT DATA EXTRACTION



March Preliminary Budget

Membership
 ADA percent
 Economically Disadvantaged
 At-Risk
 Gifted and Talented
 ELL
 CTE (FTE's)
 Special Education
 Homeless
 Refugee

Principal projection
 July 2019 PEIMS
 October 2019 PEIMS*
 October 2019 PEIMS*
 October 2019 PEIMS*
 October 2019 PEIMS*
 July 2019 PEIMS
 October 2019 PEIMS*
 October 2019 PEIMS*
 October 2019 PEIMS*

*(October PEIMS special population subset ÷ October PEIMS total membership)

Adopted Budget Load

Budget is loaded in the school financial system after Board adoption.

December Final Budget Adjustment

Membership ADA percent Economically Disadvantaged At-Risk Gifted and Talented ELL CTE (FTE's) Special Education Homeless Refugee	October 2020 PEIMS July 2020 PEIMS October 2020 PEIMS October 2020 PEIMS October 2020 PEIMS October 2020 PEIMS July 2020 PEIMS October 2020 PEIMS October 2020 PEIMS October 2020 PEIMS
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FREQUENTLY ASKED QUESTIONS

1. Will the Per Pupil budget allocations ever change?

Per-pupil budget allocation will change annually for prior year salary increases and when additional funding is approved by the Board of Education.

2. Will the Per Pupil amount be adjusted for salary increases annually?

Only if there was a salary increase in the prior school year.

3. Who is responsible for excess positions?

All excess positions, including pending closes and pending placement, will be tagged “to be closed” to allow Budgeting to balance the budgets. School Support Officers (SSOs) are then required to work with the HR Business Partners to place “to be closed” positions. All costs incurred from of late or non-placement, will be absorbed by the district.

4. What are the standard procedures for eliminating positions?

Permissible--if a position is vacant; permissible--if a position is filled and *only if closing is necessitated by the loss of funds or due to change in the instructional program*. Position actions approval (opens/closes) is left to the discretion of the School Support Officers (SSOs). Principals and SSOs are entrusted with the placement of excess (previously known as 398) positions. Schools should follow position management procedures when requesting to open/close a position.

5. What school positions are mandatory?

The only mandatory school positions are the Principal and School Administrative Assistant.

6. Are schools required to hire a full-time librarian?

No. This is a site-based decision; however, these positions or an equivalent is encouraged. If a school receives a small school subsidy allocation, it should fund these positions or an equivalent.

7. Do the School Support Officers (SSOs) need to approve the annual budget?

Yes, upon completion of the annual budget the SSOs will review and approve the budgets. The data is then directed to Budgeting and Human Resources for download into the OneSource system for the new school year.

8. What are the procedures to open and close school-level positions?

Online Position Management (OPM) has been created to replace the paper process used to request new positions, make changes, or close positions. Position open/close requests submitted on-line during the preliminary budget development are not final until the actual changes are made in OneSource.

9. Can an employee's contract length be changed?

It is recommended that extra duty pay be reported as extended year. However, a change is allowable if the request does not constitute a change in job duties. Refer to Position Management procedures.

10. How do we move an employee to an existing PC number?

Contact your Human Resources Business Partner to make this change.

11. After the budget adoption, must the School Support Officers (SSOs) approve position changes?

No, after your budget is adopted the SSOs are not required to approve further position actions.

12. What procedures are in place to ensure accuracy of data from Chancery to PEIMS upload?

Contact the Federal and State Compliance Department at (713) 556-6753.

13. Will schools be responsible for utility costs for summer school, central-office in services, building rentals? Will schools get a portion of the building rental fees?

Utility costs will be assessed to all ancillary programs after regular school hours. Currently, rental fees will not be credited to the schools offering after-school programs as they are expensed to cover utility costs and custodial overtime.

14. Since my preliminary budget allocation, I have gained enrollment prior to the PEIMS snapshot date that would allow additional resources. Can I open positions prior to the snapshot date?

Only classroom teacher positions will be considered for early addition if the increased enrollment merits such adds. Other positions must be purchased from the school's existing funds. Discretion must be exercised to avoid budget deficits should the enrollment fall short of target at snapshot date.

15. Are special education positions charged?

These positions are costs neutral to the schools. Schools may open, close, and change positions with the approval of the Special Education Department and in consultation with the School office.

16. What salary will be used to balance the budget?

General Funds (199) use average salary to balance the budget. Special Revenue Funds (Begins with “2”, “3”, “4”) use actual salary (including benefits) to balance the budget.

17. Can principals revise budget after the preliminary budget is finalized?

Only on an emergency basis, with the approval of your Area Superintendent

18. Will there be any scheduled budget conferences for the preliminary budget development?

The Budget analysts and HR Business Partners will be available for assistance at the designated administrative sites according to the joint schedules established by the Budget Office.

19. What happens if a school cannot balance the budget?

All schools MUST balance the budget by the cut-off date.

Option I: Balance the budget by closing filled positions and seeking special assistance from the Office of School Support.

Option II: On a very limited basis, a school may sign a Repayment Agreement (IOU), subject to the approval of the Area Superintendent and Superintendent of Schools.

20. Why is my student data different than those on the exact date of my PEIMS snapshot?

The PEIMS snapshot date as determined by TEA falls on the last Friday of October. The Budgeting department usually allows schools one to two weeks of data cleanup time before data is pulled for school resource calculation. The official Fall PEIMS data are submitted to TEA on the third week of January. This timing difference is attributed to the difference in student count.

21. Occasionally, why do my categorical minimum funds go down when my categorical refined units go up?

The school generates a total resource allocation based on a weighted student formula. This must not be confused with the state categorical funds, which establish a minimum expenditure level for special need students and programs, to meet state mandates.

