Conroe Independent School District Board of Trustees
Official Notice and Agenda
Regular Meeting
5:00 PM Tuesday, September 15, 2026

A Regular Meeting of the Board of Trustees of the Conroe Independent School District will be held Tuesday, September 15, 2026, beginning at 5:00 PM at the Walter P. Jett Continuing Education Center located at 19043 David Memorial Drive, Shenandoah, TX 77385. The meeting may be accessed virtually at http://tiny.conroeisd.net/R78KV*

One or more board members will be, or may be, attending by videoconference call in compliance with the Texas Open Meetings Act.

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

I. **Opening**
   - A. Invocation
   - B. Pledge of Allegiance

II. **Citizen Participation** **4**

III. **Special Recognition**
   - A. Texas Standard Student Recognition 5
   - B. Destination Imagination (DI) Global Championship Teams; DI Adventure and KidDIng Around 6
   - C. The Texas Police Chiefs Association (TPCA) Law Enforcement Accreditation Certificate to the Conroe ISD Police Department 7

IV. **Closed Session****
   - A. Texas Government Code Section §551.071
     1. Update Pursuant to School Board Policy EHBAG (Local)
     2. Construction Audit Report
     3. Texas Senate Bill 12, 89th Legislature, R.S. (2025) Update
     4. Discussion with Legal Counsel Regarding Performance on Legal Matters
   - B. Texas Government Code Section §551.074
     1. Discussion of the Superintendent's Recommendation to Consider Teacher's Resignation Without Good Cause and Proposed Complaint to the State Board of Educator Certification for Abandonment of the Employment Contract of Reina Faisal
     2. Discussion of the Superintendent's Recommendation to Consider Teacher's Resignation Without Good Cause and Proposed Complaint to the State Board of Educator Certification for Abandonment of the Employment Contract of Elizabeth Montemayor
     3. Discussion of the Superintendent's Recommendation to Consider Teacher's Resignation Without Good Cause and Proposed Complaint to the State Board of Educator Certification for Abandonment of the Employment Contract of Valencia Price
     4. Superintendent's Evaluation Metrics

V. **Action on Closed Session Items**

A. Discussion of and Request Approval of Proposed Complaint to the State Board for Educator Certification for Abandonment of the Employment Contract of Reina Faisal

B. Discussion of and Request Approval of Proposed Complaint to the State Board for Educator Certification for Abandonment of the Employment Contract of Elizabeth Montemayor

C. Discussion of and Request Approval of Proposed Complaint to the State Board for Educator Certification for Abandonment of the Employment Contract of Valencia Price

D. Discussion and Possible Action Concerning Legal Services Contract with O'Hanlon, Demerath & Castillo Legal Firm

VI. **Consent Agenda**

A. Consider and Approve Minutes 8

B. Consider and Approve Amendment to the Budget 18

C. Receive Financial Reports 74

D. Receive Report on Cooperative Fees Paid by CISD 2025-2026 90

E. Receive Human Resources Report and Consider and Approve Employment of Professional Personnel 95

F. Consider and Approve Texas Teacher Evaluation and Support System (T-TESS) Appraisers 100

G. Consider and Possibly Approve RFP #26-06-02 HVAC Refrigerants to the Awarded Vendor(s) 101

VII. **Administration**

A. Receive Audit and Investment Committee Update 108

VIII. **Business/Finance**

A. Consider and Adopt Resolution Approving the District's Investment Program 120

B. Consider and Adopt Resolution Approving the Sources of Instruction Relating to Investment Responsibilities 167

C. Consider and Adopt Resolution Designating the Districts' Investment Officers 169

D. Consider and Adopt Resolution Approving the List of Qualified Investment Brokers 171

IX. **Academic Programs and Instruction**

A. Receive Fine Arts Department Review 173

B. Receive Information Regarding the Implementation of High-Quality Instructional Materials for Mathematics Grades K through 12 and Elementary Language Arts K-5 187

X. **Planning and Construction**

A. Discuss and Possibly Approve Change Order to the Job Order Contract for the South District Warehouse Renovation Project 192

XI. **Legal**

A. Public Comment on the Annual Certification of Compliance with Texas Senate Bill 12, 89th Legislature, R.S. (2025) and Texas Education Code §39.008

B. Consideration of and Possible Action to Approve the District's Annual Certification of Compliance Texas Senate Bill 12, 89th Legislature, R.S. (2025) including Texas Education Code §11.005 (Prohibition on Diversity, Equity and Inclusion Duties) and §28.0022 (Certain Instructional 196

Requirements and Prohibitions), as required by Texas Education Code §39.008, and to Authorize the Superintendent to submit the Certification and Supporting Documentation to the Texas Education Agency

XII. **Board Policy Discussion**

A. Consider on First Reading Board Policy DC (Local) Employment Practices 402

B. Consider on First Reading Board Policy FL (Local) Student Records 405

C. Consider on First Reading Board Policy FNCE (Local) Student Conduct: Personal Telecommunications/Electronic Devices 410

XIII. **Adjourn**

Posted in compliance with the Texas Open Meetings Act: _____ at_____.

_____

For the Board of Trustees

Taxpayer Impact Statement

(Pursuant to Texas Government Code 551.043(c)(2))

Fiscal Year (Tax Year)	Median-Valued Homestead	Tax Rate per $100 of Value	Estimated Property Tax Bill
FY 25-26 (Tax Year 2025)	$227,985	$0.9496	$2,164.95
FY 26-27 (Tax Year 2026)	$229,695	$0.9471	$2,175.44

Estimated Property Tax Bill is calculated by taking the **Median** Value divided by $100 multiplied by the Adopted Tax Rate

*** Virtual Link**

Any meeting not live-streamed will be made available via recording per Tex. Gov't Code Section 551.128(b-2), (b-4) **

Closed Session Authorization During Meeting

If during the course of the meeting covered by this notice the board should determine that a closed or executive meeting or session of the board should be held or is required, then such closed or executive meeting or session as authorized by Chapter 551 of the Texas Government Code (the Open Meetings Act) will be held by the board at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the board may conveniently meet in such closed or executive session concerning any and all subjects and for any and all purposes permitted by Section 551.071 through Section 551.089 inclusive of said Open Meetings Act. Should any final action, final decision, or final vote be required in the opinion of the board with regard to any matter considered in such closed or executive session, then such final action, final decision, or final vote shall be at either:

a) the open meeting covered by this notice upon the reconvening of this public meeting, or
b) a subsequent public meeting of the board upon notice thereof, as the board shall determine.
All final votes, actions, or decisions will be taken in an open meeting.
Please see the Texas Open Meetings Act, Tex. Gov't Code ch. 551.
Sec. 551.071. CONSULTATION WITH ATTORNEY; CLOSED MEETING. A governmental body may not conduct a private consultation with its attorney except: (1) when the governmental body seeks the advice of its attorney about: (A) pending or contemplated litigation; or (B) a settlement offer; or (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.
Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
Sec. 551.073. DELIBERATION REGARDING PROSPECTIVE GIFT; CLOSED MEETING. A governmental body may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the state or the governmental body if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
Sec. 551.074. PERSONNEL MATTERS. (a) This chapter does not require a governmental body to conduct an open meeting:
(1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or
(2) to hear a complaint or charge against an officer or employee. (b) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing.
Sec. 551.076. DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; CLOSED MEETING. This chapter does not require a governmental body to conduct an open meeting to deliberate: (1) the deployment, or specific occasions for implementation, of security personnel or devices; or (2) a security audit.
Sec. 551.082. SCHOOL CHILDREN; SCHOOL DISTRICT EMPLOYEES; DISCIPLINARY MATTER OR COMPLAINT. (a) This chapter does not require a school board to conduct an open meeting to deliberate in a case: (1) involving discipline of a public school child; or (2) in which a complaint or charge is brought against an employee of the school district by another employee and the complaint or charge directly results in a need for a hearing.
Sec. 551.0821. SCHOOL BOARD: PERSONALLY IDENTIFIABLE INFORMATION ABOUT PUBLIC SCHOOL STUDENT. (a) This chapter does not require a school board to conduct an open meeting to deliberate a matter regarding a public school student if personally identifiable information about the student will necessarily be revealed by the deliberation. (b) Directory information about a public school student is considered to be personally identifiable information about the student for purposes of Subsection (a) only if a parent or guardian of the student, or the student if the student has attained 18 years of age, has informed the school board, the school district, or a school in the school district that the directory information should not be released without prior consent. In this subsection, "directory information" has the meaning assigned by the federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g), as amended. (c) Subsection (a) does not apply if an open meeting about the matter is requested in writing by a parent or guardian of the student or by the student if the student has attained 18 years of age.
Sec. 551.089. DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; CLOSED MEETING. This chapter does not require a governmental body to conduct an open meeting to deliberate: (1) security assessments or deployments relating to information resources technology; (2) network security information as described by Section 2059.055(b); or (3) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.

Citizen Participation

Recommendation:
That the Conroe Independent School District Board of Trustees accept as information the presentations made by citizens, as submitted and recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:
Citizens will have the opportunity to address the Board in accordance with Board Policy BED.

Board Policy: BED

Submitted and Recommended by:

Dr. David Vinson
Superintendent of Schools

Texas Standard Student Recognition

Recommendation:
That the Conroe Independent School District Board of Trustees recognize Ava and Mia Vasquez with the Texas Standard Award for their life-saving actions during a residential fire, as submitted by Andrew Stewart, Executive Director of Communications, and recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:
Ava and Mia Vasquez demonstrated extraordinary courage, quick thinking and concern for others during a residential fire. Their life-saving actions exemplify the character, compassion and service celebrated through the Texas Standard Award.

Ava and Mia Vasquez will be recognized for their heroic actions and presented with the Texas Standard Award.

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Andrew Stewart
Executive Director of Communications

Destination Imagination Global Champions

Recommendation:
That the Conroe Independent School District Board of Trustees give special recognition to Destination Imagination (DI) Global Champion teams the DI Adventure Squad, and KidDIng Around as submitted by Andrew Stewart, Director of Communications, and recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:
DI is a global educational nonprofit dedicated to inspiring the next generation of innovators, leaders, and creative problem solvers. DI provides unique educational experiences across seven project-based challenge types–Technical, Scientific, Engineering, Fine Arts, Improvisational, Service Learning, and Early Learning. The DI challenge experience is 100% student driven. The academic challenges are designed to teach the creative process—a system of learning that is at the root of innovation and a child's ability to bring an idea to life. Each season, new and engaging team challenges that encourage students to explore their passions, discover their unique talents and abilities, and learn new skills are offered. Teams also participate in instant challenges—quick creative and critical thinking exercises that build teamwork and problem-solving abilities.

During the 2025-2026 school year, Conroe ISD had 140 teams participate in the Regional DI tournament, 26 teams at the state level, and 22 teams at the global level. Two of those teams placed first in the DI Global Tournament.

The DI Adventure Squad from Collins Intermediate won first place in the Elementary Level Scientific Challenge, "Unforgettable". Members are Elena Beach, Jensen Bruening, Mark Guidry, Helen Loftis, Amelia O'Connor, Naoki Symons, and Cecelia Torres.

The team KidDing Around, also from Collins Intermediate, won first place in the Elementary Level Technical Challenge, "Win It Big". Members of KidDing Around are Selia Carter, Lukas Checkmen, Grace Dieffenbaugher, and Oleg Parsegov.

Julie Gault, Coordinator of Gifted Programs, will present the teams and team managers to the Board.

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Andrew Stewart
Director of Communications

The Texas Police Chiefs Association (TPCA) Law Enforcement Accreditation Certificate to the Conroe ISD Police Department

Recommendation
That the Conroe Independent School District Board of Trustees give recognition to the Conroe ISD Police Department for the department's re-accreditation in a presentation by representatives of the TPCA, as submitted by Matthew Blakelock, Chief of Police, and recommended by Dr. David Vinson, Superintendent of Schools.

Explanation
The TPCA Accreditation Program measures a department based on compliance with over 170 best practices for law enforcement for efficient delivery of service, reduction of risk, and protection of individuals' rights.

There are 2776 law enforcement agencies in the State of Texas. 309+ of those agencies are ISD Police Departments. In 2014, Conroe ISD PD became the 102nd agency in Texas to achieve accreditation and has continuously maintained it through ongoing reporting and compliance checks, and 2-day rigorous audits in 2018,2022, and now in 2026. Since the program's inception, just over 230 agencies have achieved this accreditation status through TPCA. Those agencies represent municipal, county, state, school district, college and university, and special district agencies. Conroe ISD is the 1st ISD police department to achieve and maintain accreditation since 2014, and is the 86th overall agency to achieve and maintain accreditation.

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Matthew J. Blakelock
Chief of Police

Consider and Approve Minutes

Recommendation:
That the Conroe Independent School District Board of Trustees approve the minutes of recent board meetings listed below, as submitted and recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:
Attached are the minutes from the August 18, 2026, Special Board Meeting. These minutes will become official upon approval.

Policy Reference: Legal and Local Board Policy BE

Submitted and Recommended by:

Dr. David Vinson
Superintendent of Schools

Conroe Independent School District
Board of Trustees Regular Meeting
August 18, 2026

OPENING

A Regular Meeting of the Conroe Independent School District Board of Trustees was held on Tuesday, August 18, 2026, at the Walter P. Jett Continuing Education Center located at 19043 David Memorial Drive Shenandoah, TX 77385. Superintendent Dr. David Vinson and a quorum of the Board of Trustees attended the meeting: Misty Odenweller, Nicole May, Lindsay Dawson, Melissa Dungan, Melissa Semmler, Marianne Horton, and Aggie Gambino. Board President Misty Odenweller called the meeting to order at 5:01 p.m. Trustee Gambino led the invocation. Trustee Horton led the pledges.

The Open Session ended at 5:04 p.m.

CLOSED SESSION

The Open Session reconvened at 6:23 p.m.

ACTION ON CLOSED SESSION ITEM

No action was taken

CITIZEN PARTICIPATION

The following citizens registered and addressed the Board of Trustees:

Lin Lin Liu	Krystal Eicher	Whalin Harter-Leahy	Kristen Brown
Ryan Tsamouris	Emily Hoppel	Lauren Dougherty	Mark Brooks
Rod Hammer	Susan Scruggs	Cyndie Phillips	

CONSENT AGENDA

Motion #3500

Melissa Dungan, seconded by Lindsay Dawson moved: That the Board of Trustees remove the following items from the Consent Agenda for further discussion:

- I. Consider on Second Read and Final Adoption Board Policy CV (Local) Facilities Construction
- J. Consider on Second Read and Final Adoption Board Policy EFB (Local) Instructional Resources: Library Materials
- K. Consider on Second Read and Final Adoption Board Policy FOFF (Local) Special Education Parent Advisory Council (SEPAC)

and approve the following items on the consent agenda as presented:

- Consider and Approve Minutes
- Receive Financial Reports
- Consider and Approve Amendment to the 2025-2026 Budget
- Receive Human Resources Report and Consider and Approve Employment of Professional Personnel
- Consider and Approve Texas Teacher Evaluation and Support System (T-TESS) Appraisers
- Consider and Approve Option Selection for Reducing the District's Local Revenue Level Under Texas Education Code Chapter 49

- Consider and Approve Resolution Granting Montgomery County and Waller County 4-H Organizations Extracurricular Status and Consider and Approve Entering into Adjunct Faculty Agreement with Texas A&M AgriLife Extension Service
- Consider and Approve 2026-2027 Juvenile Justice Alternative Education Program (JJAEP) Memorandum of Understanding

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3501
Marianne Horton, seconded by Melissa Semmler, moved: That the District amend its Construction Contracts Change Orders policy language to include any Change Order exceeding $100k "shall require Board approval" , in reference to removed Consent Agenda item I. Consider on Second Read and Final Adoption Board Policy CV (Local) Facilities Construction.

Failed by a vote of 3-4.
Nicole May: No
Lindsay Dawson: No
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: No
Misty Odenweller: No

Motion #3502
Lindsay Dawson, seconded by Aggie Gambino, moved: That the Board of Trustees accept as presented the removed item from Consent Agenda: I. Consider on Second Read and Final Adoption Board Policy CV (Local) Facilities Construction.

Carried by a vote of 5-2.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: No
Melissa Dungan: Yay
Marianne Horton: No
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3503
Marianne Horton, seconded by Melissa Semmler, moved: That the Board of Trustees amend the policy language to include, "employees shall include only library materials from the district or campus approved library systems and library catalog" regarding Consent Agenda: Item J. Consider on Second Read and Final Adoption Board Policy EFB (Local) Instructional Resources: Library Materials.

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3504
Melissa Dungan, seconded by Aggie Gambino, moved: That the Board of Trustees approve the removed item from Consent Agenda: Item J. Consider on Second Read and Final Adoption Board Policy EFB (Local) Instructional Resources: Library Materials as presented with the approved amended language.

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3505
Melissa Semmler, seconded by Aggie Gambino, moved: That the Board of Trustees amend the removed item from Consent Agenda: K. Consider on Second Read and Final Adoption Board Policy FOFF (Local) Special Education Parent Advisory Council (SEPAC) to include that no Conroe ISD Board Member shall serve on the council other than pursuant to Section C of Board Policy FOFF (Local).

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3506
Aggie Gambino, seconded by Melissa Dungan, moved: That the Board of Trustees accept as presented the removed item from Consent Agenda: Item K. Consider on Second Read and Final Adoption Board Policy FOFF (Local) Special Education Parent Advisory Council (SEPAC) with the approved amended language.

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

ADMINISTRATION

A - Receive Athletic Programs Update

Dr. Mark Murrell Assistant Superintendent of High Schools and Chris Feris Director of Athletics provided the Board of Trustees with an update on the districts Athletic Programs. Informational only, no action was taken.