The state mandates local school districts to spend a minimum amount of state categorical funds to serve students and programs of the special needs. To comply with the mandate, Budgeting establishes a required minimum expenditure level for each school in Fund 1991010002, 1991010004, 1991010005, 1991010006 and 1991010007. The per unit allocation for a categorical fund is calculated by dividing the state revenue received (less central department funds budgeted) to the total refined units of each category.

(State Revenue – Central Dept Funds) / Total Refined Units = Per Unit Allocation

Hence, if the refined units or the central department funds increases, the per unit allocation decreases. This means the school's share of the required categorical minimum expenditure is decreased, thereby resulting in more funds available in the general operating budget (Fund 1991010001). The school's total resource allocation minus categorical funds, minus capital outlay, determines the resulting balance for general operating funds (Fund 1991010001).

Total School Resource Allocation – Funds 1991010002, 1991010004, 1991010005, 1991010006, 1991010007, 1991020002 = Fund 1991010001

22. What portion of the associate teacher cost will the school be responsible for?

Dedicated subs, day-to-day subs, and long-term subs up to 10 consecutive days, and ancillary subs (librarians, nurses, and counselors).

23. What is the payment schedule and cost structure for associate teachers?

Refer to the Compensation Manual.

24. Why can't we transfer discretionary money between funds, organizations and projects?

Budget transfers cannot be made between funds, organizations, or projects at the school level. The dollars associated with a specific fund source must be maintained to assure compliance with various guidelines.

25. What if a position I paid for is not listed in the position report?

Call your budget analyst to have the problem checked out. This problem may be related to the criteria used to run the report.

26. Who absorbs the difference in actual salary and average salary?

**The district absorbs the difference between actual and average salary as long as average salary is used to determine the budget.
Note: Grant funds budget on actual salary and benefits.**

27. Can schools access available funds from contract payroll accounts 6119000000, 6119010000 and 6129000000?

No. In an average salary budgeting concept, some campuses have excess funds and some have a shortage of funds. However, overall the district salaries will be close to break even.

28. I have three hundred students enrolled in my school but only two hundred ninety students are funded?

Schools are funded by the number of “membership counts” they have, not by their enrollment. Membership counts are based on students coded to TEA Eligibility Code of “1”, “2”, “3”, “6”. Students who qualify under the OFSDP should be coded to “7”. Students attending Texas Connection Academy, tuition paying students and Seniors taking STAAR tutorial only should be coded to “0”. Contact the Federal and State Compliance department for details.

29. Will schools get more funding if they accept students from other schools during the middle of the year?

Resource Allocation will not be adjusted after final budget conference.

2020-2021 Average Salaries School-Based Positions

Job Title	2020-2021 Job Code	Planned Comp	PS Area / Months	Average Salary
Academic Tutor	30002405	MSTR117AS1	10M	\$21,000
Academic Tutor, 10M - Ttl	30002493	MSTR117AS1	10M	\$21,000
Administrative Asst, ES 11M	30002709	MSTR322AS3	11M	\$30,600
Administrative Asst, ES 12M	30002711	MSTR522AS5	Annual	\$37,400
Administrative Asst, HS 11M	30002716	MSTR324AS3	11M	\$42,100
Administrative Asst, HS 12M	30002717	MSTR524AS5	Annual	\$45,100
Administrative Asst, MS 11M	30002713	MSTR323AS3	11M	\$34,500
Administrative Asst, MS 12M	30002714	MSTR523AS5	Annual	\$41,900
Assoc After School Prog Spclst	30003752	MSTR326AS3	11M	\$44,000
Assoc IT Cust Serv Rep-10M	30003593	MSTR222AS2	10.5M	\$25,700
Assoc IT Cust Serv Rep-11M	30003594	MSTR322AS3	11M	\$30,600
Assoc IT Cust Serv Rep-12M	30003595	MSTR522AS5	Annual	\$37,400
At Risk Prog Admin - 11M	30008511	MSTR327AE3	11M	\$50,400
At Risk Prog Admin - 12M	30003772	MSTR527AE5	Annual	\$56,800
Attendance Case Worker-11M	30002385	MSTR324AS3	11M	\$42,100
Attendance Clerk 10.5M	30002599	MSTR218AS2	10.5M	\$24,900
Attendance Clerk 10M	30002598	MSTR118AS1	10M	\$21,500
Attendance Clerk 11M	30002600	MSTR318AS3	11M	\$23,900
Audiologist	30003419	MSTR328AE3	11M	\$62,800
Brailist	30002459	MSTR320AS3	11M	\$27,400
Brailist TL	30002468	MSTR324AS3	11M	\$42,100
Campus Education Tech-10M	30002408	MSTR128AE1	10M	\$56,800
Campus Education Tech-11M	30002409	MSTR328AE3	11M	\$62,800
Campus Education Tech-12M	30002410	MSTR528AE5	Annual	\$66,400
Campus Grant Admin	30002577	MSTR527AE5	12M	\$56,800
Campus Instruc Tech Spclst 11M	30003651	MSTR328AE3	11M	\$62,800
Campus Instruc Tech Spclst 12M	30003652	MSTR528AE5	Annual	\$66,400
CATE Agriculture 10M	30000518	TCHR101RT1	10M	\$59,300
CATE Business Education CP	30000457	TCHR101VT1	10M	\$60,900
CATE Computer Maintenance	30000458	TCHR101VT1	10M	\$60,900
CATE Computer Technologies	30000459	TCHR101VT1	10M	\$60,900
CATE Cosmetology 10M	30000461	TCHR101VT1	10M	\$60,900
CATE Data Processing 10M	30000462	TCHR101VT1	10M	\$60,900
CATE Electronics 10M	30000468	TCHR101VT1	10M	\$60,900
CATE Graphic Arts 10M	30000469	TCHR101VT1	10M	\$60,900
CATE Home Eco PreEmpl Lab	30000475	TCHR101VT1	10M	\$60,900
CATE Law Enforcement CP 10M	30000477	TCHR101VT1	10M	\$60,900
CATE Marketing Ed-Lab 10M	30000481	TCHR101VT1	10M	\$60,900
CATE Media Technology 10M	30000485	TCHR101VT1	10M	\$60,900
CATE Office Education 10M	30000488	TCHR101VT1	10M	\$60,900
CATE T&I Culinary Arts 10M	30000448	TCHR101VT1	10M	\$60,900
CATE T&I Law 10M	30000449	TCHR101VT1	10M	\$60,900
CATE Trades & Industries	30000496	TCHR101VT1	10M	\$60,900
CATE, Agriculture	30000688	TCHR101RT1	10M	\$59,300