Motion #3507

B - Discuss and Possibly Approve 2026-2027 School Health Advisory Council (SHAC) Membership

Melissa Semmler seconded by Lindsay Dawson moved: That the Board of Trustees accept option one of the 2026-2027 School Health Advisory Council (SHAC) membership presented by Dr. Mark Murrell, Assistant Superintendent of High Schools.

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3508

C - Discuss and Possibly Approve an Access and Maintenance Easement Agreement with Evergreen Community Association, Inc. for Campbell Elementary School and Delegate Authority to the Superintendent to Negotiate and Execute the Documents Necessary to Effectuate the Transaction

Melissa Semmler seconded by Melissa Dungan moved: That the Board approve the Access and Maintenance Easement Agreement with Evergreen Community Association, Inc. for Campbell Elementary School and Delegate Authority to the Superintendent to Negotiate and Execute the Documents Necessary to Effectuate the Transaction as presented by Easy Foster Executive Director of Planning and Construction.

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3509

D - Discuss and Possibly Adopt Resolution to Declare Good Cause Exception for House Bill 3-Armed Security Guard Requirement

Melissa Semmler seconded by Melissa Dungan moved: That the Board of Trustees Adopt a Resolution to Declare Good Cause Exception for House Bill 3-Armed Security Guard Requirement as presented by Dr. Ted Landry, Deputy Superintendent.

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

The Open Session recessed for a break at 8:13 p.m. The Open Session reconvened at 8:29 p.m.

ACADEMIC PROGRAMS AND INSTRUCTION

A - Receive Information Regarding the 2026 STAAR 3-8 and STAAR End-of-Course (EOC) Results

The Board of Trustees received the 2026 STAAR 3-8 and STAAR End-of-Course (EOC) Results from Dr. Ted Landry Deputy Superintendent and Malinda Stewart Executive Director of School Improvement and Accountability. No action was taken, informational only.

B - Receive Math Curriculum Implementation Strategy and Timeline Update

The Board of Trustees received the Math Curriculum Implementation Strategy and Timeline Update from Dayren Carlisle Executive Director of Curriculum and Instruction No action was taken, informational only.

The Open Session recessed for a break at 10:10 p.m. The Open Session reconvened at 10:19 p.m.

PUBLIC HEARING

A - Hold Public Hearing to Discuss Budget and Proposed Tax Rate

The Board of Trustees received information from Chief Financial Officer Karen Garza in a Public Hearing discussing the Budget and Proposed Tax Rate. No action was taken, informational only.

Motion #3510

B - Discuss and Possibly Approve the 2026-2027 Official School Budget

Aggie Gambino seconded by Lindsay Dawson moved: That the Board approve the 2026-2027 Official School Budget as presented by Chief Financial Officer Karen Garza.

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3511

C - Discuss and Possibly, Adopt, and Set by Order: Resolution the 2026 Valorem Tax Rate to Support the 2026-2027 Budget: (a) Maintenance and Operations Tax Rate and (b) Debt Service Tax Rate

Aggie Gambino seconded by Lindsay Dawson moved: That the Board of Trustees Adopt, and Set by Order: Resolution the 2026 Valorem Tax Rate to Support the 2026-2027 Budget: (a) Maintenance and Operations Tax Rate and (b) Debt Service Tax Rate as presented by Chief Financial Officer Karen Garza.

Carried by a vote of 5-2.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: No
Melissa Dungan: Yay
Marianne Horton: No
Aggie Gambino: Yay
Misty Odenweller: Yay

FINANCE

A - Discuss Montgomery County Appraisal District Fiscal Year 2027 Budget

The Board of Trustees received information from Chief Financial Officer Karen regarding the Montgomery County Appraisal District Fiscal Year 2027 Budget. No action was taken, informational only.

BUSINESS/FINANCE

Motion #3512

A - Consider and Possibly Award Request for Proposal RFP# 26-05-02 Kitchen Supplies & Equipment to the Selected Vendors

Melissa Dungan seconded by Melissa Semmler moved: That the Board of Trustees Award Request for Proposal RFP# 26-05-02 Kitchen Supplies & Equipment to the Selected Vendors as presented by Brian Broussard Director of Purchasing.

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3513

B - Consider and Possibly Award Request for RFP# 26-05-03 New & Used Vehicles to the Selected Vendors

Melissa Semmler seconded by Aggie Gambino moved: That the Board of Trustees Award Request for RFP# 26-05-03 New & Used Vehicles to the Selected Vendors as presented by Brian Broussard Director of Purchasing.

Carried unanimously by a vote of 7-0.

Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3514

C - Consider and Possibly Award Request for Proposal RFP# 26-05-05 A/C Filter Media Vendor

Melissa Dungan seconded by Melissa Semmler moved: That the Board Award Request for Proposal RFP# 26-05-05 A/C Filter Media Vendor as presented by Brian Broussard Director of Purchasing.

Carried unanimously by a vote of 7-0.

Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3515

D - Consider and Possibly Approve Award of RFP# 26-06-01 Construction Consultation, Program Management, Auditing, and Other Related Services to the Selected Vendors

Lindsay Dawson seconded by Melissa Dungan moved: That the Board of Trustees Award of RFP# 26-06-01 Construction Consultation, Program Management, Auditing, and Other Related Services to the Selected Vendors as presented by Brian Broussard Director of Purchasing.

Carried unanimously by a vote of 7-0.

Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

PLANNING AND CONSTRUCTION

Motion #3516

A - Discuss and Possibly Accept as Complete the Natatorium Renovation Project

Melissa Semmler, seconded by Aggie Gambino moved: That the Board Accept as Complete the Natatorium Renovation Project as presented by Executive Director of Planning and Construction.

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

Motion #3517

B-Discuss and Possibly Approve Job Order Contracting as the Procurement Method for the Resource Center Renovation Project

Melissa Dungan, seconded by Nicole May moved: That the Board approve the Job Order Contracting as the Procurement Method for the Resource Center Renovation Project as presented by Executive Director of Planning and Construction.

Carried unanimously by a vote of 7-0.
Nicole May: Yay
Lindsay Dawson: Yay
Melissa Semmler: Yay
Melissa Dungan: Yay
Marianne Horton: Yay
Aggie Gambino: Yay
Misty Odenweller: Yay

BOARD DISCUSSION

A-Discussion and Possible Action Regarding Board Trustees Conferences and Trainings

The Board of Trustees discussed concerns regarding Trustees attendance for conferences and trainings. Discussion only, no formal action was taken.

ADJOURN

Misty Odenweller motioned to adjourn the meeting seconded by Lindsay Dawson. The meeting was adjourned at 11:21 p.m.

Approved: September 15, 2026, by:

President, Board of Trustees	Secretary, Board of Trustees

Amendment to the 2026-2027 Budget

Recommendation: That the Conroe Independent School District Board of Trustees approve an amendment to the 2026-2027 Official Budget, as reflected in the summary below and detailed in the following pages, as submitted by Karen Garza, Chief Financial Officer, and as recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:

Revenues:	*Current Budget*	*Amendment*	*Amended Budget*
General Fund	$ 769,648,662.00	$ -	$ 769,648,662.00
Total Revenue Increase, General Funds	769,648,662.00	-	769,648,662.00
All Other Funds			
Texas Education For Homeless Children & Youth	-	128,341.00	128,341.00
Active Threat Preparedness & Response Initiative	-	119,780.00	119,780.00
Title I, Part A	12,089,933.00	6,513.00	12,096,446.00
Title I, Part C	25,572.00	(463.00)	25,109.00
Title I, Part D	159,175.00	(5,328.00)	153,847.00
Title II, Part A	1,805,794.00	1,604.00	1,807,398.00
Title III, Part A - Limited English Proficient	1,362,252.00	(11,288.00)	1,350,964.00
Title IV, Part A	844,247.00	73.00	844,320.00
State-Developed Open Education Resource Entitlement	-	1,309,640.00	1,309,640.00
State Board of Education-Approved Instructional Materials Entitlement	-	2,619,280.00	2,619,280.00
Total Revenue Increase, All Funds	$ 785,935,635.00	$ 4,168,152.00	$ 790,103,787.00

Appropriations:			
General Fund	$ 769,648,662.00	$ -	$ 769,648,662.00
Prior Year Encumbrances	-	3,548,775.05	3,548,775.05
Total Appropriation Increase, General Funds	769,648,662.00	3,548,775.05	773,197,437.05
All Other Funds			
Child Nutrition Prior Year Encumbrances	-	3,679,143.92	3,679,143.92
Texas Education For Homeless Children & Youth	-	128,341.00	128,341.00
Active Threat Preparedness & Response Initiative	-	119,780.00	119,780.00
Title I, Part A	12,089,933.00	6,513.00	12,096,446.00
Title I, Part C	25,572.00	(463.00)	25,109.00
Title I, Part D	159,175.00	(5,328.00)	153,847.00
Title II, Part A	1,805,794.00	1,604.00	1,807,398.00
Title III, Part A - Limited English Proficient	1,362,252.00	(11,288.00)	1,350,964.00
Title IV, Part A	844,247.00	73.00	844,320.00
State-Developed Open Education Resource Entitlement	133,223.00	1,309,640.00	1,442,863.00
State Board of Education-Approved Instructional Materials Entitlement	8,234,581.00	2,619,280.00	10,853,861.00
Total Appropriation Increase, All Funds	$ 794,303,439.00	$ 11,396,070.97	$ 805,699,509.97

Increases requested for All Other Funds account for new or revised state, federal and local grant allocations and the debt service fund.

Policy Reference: Legal and Local Board Policy CE

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Karen Garza
Chief Financial Officer

MAJOR OBJECT DESCRIPTION		MAJOR OBJECT CODE	APPROVED BUDGET	PROPOSED AMENDMENTS	PROPOSED AMENDED BUDGET
NONE	00				
OTHER USES		8900	.00	.00	.00
			.00	.00	.00
INSTRUCTION	11				
TOTAL PAYROLL		6100	473,166,019.22	6,513.00	473,172,532.22
CONTRACTED SERVICES		6200	3,286,103.02	152,074.77	3,438,177.79
SUPPLIES AND MATERIALS		6300	24,311,053.83	4,542,640.65	28,853,694.48
OTHER OPERATING EXPEND		6400	916,107.42	55,546.56	971,653.98
CAPITAL OUTLAY		6600	60,289.83	85,830.00	146,119.83
			501,739,573.32	4,842,604.98	506,582,178.30
MEDIA SERVICES	12				
TOTAL PAYROLL		6100	6,775,663.44	.00	6,775,663.44
CONTRACTED SERVICES		6200	58,372.10	145.44	58,517.54
SUPPLIES AND MATERIALS		6300	687,389.92	24,727.03	712,116.95
OTHER OPERATING EXPEND		6400	7,514.00	355.00	7,869.00
CAPITAL OUTLAY		6600	1,554.19	.00	1,554.19
			7,530,493.65	25,227.47	7,555,721.12
CURR & INST STAFF DEV	13				
TOTAL PAYROLL		6100	17,610,532.79	9,185.00	17,619,717.79
CONTRACTED SERVICES		6200	1,299,231.29	10,854.00	1,310,085.29
SUPPLIES AND MATERIALS		6300	464,546.17	-24,181.76	440,364.41
OTHER OPERATING EXPEND		6400	240,678.91	2,709.90	243,388.81
CAPITAL OUTLAY		6600	.00	.00	.00
			19,614,989.16	-1,432.86	19,613,556.30
INSTRUCTIONAL ADMIN	21				
TOTAL PAYROLL		6100	10,100,747.69	21,000.00	10,121,747.69

MAJOR OBJECT DESCRIPTION		MAJOR OBJECT CODE	APPROVED BUDGET	PROPOSED AMENDMENTS	PROPOSED AMENDED BUDGET
INSTRUCTIONAL ADMIN	21				
CONTRACTED SERVICES		6200	165,666.00	5,438.88	171,104.88
SUPPLIES AND MATERIALS		6300	858,093.36	44,506.14	902,599.50
OTHER OPERATING EXPEND		6400	319,460.87	6,766.14	326,227.01
CAPITAL OUTLAY		6600	.00	.00	.00
			11,443,967.92	77,711.16	11,521,679.08
SCHL ADMINISTRATION	23				
TOTAL PAYROLL		6100	47,159,728.00	.00	47,159,728.00
CONTRACTED SERVICES		6200	22,676.98	319.77	22,996.75
SUPPLIES AND MATERIALS		6300	248,320.65	55,588.68	303,909.33
OTHER OPERATING EXPEND		6400	126,004.38	7,916.14	133,920.52
CAPITAL OUTLAY		6600	75.00	.00	75.00
			47,556,805.01	63,824.59	47,620,629.60
GUIDANCE & COUNSELING	31				
TOTAL PAYROLL		6100	38,732,034.04	.00	38,732,034.04
CONTRACTED SERVICES		6200	876,523.00	277.20	876,800.20
SUPPLIES AND MATERIALS		6300	1,394,738.00	13,989.37	1,408,727.37
OTHER OPERATING EXPEND		6400	114,075.00	892.57	114,967.57
CAPITAL OUTLAY		6600	.00	.00	.00
			41,117,370.04	15,159.14	41,132,529.18
SOCIAL WORK	32				
TOTAL PAYROLL		6100	1,378,392.00	70,350.00	1,448,742.00
CONTRACTED SERVICES		6200	8,950.00	-162.00	8,788.00
SUPPLIES AND MATERIALS		6300	10,250.00	32,291.00	42,541.00
OTHER OPERATING EXPEND		6400	10,150.00	10,040.00	20,190.00
			1,407,742.00	112,519.00	1,520,261.00

MAJOR OBJECT DESCRIPTION		MAJOR OBJECT CODE	APPROVED BUDGET	PROPOSED AMENDMENTS	PROPOSED AMENDED BUDGET
HEALTH	33				
TOTAL PAYROLL		6100	9,222,326.00	.00	9,222,326.00
CONTRACTED SERVICES		6200	37,500.00	.00	37,500.00
SUPPLIES AND MATERIALS		6300	204,839.32	1,778.37	206,617.69
OTHER OPERATING EXPEND		6400	11,100.00	1,374.73	12,474.73
CAPITAL OUTLAY		6600	.00	.00	.00
			9,475,765.32	3,153.10	9,478,918.42
STUDENT TRANS	34				
TOTAL PAYROLL		6100	29,444,385.00	.00	29,444,385.00
CONTRACTED SERVICES		6200	919,222.00	107,243.56	1,026,465.56
SUPPLIES AND MATERIALS		6300	4,455,419.99	355,706.88	4,811,126.87
OTHER OPERATING EXPEND		6400	893,507.33	3,127.87	896,635.20
CAPITAL OUTLAY		6600	2,635,387.24	.00	2,635,387.24
			38,347,921.56	466,078.31	38,813,999.87
CHILD NUTRITION	35				
TOTAL PAYROLL		6100	10,430,000.00	.00	10,430,000.00
CONTRACTED SERVICES		6200	1,058,000.00	191,024.71	1,249,024.71
SUPPLIES AND MATERIALS		6300	20,341,000.00	2,533,773.41	22,874,773.41
OTHER OPERATING EXPEND		6400	40,500.00	247.85	40,747.85
CAPITAL OUTLAY		6600	750,000.00	123,965.00	873,965.00
			32,619,500.00	2,849,010.97	35,468,510.97
COCURR ACTIVITIES	36				
TOTAL PAYROLL		6100	8,490,127.21	.00	8,490,127.21
CONTRACTED SERVICES		6200	1,001,363.69	145,532.73	1,146,896.42
SUPPLIES AND MATERIALS		6300	1,742,077.77	523,357.53	2,265,435.30
OTHER OPERATING EXPEND		6400	4,289,355.17	53,302.37	4,342,657.54

MAJOR OBJECT DESCRIPTION	MAJOR OBJECT CODE	APPROVED BUDGET	PROPOSED AMENDMENTS	PROPOSED AMENDED BUDGET
COCURR ACTIVITIES	36			
CAPITAL OUTLAY	6600	3,500.00	16,800.00	20,300.00
		15,526,423.84	738,992.63	16,265,416.47
GENERAL ADMIN	41			
TOTAL PAYROLL	6100	10,523,827.00	.00	10,523,827.00
CONTRACTED SERVICES	6200	1,543,190.65	278,267.04	1,821,457.69
SUPPLIES AND MATERIALS	6300	1,186,993.68	125,302.13	1,312,295.81
OTHER OPERATING EXPEND	6400	1,625,050.00	3,304.24	1,628,354.24
DEBT SERVICE	6500	.00	.00	.00
CAPITAL OUTLAY	6600	6,755.00	100.00	6,855.00
		14,885,816.33	406,973.41	15,292,789.74
MAINTENANCE & OPERATIONS	51			
TOTAL PAYROLL	6100	41,814,675.00	.00	41,814,675.00
CONTRACTED SERVICES	6200	31,070,281.71	465,066.02	31,535,347.73
SUPPLIES AND MATERIALS	6300	7,690,932.15	75,219.33	7,766,151.48
OTHER OPERATING EXPEND	6400	5,095,467.59	12,331.17	5,107,798.76
CAPITAL OUTLAY	6600	2,783,389.06	350,261.95	3,133,651.01
		88,454,745.51	902,878.47	89,357,623.98
SECURITY	52			
TOTAL PAYROLL	6100	11,901,692.00	.00	11,901,692.00
CONTRACTED SERVICES	6200	252,063.46	55,323.76	307,387.22
SUPPLIES AND MATERIALS	6300	296,896.94	387,546.37	684,443.31
OTHER OPERATING EXPEND	6400	57,920.08	3,850.00	61,770.08
CAPITAL OUTLAY	6600	164,970.00	.00	164,970.00
		12,673,542.48	446,720.13	13,120,262.61
TECHNOLOGY	53			
TOTAL PAYROLL	6100	5,910,047.00	.00	5,910,047.00