2020-2021 Average Salaries School-Based Positions

Job Title	2020-2021 Job Code	Planned Comp	PS Area / Months	Average Salary
CATE, Agriculture 11M	30000944	TCHR301RT3	11M	\$65,300
CATE, Agriculture 12M	30000072	TCHR501RT5	12M	\$74,600
CATE, Basic Business	30000174	TCHR101RT1	10M	\$59,300
CATE, Building Trades	30000714	TCHR101VT1	10M	\$60,900
CATE, Business Administration	30000172	TCHR101RT1	10M	\$59,300
CATE, Business Education	30000705	TCHR101VT1	10M	\$60,900
CATE, Career Connections	30000192	TCHR101VT1	10M	\$60,900
CATE, Computer Maintenance	30000718	TCHR101VT1	10M	\$60,900
CATE, Computer Technologies	30000720	TCHR101VT1	10M	\$60,900
CATE, Cosmetology	30000723	TCHR101VT1	10M	\$60,900
CATE, Counselor 11M	30000241	COUN301ES3	11M	\$69,800
CATE, Counselor 12M	30000916	COUN501ES5	12M	\$80,800
CATE, Data Processing	30000691	TCHR101VT1	10M	\$60,900
CATE, Data Processing/Bus Cert	30000687	TCHR101RT1	10M	\$59,300
CATE, Drafting	30000709	TCHR101VT1	10M	\$60,900
CATE, Engineering	30000863	TCHR101VT1	10M	\$60,900
CATE, Family/Consmr Science	30000208	TCHR101RT1	10M	\$59,300
CATE, Family/ConsumSci CP	30000685	TCHR101RT1	10M	\$59,300
CATE, Gen Business (T & S)	30000171	TCHR101RT1	10M	\$59,300
CATE, Govt & Public Admin	30009278	TCHR101VT1	10M	\$60,900
CATE, Graphic Arts	30000711	TCHR101VT1	10M	\$60,900
CATE, Home Ec PreEmLab	30000684	TCHR101RT1	10M	\$59,300
CATE, Marketing Ed-Banking	30000478	TCHR101VT1	10M	\$60,900
CATE, Marketing/Hotel Mgmt	30000734	TCHR101VT1	10M	\$60,900
CATE, Media Technology	30000712	TCHR101VT1	10M	\$60,900
CATE, Mktng Ed-Career Prep	30000700	TCHR101VT1	10M	\$60,900
CATE, Office Education	30000698	TCHR101VT1	10M	\$60,900
CATE, Office Eductn 10M	30000401	TCHR101VT1	10M	\$60,900
CATE, Photography	30000710	TCHR101VT1	10M	\$60,900
CATE, Plumbing & Piping T	30000716	TCHR101VT1	10M	\$60,900
CATE, Sectrl Science T&S	30000173	TCHR101RT1	10M	\$59,300
CATE, T & I Culinary Arts	30000730	TCHR101VT1	10M	\$60,900
CATE, T&I Aerospace Aviation	30000726	TCHR101VT1	10M	\$60,900
CATE, T&I Career Prep	30000704	TCHR101VT1	10M	\$60,900
CATE, Technology Education	30000020	TCHR101RT1	10M	\$59,300
CATE, Trades & Industries	30000695	TCHR101VT1	10M	\$60,900
CATE, Typing (MS)	30000175	TCHR101RT1	10M	\$59,300
Chair, Spcl Ed 10M	30000441	OTHR101RT1	10M	\$62,700
Chair, Spcl Ed 11M	30009701	OTHR301RT3	11M	\$67,900
Charter/Safe Schools Admin	30002444	MSTR530AE5	12M	\$77,800
Coach, Literacy - ES	30000418	OTHR101RT1	10M	\$62,700
Coach, Literacy - HS 12M	30000915	OTHR501RT5	12M	\$75,100
Coach, Literacy - MS 11M	30008902	OTHR301RT3	11M	\$67,900
College Guidance Admin	30002445	MSTR324AS3	11M	\$42,100

2020-2021 Average Salaries School-Based Positions

Job Title	2020-2021 Job Code	Planned Comp	PS Area / Months	Average Salary
College Guidance Admin Tm	30002550	MSTR325AE3	11M	\$52,500
Coord, College Access 10M	30000787	OTHR101RT1	10M	\$62,700
Coord, College Access 11M	30000649	OTHR301RT3	11M	\$67,900
Coord, Instr II QIE Magnet 10.5M	30000957	OTHR201RT2	10.5M	\$63,600
Coord, Instr II QIE Magnet 10M	30000143	OTHR101RT1	10M	\$62,700
Coord, Instr II QIE Magnet 11M	30001072	OTHR301RT3	11M	\$67,900
Coord, Tchr 11M	30002240	OTHR301RT3	11M	\$67,900
Coord, Title I (RT) 10M	30000046	OTHR101RT1	10M	\$62,700
Coord, Title I (RT) 11M	30000628	OTHR301RT3	11M	\$67,900
Counselor, 10M - Title 1	30001702	COUN101ES1	10M	\$64,400
Counselor, 11M - Title 1	30001703	COUN301ES3	11M	\$69,800
Counselor, 12M	30001265	COUN501ES5	Annual	\$80,800
Counselor, ELE Bilingual	30000112	COUN101ES1	10M	\$64,400
Counselor, Elementary 10M	30000062	COUN101ES1	10M	\$64,400
Counselor, Elementary-11M	30000938	COUN301ES3	11M	\$69,800
Counselor, L L Career 11M	30000236	COUN301ES3	11M	\$69,800
Counselor, L L Career 12M	30000119	COUN501ES5	Annual	\$80,800
Counselor, Secondary 10M	30000424	COUN101ES1	10M	\$64,400
Counselor, Secondary-10M	30000934	COUN101ES1	10M	\$64,400
Counselor, Secondary-11M	30000052	COUN301ES3	11M	\$69,800
Counselor, Special Ed 10M	30001235	COUN101ES1	10M	\$64,400
CTE, Arch & Const Tech-EI	30000945	TCHR101VT1	10M	\$60,900
CTE, Health Science	30000693	TCHR101VT1	10M	\$60,900
CTE, Law: Firefighting	30000729	TCHR101VT1	10M	\$60,900
CTE, Manufact: Welding	30008559	TCHR101VT1	10M	\$60,900
CTE, Transport: Auto Tech 10M	30000724	TCHR101VT1	10M	\$60,900
CTE, Transport: Auto Tech 11M	30001528	TCHR301VT3	11M	\$73,000
CTE, Transport: Maritime	30000889	TCHR101VT1	10M	\$60,900
Data Entry Clerk-School 10.5M	30002604	MSTR219AS2	10.5M	\$24,200
Data Entry Clerk-School 10M	30002603	MSTR119AS1	10M	\$22,300
Data Entry Clerk-School 11M	30002605	MSTR319AS3	11M	\$25,200
Data Entry Clerk-School 12M	30002607	MSTR519AS5	Annual	\$31,700
Dean of Instruction HS 11.5M	30001239	APHS400SH4	11.5M	\$80,100
Dean of Instruct Elem Sch 11M	30001150	APES300SE3	11M	\$66,800
Dean of Instruct Elem Sch 12M	30000048	APES500SE5	Annual	\$71,700
Dean of Instruct High Sch 11M	30000956	APHS300SH3	11M	\$73,700
Dean of Instruct High Sch 12M	30000142	APHS500SH5	Annual	\$83,500
Dean of Instruct Mddl Sch 11M	30001071	APMS300SM3	11M	\$67,200
Dean of Instruct Mddl Sch 12M	30001199	APMS500SM5	Annual	\$73,700
Dean of Students High Sch 11M	30000323	APHS300SH3	11M	\$73,700
Dean of Students High Sch 12M	30000907	APHS500SH5	Annual	\$83,500
Dean of Students Mddl Sch 11M	30001018	APMS300SM3	11M	\$67,200
Dean of Students Mddl Sch 12M	30001110	APMS500SM5	Annual	\$73,700
Dropout Prevent Case Work	30002387	MSTR525AS5	Annual	\$52,000