MAJOR OBJECT DESCRIPTION	MAJOR OBJECT CODE	APPROVED BUDGET	PROPOSED AMENDMENTS	PROPOSED AMENDED BUDGET
TECHNOLOGY	53			
CONTRACTED SERVICES	6200	1,711,616.07	164,037.79	1,875,653.86
SUPPLIES AND MATERIALS	6300	2,267,105.88	281,910.25	2,549,016.13
OTHER OPERATING EXPEND	6400	53,900.00	702.43	54,602.43
DEBT SERVICE	6500	.00	.00	.00
CAPITAL OUTLAY	6600	63,651.00	.00	63,651.00
		10,006,319.95	446,650.47	10,452,970.42
COMMUNITY SERVICES	61			
TOTAL PAYROLL	6100	993,880.00	.00	993,880.00
CONTRACTED SERVICES	6200	12,000.00	.00	12,000.00
SUPPLIES AND MATERIALS	6300	132,594.26	.00	132,594.26
OTHER OPERATING EXPEND	6400	42,305.69	.00	42,305.69
		1,180,779.95	.00	1,180,779.95
DEBT SERVICES	71			
DEBT SERVICE	6500	193,619,585.00	.00	193,619,585.00
		193,619,585.00	.00	193,619,585.00
FACILITIES ACQ	81			
CONTRACTED SERVICES	6200	6,718,808.23	.00	6,718,808.23
SUPPLIES AND MATERIALS	6300	45,156,005.31	.00	45,156,005.31
OTHER OPERATING EXPEND	6400	.00	.00	.00
CAPITAL OUTLAY	6600	399,227,020.59	.00	399,227,020.59
		451,101,834.13	.00	451,101,834.13
OTHER INTERGOVERNMENTAL	99			
CONTRACTED SERVICES	6200	5,150,000.00	.00	5,150,000.00
		5,150,000.00	.00	5,150,000.00
DO NOT USE	ZZ			
CAPITAL OUTLAY	6600	.00	.00	.00
		.00	.00	.00

MAJOR OBJECT DESCRIPTION	MAJOR OBJECT CODE	APPROVED BUDGET	PROPOSED AMENDMENTS	PROPOSED AMENDED BUDGET
TOTAL EXPENSES		1,503,453,175.17	11,396,070.97	1,514,849,246.14