2020-2021 Average Salaries School-Based Positions

Job Title	2020-2021 Job Code	Planned Comp	PS Area / Months	Average Salary
General Clerk I 10.5M	30002618	MSTR218AS2	10.5M	\$24,900
General Clerk I 10M	30002617	MSTR118AS1	10M	\$21,500
General Clerk I 11M	30002619	MSTR318AS3	11M	\$23,900
General Clerk I 12M	30002621	MSTR518AS5	Annual	\$30,900
General Clerk II 10.5M	30002626	MSTR219AS2	10.5M	\$24,200
General Clerk II 10M	30002625	MSTR119AS1	10M	\$22,300
General Clerk II 11.5M	30002628	MSTR419AS4	11.5M	\$26,300
General Clerk II 11M	30002627	MSTR319AS3	11M	\$25,200
General Clerk II 12M	30002629	MSTR519AS5	Annual	\$31,700
General Clerk III 10.5M	30002632	MSTR220AS2	10.5M	\$26,800
General Clerk III 10M	30002631	MSTR120AS1	10M	\$24,400
General Clerk III 11.5M	30002634	MSTR420AS4	11.5M	\$27,700
General Clerk III 11M	30002633	MSTR320AS3	11M	\$27,400
General Clerk III 12M	30002635	MSTR520AS5	Annual	\$32,100
High School Graduation Co	30002515	MSTR529AE5	Annual	\$71,600
HS Graduation Coach, 11M	30002536	MSTR329AE3	11M	\$64,200
HS Graduation Coach, 12M	30002537	MSTR529AE5	Annual	\$71,600
Instructional Spclst-10M	30002413	MSTR128AE1	10M	\$56,800
Instructional Spclst-11M	30002414	MSTR328AE3	11M	\$62,800
Instructional Spclst-12M	30002415	MSTR528AE5	Annual	\$66,400
Int IT Cust Serv Rep-10M	30003597	MSTR124AS1	10M	\$34,700
Int IT Cust Serv Rep-11M	30003598	MSTR324AS3	11M	\$42,100
Int IT Cust Serv Rep-12M	30003599	MSTR524AS5	Annual	\$45,100
Librarian	30000053	OTHR101RT1	10M	\$62,700
Librarian, Itinerant	30000054	OTHR101RT1	10M	\$62,700
Non-Instructional Aide-10	30002439	MSTR115AS1	10M	\$20,700
Nurse	30000066	OTHR101RT1	10M	\$62,700
Nurse 11-Month	30000903	OTHR301RT3	11M	\$67,900
Nurse Consultant-12M	30003427	MSTR528AE5	12M	\$66,400
Nurse, 11.5M	30000941	OTHR401RT4	11.5M	\$73,400
Parent Engagement Rep 10M	30002894	MSTR120AS1	10M	\$24,400
Parent Engagement Rep 11M	30002895	MSTR320AS3	11M	\$27,400
Parent Engagement Rep 12M	30002896	MSTR520AS5	Annual	\$32,100
Parent Engagement Rep,10M Ttl1	30002898	MSTR120AS1	10M	\$24,400
Parent Engagement Rep,11M Ttl1	30002899	MSTR320AS3	11M	\$27,400
Parent Engagement Rep,12M Ttl1	30002900	MSTR520AS5	Annual	\$32,100
Police Officer 11M	30003698	MSTR325AS6	11M	\$48,900
Principal, Asst Elem 11.5	30001137	APES400SE4	11.5M	\$68,400
Principal, Asst Elem 11M	30000932	APES300SE3	11M	\$66,800
Principal, Asst Elem 12M	30001234	APES500SE5	Annual	\$71,700
Principal, Asst High Sch 11.5M	30001291	APHS400SH4	11.5M	\$80,100
Principal, Asst High Sch 11M	30001060	APHS300SH3	11M	\$73,700
Principal, Asst High Sch 12M	30001344	APHS500SH5	Annual	\$83,500
Principal, Asst Middle Sch 11.5M	30001263	APMS400SM4	11.5M	\$74,700

2020-2021 Average Salaries School-Based Positions

Job Title	2020-2021 Job Code	Planned Comp	PS Area / Months	Average Salary
Principal, Asst Middle Sch 11M	30001194	APMS300SM3	11M	\$67,200
Principal, Asst Middle Sch 12M	30001320	APMS500SM5	Annual	\$73,700
Principal, ECH	30000337	PPES500PE5	Annual	\$90,000
Principal, Elementary Sch 12M	30001059	PPES500PE5	Annual	\$90,000
Principal, High School	30001319	PPHS500PH5	Annual	\$126,600
Principal, HS	30001343	PPHS500PS5	Annual	\$117,300
Principal, Middle School	30001233	PPMS500PM5	Annual	\$107,100
Principal, MS/ES	30001370	PPMS500PS5	Annual	\$103,700
Receptionist 10M	30002644	MSTR118AS1	10M	\$21,500
Registrar 11.5M	30001142	OTHR401RT4	11.5M	\$73,400
Registrar 11M	30000063	OTHR301RT3	11M	\$67,900
School Business Mgr	30003059	MSTR528AE5	Annual	\$66,400
Security Guard-12M	30003707	MSTR519AS5	Annual	\$31,700
Sign Language Interpreter	30002469	MSTR124AS1	10M	\$34,700
Social Worker, 10M - Title 1	30003450	MSTR127AE1	10M	\$48,500
Social Worker, 11.5M - Title 1	30009302	MSTR427AE4	11.5M	\$53,700
Social Worker, 11M - Title 1	30003451	MSTR327AE3	11M	\$50,400
Social Worker, 12M - Title 1	30003452	MSTR527AE5	Annual	\$56,800
Social Worker-10.5M	30003441	MSTR227AE2	10.5M	\$54,400
Social Worker-10M	30003440	MSTR127AE1	10M	\$48,500
Social Worker-11.5M	30003443	MSTR427AE4	11.5M	\$53,700
Social Worker-11M	30003442	MSTR327AE3	11M	\$50,400
Social Worker-12M	30003444	MSTR527AE5	12M	\$56,800
Spclst, Eval-Bilingual 11M	30000611	EVAL301EV3	11M	\$75,000
Spclst, Eval-ED Cert 11M	30000598	EVAL301EV3	11M	\$75,000
Spec Ed Employment Rep -10M	30002471	MSTR120AS1	10M	\$24,400
Spec Ed Employment Rep-12M	30002473	MSTR520AS5	Annual	\$32,100
Spec Ed Parent Liaison-12M	30002476	MSTR527AE5	12M	\$56,800
Speech Therapist 10M	30000321	OTHR101RT1	10M	\$62,700
Speech Therapist 11M	30001017	OTHR301RT3	11M	\$67,900
Speech Therapist 12 M	30001178	OTHR501RT5	Annual	\$75,100
Sr Academic Tutor, 10M - Ttl 1	30002495	MSTR118AS1	10M	\$21,500
Sr Academic Tutor-10M	30002421	MSTR118AS1	10M	\$21,500
Sr Academic Tutor-11M	30002423	MSTR318AS3	11M	\$23,900
Sr Academic Tutor-12M	30002425	MSTR518AS5	Annual	\$30,900
Student Case Worker-10M	30002524	MSTR125AS1	10M	\$33,900
Student Case Worker-11M	30002525	MSTR325AS3	11M	\$43,300
Student Case Worker-12M	30002526	MSTR525AS5	Annual	\$52,000
Student Information Rep-11.5M	30002684	MSTR421AS4	11.5M	\$30,400
Student Information Rep-11M	30002683	MSTR321AS3	11M	\$31,500
Student Information Rep-12M	30002685	MSTR521AS5	Annual	\$34,700
Substance Control Rep	30003691	MSTR121AS1	10M	\$32,500
Tchr PE 12M	30000625	TCHR501RT5	Annual	\$74,600
Tchr, 4-8 Generalist	30000908	TCHR101RT1	10M	\$59,300

2020-2021 Average Salaries School-Based Positions

Job Title	2020-2021 Job Code	Planned Comp	PS Area / Months	Average Salary
Tchr, American Sign Langu	30000340	TCHR101RT1	10M	\$59,300
Tchr, Arabic	30000137	TCHR101RT1	10M	\$59,300
Tchr, Art	30000010	TCHR101RT1	10M	\$59,300
Tchr, Art, Elementary	30001228	TCHR101RT1	10M	\$59,300
Tchr, Autism Self-Contain	30000758	TCHR101RT1	10M	\$59,300
Tchr, AVID	30000629	TCHR101RT1	10M	\$59,300
Tchr, Band Secondary 11-M	30000859	TCHR301RT3	11M	\$65,300
Tchr, Band Secondary 12M	30000860	TCHR501RT5	Annual	\$74,600
Tchr, Band, Secondary	30001153	TCHR101RT1	10M	\$59,300
Tchr, Bilingual	30000081	TCHR101RT1	10M	\$59,300
Tchr, Bilingual 11M	30000769	TCHR301RT3	11M	\$65,300
Tchr, Bilingual 4-8	30000747	TCHR101RT1	10M	\$59,300
Tchr, Bilingual EC-4	30000746	TCHR101RT1	10M	\$59,300
Tchr, Bilingual Kinderga	30000092	TCHR101RT1	10M	\$59,300
Tchr, Bilingual Pre-Kinde	30000088	TCHR101RT1	10M	\$59,300
Tchr, Biology	30000190	TCHR101RT1	10M	\$59,300
Tchr, Chemistry	30000197	TCHR101RT1	10M	\$59,300
Tchr, Chinese	30000089	TCHR101RT1	10M	\$59,300
Tchr, Choir, Secondary	30001077	TCHR101RT1	10M	\$59,300
Tchr, Class-Size 1st Grad	30001363	TCHR101RT1	10M	\$59,300
Tchr, Class-Size 3rd Grad	30001365	TCHR101RT1	10M	\$59,300
Tchr, Class-Size Bilingual	30001374	TCHR101RT1	10M	\$59,300
Tchr, Class-Size ESL	30000553	TCHR101RT1	10M	\$59,300
Tchr, Class-Size ESL	30001375	TCHR101RT1	10M	\$59,300
Tchr, Class-Size K-Biling	30001377	TCHR101RT1	10M	\$59,300
Tchr, Class-Size K-ESL	30001376	TCHR101RT1	10M	\$59,300
Tchr, Class-Size Kinder	30001366	TCHR101RT1	10M	\$59,300
Tchr, Computer Literacy	30000128	TCHR101RT1	10M	\$59,300
Tchr, Computer Science 6-	30000187	TCHR101RT1	10M	\$59,300
Tchr, Core-Subj Sec Monte	30001298	TCHR101RT1	10M	\$59,300
Tchr, Dance	30000207	TCHR101RT1	10M	\$59,300
Tchr, Drama	30000202	TCHR101RT1	10M	\$59,300
Tchr, Earth Science 6-8	30000130	TCHR101RT1	10M	\$59,300
Tchr, Earth-LI Science	30000199	TCHR101RT1	10M	\$59,300
Tchr, EC-4	30000764	TCHR101RT1	10M	\$59,300
Tchr, English	30000012	TCHR101RT1	10M	\$59,300
Tchr, English 11M	30000779	TCHR301RT3	11M	\$65,300
Tchr, English/Language Arts	30000749	TCHR101RT1	10M	\$59,300
Tchr, ESL 4-8	30000745	TCHR101RT1	10M	\$59,300
Tchr, ESL EC-4	30000744	TCHR101RT1	10M	\$59,300
Tchr, ESL Elementary	30000090	TCHR101RT1	10M	\$59,300
Tchr, ESL Kindergarten	30000091	TCHR101RT1	10M	\$59,300
Tchr, ESL Pre-Kindergarte	30000093	TCHR101RT1	10M	\$59,300
Tchr, ESL Secondary	30000084	TCHR101RT1	10M	\$59,300