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6100	2117110069911000-6118 INSTR - GEN EXTRA-DUTY PAY	6,513.00	AMEND - TITLE I, PART A	A4		H
	MAJOR OBJECT TOTAL	6,513.00				
6200	1997119400111000-6245 INSTR - PYE EQUIPMENT REPAIR	510.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400111000-6246 INSTR - PYE BUILDING/GROUNDS REPAIR	6,496.51	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400111000-6248 INSTR - PYE COMP/AV REPAIR	1,720.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400111000-6249 INSTR - PYE UNIFORM CLEANING & REPAIR	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400111000-6299 INSTR - PYE MISC CONTRACTED SERVICES	1,125.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400311000-6245 INSTR - PYE EQUIPMENT REPAIR	3,406.61	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400511000-6299 INSTR - PYE MISC CONTRACTED SERVICES	.59	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401111000-6245 INSTR - PYE EQUIPMENT REPAIR	829.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401111000-6299 INSTR - PYE MISC CONTRACTED SERVICES	1,246.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401411000-6245 INSTR - PYE EQUIPMENT REPAIR	1,184.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401411000-6246 INSTR - PYE BUILDING/GROUNDS REPAIR	42.99	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401611000-6245 12 Encumberance EQUIPMENT REPAIR	3,921.64	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401611000-6248 12 Encumberance COMP/AV REPAIR	14.54	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401611000-6299 12 Encumberance MISC CONTRACTED SERVICES	59.09	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194016220PI-6248 12 Encumberance COMP/AV REPAIR	125.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401638000-6248 12 Encumberance COMP/AV REPAIR	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404111000-6245 INSTR - PYE EQUIPMENT REPAIR	565.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404111000-6248 INSTR - PYE COMP/AV REPAIR	185.45	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404511000-6245 INSTR - PYE EQUIPMENT REPAIR	8,042.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404511000-6248 INSTR - PYE COMP/AV REPAIR	236.97	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404611000-6245 INSTR - PYE EQUIPMENT REPAIR	289.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404911000-6245 INSTR - PYE EQUIPMENT REPAIR	1,144.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6200	1997119404911000-6248 INSTR - PYE COMP/AV REPAIR	19.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405011000-6299 INSTR - PYE MISC CONTRACTED SERVICES	8.64	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405111000-6245 INSTR - PYE EQUIPMENT REPAIR	4,791.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405311000-6245 INSTR - PYE EQUIPMENT REPAIR	3,942.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405411000-6245 INSTR - PYE EQUIPMENT REPAIR	12,098.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405511000-6245 INSTR - PYE EQUIPMENT REPAIR	10,339.70	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405511000-6248 INSTR - PYE COMP/AV REPAIR	307.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405611000-6245 12 Encumberance EQUIPMENT REPAIR	241.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406711000-6245 INSTR - PYE EQUIPMENT REPAIR	8,281.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406711000-6299 INSTR - PYE MISC CONTRACTED SERVICES	24.39	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406811000-6245 INSTR - PYE EQUIPMENT REPAIR	875.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406911000-6245 INSTR - PYE EQUIPMENT REPAIR	1,276.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407011000-6245 INSTR - PYE EQUIPMENT REPAIR	1,395.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407011000-6248 INSTR - PYE COMP/AV REPAIR	38.94	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407111000-6245 INSTR - PYE EQUIPMENT REPAIR	275.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407311000-6245 INSTR - PYE EQUIPMENT REPAIR	12,256.26	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407411000-6245 INSTR - PYE EQUIPMENT REPAIR	297.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407811000-6245 INSTR - PYE EQUIPMENT REPAIR	20,963.06	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119408011000-6245 12 Encumberance EQUIPMENT REPAIR	4,400.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119408011000-6299 12 Encumberance MISC CONTRACTED SERVICES	19.11	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119408111000-6269 INSTR - PYE ALL OTHER RENTAL LEASE	300.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410511000-6299 INSTR - PYE MISC CONTRACTED SERVICES	28.46	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410611000-6248 INSTR - PYE COMP/AV REPAIR	504.85	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410711000-6245 INSTR - PYE EQUIPMENT REPAIR	145.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6200	1997119410711000-6299 INSTR - PYE MISC CONTRACTED SERVICES	40.22	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411511000-6299 INSTR - PYE MISC CONTRACTED SERVICES	13.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411911000-6299 INSTR - PYE MISC CONTRACTED SERVICES	34.39	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412011000-6245 INSTR - PYE EQUIPMENT REPAIR	370.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412111000-6246 INSTR - PYE BUILDING/GROUNDS REPAIR	30.09	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412611000-6299 INSTR - PYE MISC CONTRACTED SERVICES	2.07	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413011000-6248 12 Encumberance COMP/AV REPAIR	285.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413011000-6299 12 Encumberance MISC CONTRACTED SERVICES	2.97	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413311000-6245 INSTR - PYE EQUIPMENT REPAIR	8,800.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413411000-6299 INSTR - PYE MISC CONTRACTED SERVICES	74.82	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413511000-6245 INSTR - PYE EQUIPMENT REPAIR	174.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413511000-6299 INSTR - PYE MISC CONTRACTED SERVICES	19.11	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413911000-6299 INSTR - PYE MISC CONTRACTED SERVICES	569.77	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119414111000-6269 INSTR - PYE ALL OTHER RENTAL LEASE	300.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194874220PI-6245 INSTR - PYE EQUIPMENT REPAIR	292.77	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194874220PI-6247 INSTR - PYE VEHICLE REPAIR	18,016.21	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194874220PI-6248 INSTR - PYE COMP/AV REPAIR	5,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194874220PI-6299 INSTR - PYE MISC CONTRACTED SERVICES	45.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119487723000-6245 INSTR - PYE EQUIPMENT REPAIR	96.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119487723000-6299 INSTR - PYE MISC CONTRACTED SERVICES	1,936.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	152,074.77				
6300	1997119400111000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	2,234.44	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400111000-6325 INSTR - PYE BOOKS	1,063.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400111000-6396 INSTR - PYE UNIFORMS	15.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6300	1997119400111000-6397 INSTR - PYE SHEET MUSIC	275.93	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400111000-6399 INSTR - PYE GENERAL SUPPLIES	65,565.65	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400121000-6325 INSTR - PYE BOOKS	196.74	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400121000-6399 INSTR - PYE GENERAL SUPPLIES	673.66	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194001220JR-6396 12 Encumberance UNIFORMS	2,360.30	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194001220JR-6399 12 Encumberance GENERAL SUPPLIES	269.45	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194001220PI-6399 INSTR - PYE GENERAL SUPPLIES	1,006.76	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194002220PI-6399 INSTR - PYE GENERAL SUPPLIES	2.66	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400224000-6399 INSTR - PYE GENERAL SUPPLIES	4,091.40	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400225000-6399 12 Encumberance GENERAL SUPPLIES	77.42	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400311000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	367.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400311000-6318 INSTR - PYE FURNITURE	18,302.40	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400311000-6399 INSTR - PYE GENERAL SUPPLIES	21,196.23	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194003220PI-6317 INSTR - PYE COMPUTER/AV SUPPLIES	42,450.87	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194003220PI-6399 INSTR - PYE GENERAL SUPPLIES	770.46	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194004220PI-6399 INSTR - PYE GENERAL SUPPLIES	3,134.04	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400511000-6318 INSTR - PYE FURNITURE	422.91	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400511000-6399 INSTR - PYE GENERAL SUPPLIES	22,028.85	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194005220PI-6317 INSTR - PYE COMPUTER/AV SUPPLIES	34,134.87	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194005220PI-6399 INSTR - PYE GENERAL SUPPLIES	6,927.70	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400524000-6399 INSTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400611000-6399 INSTR - PYE GENERAL SUPPLIES	856.08	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400811000-6317 12 Encumberance COMPUTER/AV SUPPLIES	136.47	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400811000-6396 12 Encumberance UNIFORMS	1,462.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6300	1997119400811000-6399 12 Encumberance GENERAL SUPPLIES	446.09	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401024000-6399 INSTR - PYE GENERAL SUPPLIES	1,335.11	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401111000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	634.28	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401111000-6318 INSTR - PYE FURNITURE	8,464.39	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401111000-6397 INSTR - PYE SHEET MUSIC	54.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401111000-6399 INSTR - PYE GENERAL SUPPLIES	35,702.13	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401311000-6399 INSTR - PYE GENERAL SUPPLIES	368.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401322OPI-6399 INSTR - PYE GENERAL SUPPLIES	4,864.17	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401411000-6318 INSTR - PYE FURNITURE	5,291.89	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401411000-6325 INSTR - PYE BOOKS	2,579.20	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401411000-6399 INSTR - PYE GENERAL SUPPLIES	33,585.13	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401611000-6317 12 Encumberance COMPUTER/AV SUPPLIES	529.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401611000-6318 12 Encumberance FURNITURE	2,591.25	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401611000-6397 12 Encumberance SHEET MUSIC	165.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401611000-6399 12 Encumberance GENERAL SUPPLIES	7,550.13	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401622OPI-6317 12 Encumberance COMPUTER/AV SUPPLIES	2,145.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401622OPI-6399 12 Encumberance GENERAL SUPPLIES	328.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401638000-6399 12 Encumberance GENERAL SUPPLIES	9.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404111000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	3,879.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404111000-6396 INSTR - PYE UNIFORMS	578.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404111000-6399 INSTR - PYE GENERAL SUPPLIES	12,782.92	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404122OJH-6399 INSTR - PYE GENERAL SUPPLIES	103.84	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404124000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	768.42	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404124000-6399 INSTR - PYE GENERAL SUPPLIES	60.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6300	1997119404511000-6318 INSTR - PYE FURNITURE	769.18	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404511000-6399 INSTR - PYE GENERAL SUPPLIES	2,765.32	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404611000-6399 INSTR - PYE GENERAL SUPPLIES	588.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404911000-6318 INSTR - PYE FURNITURE	1,214.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404911000-6399 INSTR - PYE GENERAL SUPPLIES	13,138.12	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405011000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	72.79	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405011000-6399 INSTR - PYE GENERAL SUPPLIES	3,160.97	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405021000-6325 INSTR - PYE BOOKS	43.95	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405021000-6399 INSTR - PYE GENERAL SUPPLIES	11.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405023000-6399 INSTR - PYE GENERAL SUPPLIES	22.68	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405024000-6399 12 Encumberance GENERAL SUPPLIES	55.36	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405025000-6399 INSTR - PYE GENERAL SUPPLIES	351.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405111000-6318 INSTR - PYE FURNITURE	3,002.04	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405111000-6399 INSTR - PYE GENERAL SUPPLIES	6,058.84	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405311000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	1,147.94	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405311000-6318 INSTR - PYE FURNITURE	4,345.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405311000-6399 INSTR - PYE GENERAL SUPPLIES	10,876.21	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405322OJH-6399 INSTR - PYE GENERAL SUPPLIES	924.95	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405325000-6399 INSTR - PYE GENERAL SUPPLIES	42.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405411000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	1,134.47	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405411000-6399 INSTR - PYE GENERAL SUPPLIES	13,279.31	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405511000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	943.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405511000-6319 INSTR - PYE OTHER SUPPLIES	238.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405511000-6399 INSTR - PYE GENERAL SUPPLIES	2,380.68	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6300	1997119405611000-6399 12 Encumberance GENERAL SUPPLIES	226.10	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406711000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	2,653.74	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406711000-6325 INSTR - PYE BOOKS	1,367.02	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406811000-6399 INSTR - PYE GENERAL SUPPLIES	3,195.87	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406821000-6399 INSTR - PYE GENERAL SUPPLIES	10.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406823000-6399 INSTR - PYE GENERAL SUPPLIES	1,073.88	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406825000-6399 INSTR - PYE GENERAL SUPPLIES	13.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406911000-6318 INSTR - PYE FURNITURE	3,964.40	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406911000-6399 INSTR - PYE GENERAL SUPPLIES	21.34	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406923000-6399 INSTR - PYE GENERAL SUPPLIES	16.14	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407011000-6399 INSTR - PYE GENERAL SUPPLIES	5,568.54	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407111000-6318 INSTR - PYE FURNITURE	476.18	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407111000-6399 INSTR - PYE GENERAL SUPPLIES	1,269.98	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407311000-6318 INSTR - PYE FURNITURE	126.61	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407311000-6399 INSTR - PYE GENERAL SUPPLIES	5,820.29	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407411000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	720.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407411000-6399 INSTR - PYE GENERAL SUPPLIES	704.77	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407711000-6399 INSTR - PYE GENERAL SUPPLIES	3,600.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407724000-6399 INSTR - PYE GENERAL SUPPLIES	80.12	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407811000-6318 INSTR - PYE FURNITURE	712.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407811000-6319 INSTR - PYE OTHER SUPPLIES	737.80	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407811000-6399 INSTR - PYE GENERAL SUPPLIES	5,923.98	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407823000-6399 INSTR - PYE GENERAL SUPPLIES	147.78	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119408011000-6318 12 Encumberance FURNITURE	439.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6300	1997119408011000-6399 12 Encumberance GENERAL SUPPLIES	2,070.74	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119408111000-6396 INSTR - PYE UNIFORMS	1,466.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119408111000-6399 INSTR - PYE GENERAL SUPPLIES	2,047.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410111000-6399 INSTR - PYE GENERAL SUPPLIES	3,727.85	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410211000-6399 INSTR - PYE GENERAL SUPPLIES	2,328.81	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410225000-6399 INSTR - PYE GENERAL SUPPLIES	1,451.52	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410236000-6318 12 Encumberance FURNITURE	5,651.41	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410236000-6325 12 Encumberance BOOKS	34.42	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410236000-6399 12 Encumberance GENERAL SUPPLIES	462.29	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410311000-6399 INSTR - PYE GENERAL SUPPLIES	965.52	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410411000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	2,300.41	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410411000-6399 INSTR - PYE GENERAL SUPPLIES	6,995.30	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410436000-6325 12 Encumberance BOOKS	2,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410436000-6399 12 Encumberance GENERAL SUPPLIES	198.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410511000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	260.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410511000-6399 INSTR - PYE GENERAL SUPPLIES	1,739.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410611000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	1,027.32	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410611000-6399 INSTR - PYE GENERAL SUPPLIES	4,356.59	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410711000-6399 INSTR - PYE GENERAL SUPPLIES	110.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410811000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	933.78	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410811000-6399 INSTR - PYE GENERAL SUPPLIES	2,418.69	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410911000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	1,270.75	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410911000-6399 INSTR - PYE GENERAL SUPPLIES	1,776.44	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410924000-6399 INSTR - PYE GENERAL SUPPLIES	207.04	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6300	1997119410925000-6325 INSTR - PYE BOOKS	68.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411111000-6399 INSTR - PYE GENERAL SUPPLIES	392.67	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411211000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	318.45	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411211000-6399 INSTR - PYE GENERAL SUPPLIES	1,335.92	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411311000-6399 INSTR - PYE GENERAL SUPPLIES	634.72	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411336000-6399 12 Encumberance GENERAL SUPPLIES	539.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411411000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	2,292.73	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411411000-6399 INSTR - PYE GENERAL SUPPLIES	420.88	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411511000-6399 INSTR - PYE GENERAL SUPPLIES	2,387.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411536000-6318 12 Encumberance FURNITURE	6,793.67	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411536000-6325 12 Encumberance BOOKS	2,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411536000-6399 12 Encumberance GENERAL SUPPLIES	85.63	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411611000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	343.17	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411611000-6318 INSTR - PYE FURNITURE	1,638.64	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411611000-6399 INSTR - PYE GENERAL SUPPLIES	1,478.86	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411711000-6399 INSTR - PYE GENERAL SUPPLIES	205.02	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411721000-6399 INSTR - PYE GENERAL SUPPLIES	342.70	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411911000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	1,523.10	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411911000-6325 INSTR - PYE BOOKS	151.20	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411911000-6399 INSTR - PYE GENERAL SUPPLIES	3,866.72	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412011000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	1,884.33	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412011000-6399 INSTR - PYE GENERAL SUPPLIES	257.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412021000-6399 INSTR - PYE GENERAL SUPPLIES	373.02	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412111000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	529.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6300	1997119412111000-6318 INSTR - PYE FURNITURE	4,502.10	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412111000-6399 INSTR - PYE GENERAL SUPPLIES	3,352.64	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412211000-6399 INSTR - PYE GENERAL SUPPLIES	1,012.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412223000-6399 INSTR - PYE GENERAL SUPPLIES	127.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412311000-6399 INSTR - PYE GENERAL SUPPLIES	405.61	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412321000-6399 INSTR - PYE GENERAL SUPPLIES	10.31	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412411000-6399 INSTR - PYE GENERAL SUPPLIES	2,927.07	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412423000-6399 INSTR - PYE GENERAL SUPPLIES	55.31	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412511000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	318.38	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412511000-6399 INSTR - PYE GENERAL SUPPLIES	847.44	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412624000-6399 12 Encumberance GENERAL SUPPLIES	35.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412711000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	529.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412711000-6318 INSTR - PYE FURNITURE	2,373.18	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412711000-6399 INSTR - PYE GENERAL SUPPLIES	202.10	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412723000-6399 INSTR - PYE GENERAL SUPPLIES	486.12	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412811000-6317 12 Encumberance COMPUTER/AV SUPPLIES	693.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412811000-6399 12 Encumberance GENERAL SUPPLIES	1,553.27	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412823000-6399 12 Encumberance GENERAL SUPPLIES	1,168.65	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412836000-6399 12 Encumberance GENERAL SUPPLIES	821.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412911000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	1,902.84	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412911000-6399 INSTR - PYE GENERAL SUPPLIES	4,209.45	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413011000-6317 12 Encumberance COMPUTER/AV SUPPLIES	1,921.27	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413011000-6399 12 Encumberance GENERAL SUPPLIES	3,151.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413024000-6399 12 Encumberance GENERAL SUPPLIES	6.92	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6300	1997119413111000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	1,451.92	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413111000-6399 INSTR - PYE GENERAL SUPPLIES	3,633.10	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413121000-6399 12 Encumberance GENERAL SUPPLIES	273.63	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413211000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	586.21	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413211000-6399 INSTR - PYE GENERAL SUPPLIES	2,008.20	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413223000-6317 12 Encumberance COMPUTER/AV SUPPLIES	513.66	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413223000-6399 12 Encumberance GENERAL SUPPLIES	180.23	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413225000-6399 12 Encumberance GENERAL SUPPLIES	28.58	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413311000-6396 INSTR - PYE UNIFORMS	140.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413311000-6399 INSTR - PYE GENERAL SUPPLIES	1,300.74	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413321000-6399 12 Encumberance GENERAL SUPPLIES	176.10	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413411000-6399 INSTR - PYE GENERAL SUPPLIES	245.76	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413511000-6318 INSTR - PYE FURNITURE	3,623.76	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413511000-6399 INSTR - PYE GENERAL SUPPLIES	1,059.08	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413611000-6399 12 Encumberance GENERAL SUPPLIES	560.96	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413711000-6399 12 Encumberance GENERAL SUPPLIES	633.28	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413724000-6399 INSTR - PYE GENERAL SUPPLIES	295.64	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413736000-6318 12 Encumberance FURNITURE	560.32	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413736000-6325 12 Encumberance BOOKS	4,727.78	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413736000-6399 12 Encumberance GENERAL SUPPLIES	6,840.07	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413811000-6399 INSTR - PYE GENERAL SUPPLIES	1,124.42	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413911000-6399 INSTR - PYE GENERAL SUPPLIES	3,206.20	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119414111000-6399 INSTR - PYE GENERAL SUPPLIES	337.63	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119420124000-6399 INSTR - PYE GENERAL SUPPLIES	1,386.46	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6300	1997119422011000-6399 12 Encumberance GENERAL SUPPLIES	91.98	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119469911000-6399 INSTR - PYE GENERAL SUPPLIES	.30	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199711947311100J-6399 12 Encumberance GENERAL SUPPLIES	1,365.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194731230AV-6317 12 Encumberance COMPUTER/AV SUPPLIES	34,254.63	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194874220PI-6317 INSTR - PYE COMPUTER/AV SUPPLIES	1,161.28	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194874220PI-6321 INSTR - PYE TEXTBOOKS	1,859.36	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194874220PI-6399 INSTR - PYE GENERAL SUPPLIES	59,182.17	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119487723000-6317 INSTR - PYE COMPUTER/AV SUPPLIES	13,850.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119487723000-6318 INSTR - PYE FURNITURE	2,635.80	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119487723000-6399 INSTR - PYE GENERAL SUPPLIES	5,869.62	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	21571100010240O0-6399 INSTR - GEN GENERAL SUPPLIES	-2,664.00	AMEND - TITLE I, PART D	A6		H
	2157110020124000-6399 INSTR - GEN GENERAL SUPPLIES	-2,664.00	AMEND - TITLE I, PART D	A6		H
	2637112187425000-6399 INSTR - BILINGUAL GENERAL SUPPLIES	-11,288.00	AMEND - TITLE III, PART A	A8		H
	41071100999110SB-6321 INSTR - GEN TEXTBOOKS	2,619,280.00	AMEND - SBOE INSTR MAT EN	A2		H
	41071100999110ER-6321 INSTR - GEN TEXTBOOKS	1,309,640.00	AMEND - SDOE INSTR MAT EN	A1		H
	MAJOR OBJECT TOTAL	4,637,017.65				
6400	1997119400111000-6498 INSTR - PYE AWARDS	4.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400111000-6499 INSTR - PYE OTHER OPERATING EXPENSES	3,066.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194001220JR-6412 12 Encumberance TRAVEL STUDENT ONLY	86.64	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400224000-6499 INSTR - PYE OTHER OPERATING EXPENSES	150.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400311000-6411 INSTR - PYE TRAVEL - EMPLOYEE ONLY	140.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194004220PI-6412 INSTR - PYE TRAVEL STUDENT ONLY	524.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194004220PI-6499 INSTR - PYE OTHER OPERATING EXPENSES	3,838.80	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119400511000-6499 INSTR - PYE OTHER OPERATING EXPENSES	1.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6400	1997119400811000-6499 12 Encumberance OTHER OPERATING EXPENSES	410.11	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401111000-6498 INSTR - PYE AWARDS	76.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401111000-6499 INSTR - PYE OTHER OPERATING EXPENSES	1,400.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119401122OPI-6411 INSTR - PYE TRAVEL - EMPLOYEE ONLY	91.37	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404111000-6499 INSTR - PYE OTHER OPERATING EXPENSES	2,520.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405111000-6499 INSTR - PYE OTHER OPERATING EXPENSES	778.77	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405311000-6499 INSTR - PYE OTHER OPERATING EXPENSES	2.25	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405511000-6498 INSTR - PYE AWARDS	527.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119406911000-6499 INSTR - PYE OTHER OPERATING EXPENSES	500.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407011000-6499 INSTR - PYE OTHER OPERATING EXPENSES	508.30	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407311000-6499 INSTR - PYE OTHER OPERATING EXPENSES	625.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407323000-6499 INSTR - PYE OTHER OPERATING EXPENSES	231.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407711000-6498 INSTR - PYE AWARDS	81.16	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407711000-6499 INSTR - PYE OTHER OPERATING EXPENSES	260.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407811000-6411 INSTR - PYE TRAVEL - EMPLOYEE ONLY	150.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119407811000-6499 INSTR - PYE OTHER OPERATING EXPENSES	838.06	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119408011000-6499 12 Encumberance OTHER OPERATING EXPENSES	5.78	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119408111000-6499 INSTR - PYE OTHER OPERATING EXPENSES	500.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410211000-6499 INSTR - PYE OTHER OPERATING EXPENSES	300.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410311000-6499 INSTR - PYE OTHER OPERATING EXPENSES	471.87	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410611000-6411 INSTR - PYE TRAVEL - EMPLOYEE ONLY	100.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410811000-6499 INSTR - PYE OTHER OPERATING EXPENSES	499.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119410911000-6499 INSTR - PYE OTHER OPERATING EXPENSES	400.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411411000-6499 INSTR - PYE OTHER OPERATING EXPENSES	296.99	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6400	1997119411511000-6499 INSTR - PYE OTHER OPERATING EXPENSES	250.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119411611000-6499 INSTR - PYE OTHER OPERATING EXPENSES	350.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412011000-6411 INSTR - PYE TRAVEL - EMPLOYEE ONLY	201.54	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412211000-6411 INSTR - PYE TRAVEL - EMPLOYEE ONLY	1,275.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412311000-6499 INSTR - PYE OTHER OPERATING EXPENSES	400.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412711000-6499 INSTR - PYE OTHER OPERATING EXPENSES	499.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412911000-6499 INSTR - PYE OTHER OPERATING EXPENSES	150.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119412923000-6499 INSTR - PYE OTHER OPERATING EXPENSES	51.71	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119413511000-6499 INSTR - PYE OTHER OPERATING EXPENSES	2.11	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119414111000-6499 INSTR - PYE OTHER OPERATING EXPENSES	300.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194874220PI-6412 INSTR - PYE TRAVEL STUDENT ONLY	81.36	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194874220PI-6497 INSTR - PYE FEES AND DUES	11,501.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19971194874220PI-6499 INSTR - PYE OTHER OPERATING EXPENSES	4,310.81	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119487723000-6411 INSTR - PYE TRAVEL - EMPLOYEE ONLY	1,733.41	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119487723000-6499 INSTR - PYE OTHER OPERATING EXPENSES	612.14	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119487737000-6411 12 Encumberance TRAVEL - EMPLOYEE ONLY	140.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119499911000-6411 INSTR - PYE TRAVEL - EMPLOYEE ONLY	404.78	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	2067110088411000-6412 INSTR - GEN TRAVEL STUDENT ONLY	15,000.00	AMEND - TEXAS EDUC HOMELE	A10		H
	2067110088411000-6497 INSTR - GEN FEES AND DUES	700.00	AMEND - TEXAS EDUC HOMELE	A10		H
	2127110088411000-6412 INSTR - GEN TRAVEL STUDENT ONLY	-301.00	AMEND - TITLE I, PART C	A5		H
	MAJOR OBJECT TOTAL	57,046.56				
6600	19971194005220PI-6631 INSTR - PYE VEHICLES	63,830.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119404911000-6639 INSTR - PYE MISC EQUIP	11,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997119405411000-6639 INSTR - PYE MISC EQUIP	11,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	85,830.00				
	FUNCTION TOTAL	4,938,481.98				