2020-2021 Average Salaries

School-Based Positions

Job Title	2020-2021 Job Code	Planned Comp	PS Area / Months	Average Salary
Tchr, ESL/English 8-12	30000743	TCHR101RT1	10M	\$59,300
Tchr, Fifth Grade	30000005	TCHR101RT1	10M	\$59,300
Tchr, First Grade	30000001	TCHR101RT1	10M	\$59,300
Tchr, Fourth Grade	30000004	TCHR101RT1	10M	\$59,300
Tchr, French	30000013	TCHR101RT1	10M	\$59,300
Tchr, Geography	30000188	TCHR101RT1	10M	\$59,300
Tchr, German	30000015	TCHR101RT1	10M	\$59,300
Tchr, Government	30000204	TCHR101RT1	10M	\$59,300
Tchr, Health	30000085	TCHR101RT1	10M	\$59,300
Tchr, Hebrew	30000107	TCHR101RT1	10M	\$59,300
Tchr, Hindi	30000134	TCHR101RT1	10M	\$59,300
Tchr, History	30000029	TCHR101RT1	10M	\$59,300
Tchr, Intervention (Genrl)	30009826	TCHR101RT1	10M	\$59,300
Tchr, Intervention (Math)	30001699	TCHR101RT1	10M	\$59,300
Tchr, Intervention (Rdng)	30001700	TCHR101RT1	10M	\$59,300
Tchr, Intervention (Genrl)	30001698	TCHR101RT1	10M	\$59,300
Tchr, Intervention (Scien)	30001701	TCHR101RT1	10M	\$59,300
Tchr, Italian	30000106	TCHR101RT1	10M	\$59,300
Tchr, Itinerant Autism	30000326	TCHR101RT1	10M	\$59,300
Tchr, Itinerant SpEd Tran	30001144	TCHR101RT1	10M	\$59,300
Tchr, Japanese	30000133	TCHR101RT1	10M	\$59,300
Tchr, Journalism	30000201	TCHR101RT1	10M	\$59,300
Tchr, Kindergarten	30000007	TCHR101RT1	10M	\$59,300
Tchr, Latin	30000014	TCHR101RT1	10M	\$59,300
Tchr, Lead	30000117	TCHR101RT1	10M	\$59,300
Tchr, Lead 11M	30000516	TCHR301RT3	11M	\$65,300
Tchr, Lead 12M	30000952	TCHR501RT5	Annual	\$74,600
Tchr, Life Science 6-8	30000131	TCHR101RT1	10M	\$59,300
Tchr, Math	30000022	TCHR101RT1	10M	\$59,300
Tchr, Math 11M	30001051	TCHR301RT3	11M	\$65,300
Tchr, Math 4-8	30000750	TCHR101RT1	10M	\$59,300
Tchr, Math Intervention	30008404	TCHR101RT1	10M	\$59,300
Tchr, Multi-Grade	30000008	TCHR101RT1	10M	\$59,300
Tchr, Music Elementary 10.5M	30000621	TCHR201RT2	10.5M	\$66,800
Tchr, Music, Elementary	30000024	TCHR101RT1	10M	\$59,300
Tchr, Music, Sec 10.5M	30000973	TCHR201RT2	10.5M	\$66,800
Tchr, Music, Sec Choral	30000222	TCHR101RT1	10M	\$59,300
Tchr, Music, Sec Instrmt 10.5M	30000974	TCHR201RT2	10.5M	\$66,800
Tchr, Music, Sec Instrume	30000221	TCHR101RT1	10M	\$59,300
Tchr, Music, Secondary	30000212	TCHR101RT1	10M	\$59,300
Tchr, Music/Band, Elem	30000922	TCHR101RT1	10M	\$59,300
Tchr, Music/Guitar, Sec.	30001240	TCHR101RT1	10M	\$59,300
Tchr, Music/Instrmt, Ele	30001287	TCHR101RT1	10M	\$59,300
Tchr, Music/Orchestra, Se	30001201	TCHR101RT1	10M	\$59,300

2020-2021 Average Salaries School-Based Positions

Job Title	2020-2021 Job Code	Planned Comp	PS Area / Months	Average Salary
Tchr, Music/Piano, Sec.	30001269	TCHR101RT1	10M	\$59,300
Tchr, Music/Strings Elem	30001052	TCHR101RT1	10M	\$59,300
Tchr, Orient & Mobility I	30000305	TCHR101RT1	10M	\$59,300
Tchr, Orient/Mobility 11.5M	30001177	TCHR401RT4	11.5M	\$82,400
Tchr, Orient/Mobility 11M	30001107	TCHR301RT3	11M	\$65,300
Tchr, Physical Education	30000017	TCHR101RT1	10M	\$59,300
Tchr, Physical Science	30000200	TCHR101RT1	10M	\$59,300
Tchr, Physics	30000198	TCHR101RT1	10M	\$59,300
Tchr, Pregnant Girls	30000292	TCHR101RT1	10M	\$59,300
Tchr, Pre-Kindergarten	30000101	TCHR101RT1	10M	\$59,300
Tchr, Principles of Techn	30000178	TCHR101RT1	10M	\$59,300
Tchr, Psychology	30000205	TCHR101RT1	10M	\$59,300
Tchr, Reading Intervention	30000160	TCHR101RT1	10M	\$59,300
Tchr, Reading Intervention 11M	30009926	TCHR301RT3	11M	\$65,300
Tchr, Reading, 6-12	30000025	TCHR101RT1	10M	\$59,300
Tchr, Reading, 6-12 11M	30000831	TCHR301RT3	11M	\$65,300
Tchr, Reading, K-6	30000023	TCHR101RT1	10M	\$59,300
Tchr, ROTC	30000914	SPLJR00RO1	Special	\$55,800
Tchr, ROTC 12M	30000018	SPLJR00RO5	Special	\$77,500
Tchr, Russian	30000108	TCHR101RT1	10M	\$59,300
Tchr, Science	30000027	TCHR101RT1	10M	\$59,300
Tchr, Science 4-8	30000751	TCHR101RT1	10M	\$59,300
Tchr, Science 6-8	30000132	TCHR101RT1	10M	\$59,300
Tchr, Science Composite	30000766	TCHR101RT1	10M	\$59,300
Tchr, Second Grade	30000002	TCHR101RT1	10M	\$59,300
Tchr, Sixth Grade	30000006	TCHR101RT1	10M	\$59,300
Tchr, Social Studies	30000031	TCHR101RT1	10M	\$59,300
Tchr, Social Studies 4-8	30000754	TCHR101RT1	10M	\$59,300
Tchr, Sp Ed Behavior Supp	30000998	TCHR101RT1	10M	\$59,300
Tchr, Sp Ed Behavior Supp 11M	30000968	TCHR301RT3	11M	\$65,300
Tchr, Sp Ed Content Maste	30000163	TCHR101RT1	10M	\$59,300
Tchr, Sp Ed Deaf 11.5M	30001215	TCHR401RT4	11.5M	\$82,400
Tchr, Sp Ed Inf Vis Imp 11.5M	30000960	TCHR401RT4	11.5M	\$82,400
Tchr, Sp Ed Infant Aud Im 11.5M	30000166	TCHR401RT4	11.5M	\$82,400
Tchr, Sp Ed Infant Vis Im	30000165	TCHR101RT1	10M	\$59,300
Tchr, Sp Ed SC MI, 10 Mnt	30001335	TCHR101RT1	10M	\$59,300
Tchr, Sp Ed Self Contained	30001170	TCHR101RT1	10M	\$59,300
Tchr, Sp Ed VI 11.5M	30001251	TCHR401RT4	11.5M	\$82,400
Tchr, Sp Ed Vi Imp 11M	30001214	TCHR301RT3	11M	\$65,300
Tchr, Spanish	30000016	TCHR101RT1	10M	\$59,300
Tchr, Spclst	30000082	OTHR101RT1	10M	\$62,700
Tchr, Spclst 10.5M	30008127	OTHR201RT2	10.5M	\$63,600
Tchr, Spclst 11.5M	30000948	OTHR401RT4	11.5M	\$73,400
Tchr, Spclst 11M	30000770	OTHR301RT3	11M	\$67,900

2020-2021 Average Salaries School-Based Positions

Job Title	2020-2021 Job Code	Planned Comp	PS Area / Months	Average Salary
Tchr, Spclst 12 M	30001147	OTHR501RT5	Annual	\$75,100
Tchr, Spec Ed Pre-Sch 10M	30001013	TCHR101RT1	10M	\$59,300
Tchr, Special Ed VI Inti	30001174	TCHR101RT1	10M	\$59,300
Tchr, Special Ed Bilingual	30000080	TCHR101RT1	10M	\$59,300
Tchr, Special Ed Deaf 10M	30000302	TCHR101RT1	10M	\$59,300
Tchr, Special Ed Hospital	30000293	TCHR101RT1	10M	\$59,300
Tchr, Special Ed Resource	30000268	TCHR101RT1	10M	\$59,300
Tchr, Special Ed SC	30000267	TCHR101RT1	10M	\$59,300
Tchr, Special Ed SC BSC	30001096	TCHR101RT1	10M	\$59,300
Tchr, Special Ed SC Lifes	30001211	TCHR101RT1	10M	\$59,300
Tchr, Special Ed Transiti	30009277	TCHR101RT1	10M	\$59,300
Tchr, Special Ed VI	30000287	TCHR101RT1	10M	\$59,300
Tchr, Specialist 11M	30000959	OTHR301RT3	11M	\$67,900
Tchr, SpEd SC Lifeskills-11M	30000773	TCHR301RT3	11M	\$65,300
Tchr, Speech	30000030	TCHR101RT1	10M	\$59,300
Tchr, Student Ref Center	30000032	TCHR101RT1	10M	\$59,300
Tchr, Technology (1-8)	30000185	TCHR101RT1	10M	\$59,300
Tchr, Technology (1-8) 11M	30000765	TCHR301RT3	11M	\$65,300
Tchr, Technology (6-12)	30000186	TCHR101RT1	10M	\$59,300
Tchr, Theater, Secondary	30001326	TCHR101RT1	10M	\$59,300
Tchr, Theater/Drama, Elem	30001315	TCHR101RT1	10M	\$59,300
Tchr, Third Grade	30000003	TCHR101RT1	10M	\$59,300
Tchr, ClassSize Reduct Bil	30001706	TCHR101RT1	10M	\$59,300
Tchr, ClassSize Reduct ESL	30001707	TCHR101RT1	10M	\$59,300
Tchr, ClassSize Reduct Gen	30001705	TCHR101RT1	10M	\$59,300
Tchr, ClassSize Reduct Core	30001708	TCHR101RT1	10M	\$59,300
Tchr, SpEd Dpt-Chair for Instr	30000902	TCHR101RT1	10M	\$59,300
Tchr-Co, Sp Ed	30000624	TCHR101RT1	10M	\$59,300
Teaching Assistant, Title I	30008028	MSTR119AS1	10M	\$22,300
Teaching Assistant-10M	30002433	MSTR119AS1	10M	\$22,300
Temp Assignment, Counselor	30001184	COUN301ES3	11M	\$69,800
Wraparound Resource Speci	30008532	MSTR327AE3	11M	\$50,400



HISD

Budgeting & Financial Planning

FISCAL EXCELLENCE. SERVICE DRIVEN.

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, political affiliation, sexual orientation, gender identity and/or gender expression in its educational or employment programs and activities.

REPORT FROM THE SUPERINTENDENT

Office of the Superintendent of Schools
Board of Education Meeting of June 11, 2020

SUBJECT: **THE 2020–2021 HISD COMPENSATION MANUAL**

The Houston Independent School District (HISD) *Compensation Manual* outlines the policies and procedures that govern compensation for the district.

- **Executive Overview:** Clarifying statements and general updates to the *Compensation Manual* have been made in order to accurately reflect programs in place and proposed revisions.
- **Executive Overview - Stipends:** The list of HISD stipends has been updated to reflect current programs and requirements.

A copy of the proposed 2020–2021 HISD *Compensation Manual* is on file in Board Services. Upon approval of the 2020–2021 budget, the *Compensation Manual* will be posted on the Human Resources website.