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 12						
6200	1997129400511000-6248 MEDIA SRVCS - PYE COMP/AV REPAIR	90.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129400511000-6299 MEDIA SRVCS - PYE MISC CONTRACTED SERVICES	21.21	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129401111000-6299 MEDIA SRVCS - PYE MISC CONTRACTED SERVICES	33.33	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	145.44				
6300	1997129400111000-6399 MEDIA SRVCS - PYE GENERAL SUPPLIES	4,109.06	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129400224000-6317 MEDIA SRVCS - PYE COMPUTER/AV SUPPLIES	1,230.54	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129400224000-6399 MEDIA SRVCS - PYE GENERAL SUPPLIES	118.94	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129401111000-6325 MEDIA SRVCS - PYE BOOKS	81.55	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129401411000-6399 MEDIA SRVCS - PYE GENERAL SUPPLIES	62.21	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129401611000-6325 12 Encumberance BOOKS	75.78	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129401611000-6399 12 Encumberance GENERAL SUPPLIES	1,052.02	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129405011000-6399 MEDIA SRVCS - PYE GENERAL SUPPLIES	83.47	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129405311000-6325 MEDIA SRVCS - PYE BOOKS	61.96	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129405611000-6317 12 Encumberance COMPUTER/AV SUPPLIES	2,086.17	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129405611000-6399 12 Encumberance GENERAL SUPPLIES	755.69	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129406711000-6399 MEDIA SRVCS - PYE GENERAL SUPPLIES	567.06	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129406811000-6399 MEDIA SRVCS - PYE GENERAL SUPPLIES	681.98	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129407011000-6325 MEDIA SRVCS - PYE BOOKS	89.58	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129407111000-6325 MEDIA SRVCS - PYE BOOKS	3,099.61	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129407711000-6399 MEDIA SRVCS - PYE GENERAL SUPPLIES	393.41	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129407811000-6325 MEDIA SRVCS - PYE BOOKS	898.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129407811000-6399 MEDIA SRVCS - PYE GENERAL SUPPLIES	2,111.18	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129410111000-6317 MEDIA SRVCS - PYE COMPUTER/AV SUPPLIES	627.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129410211000-6325 MEDIA SRVCS - PYE BOOKS	1,992.74	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 12						
6300	1997129410311000-6399 MEDIA SRVCS - PYE GENERAL SUPPLIES	1,999.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129411711000-6325 MEDIA SRVCS - PYE BOOKS	179.23	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129412211000-6399 MEDIA SRVCS - PYE GENERAL SUPPLIES	396.41	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129412311000-6325 MEDIA SRVCS - PYE BOOKS	61.95	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129412411000-6325 MEDIA SRVCS - PYE BOOKS	91.46	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129412811000-6399 12 Encumberance GENERAL SUPPLIES	95.30	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129413211000-6399 12 Encumberance GENERAL SUPPLIES	264.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129413611000-6399 12 Encumberance GENERAL SUPPLIES	999.65	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997129413911000-6399 12 Encumberance GENERAL SUPPLIES	459.38	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199712947311100L-6399 12 Encumberance GENERAL SUPPLIES	1.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	24,727.03				
6400	199712947311100L-6499 12 Encumberance OTHER OPERATING EXPENSES	355.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	355.00				
	FUNCTION TOTAL	25,227.47				
FUNCTION 13						
6100	2147130086911000-6119 INSTR-STAFF DEVL TEACHERS & OTHER PROF.	73.00	AMEND - TITLE IV, PART A	A9		H
	MAJOR OBJECT TOTAL	73.00				
6200	1997139487421000-6299 INSTR STF DEV - PYE MISC CONTRACTED SERVICES	8,250.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997139487699000-6299 12 Encumberance MISC CONTRACTED SERVICES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	2557130087611000-6299 INSTR STF DEV - GEN MISC CONTRACTED SERVICES	1,604.00	AMEND - TITLE II, PART A	A7		H
	MAJOR OBJECT TOTAL	10,854.00				
6300	1997139401311000-6399 INSTR STF DEV - PYE GENERAL SUPPLIES	467.58	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997139412411000-6399 12 Encumberance GENERAL SUPPLIES	696.05	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	1,163.63				

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 13						
6400	1997139400111000-6499 12 Encumberance OTHER OPERATING EXPENSES	2,259.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997139487723000-6411 INSTR STF DEV - PYE TRAVEL - EMPLOYEE ONLY	450.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	2,709.90				
	FUNCTION TOTAL	14,800.53				
FUNCTION 21						
6200	1997219487499000-6248 INSTR ADMIN - PYE COMP/AV REPAIR	1,464.38	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487499000-6299 INSTR ADMIN - PYE MISC CONTRACTED SERVICES	682.97	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487699000-6246 INSTR ADMIN - PYE BUILDING/GROUNDS REPAIR	52.57	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219488599000-6248 12 Encumberance COMP/AV REPAIR	33.33	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219488699000-6299 12 Encumberance MISC CONTRACTED SERVICES	605.63	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	2,838.88				
6300	1997219487421000-6325 INSTR ADMIN - PYE BOOKS	1,999.20	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487421000-6399 INSTR ADMIN - PYE GENERAL SUPPLIES	250.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487425000-6317 INSTR ADMIN - PYE COMPUTER/AV SUPPLIES	306.12	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487499000-6317 INSTR ADMIN - PYE COMPUTER/AV SUPPLIES	8,647.10	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487499000-6318 INSTR ADMIN - PYE FURNITURE	1,574.64	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487499000-6399 INSTR ADMIN - PYE GENERAL SUPPLIES	14,764.19	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487499OEL-6399 INSTR ADMIN - PYE GENERAL SUPPLIES	1,221.25	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487699000-6399 INSTR ADMIN - PYE GENERAL SUPPLIES	17.28	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219488099000-6318 12 Encumberance FURNITURE	663.39	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219488099000-6399 12 Encumberance GENERAL SUPPLIES	1,967.70	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219488599000-6317 12 Encumberance COMPUTER/AV SUPPLIES	352.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219488599000-6318 12 Encumberance FURNITURE	1,301.40	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219488599000-6399 12 Encumberance GENERAL SUPPLIES	10,941.37	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	44,006.14				

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 21						
6400	1997219487425000-6499 INSTR ADMIN - PYE OTHER OPERATING EXPENSES	200.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487499000-6411 INSTR ADMIN - PYE TRAVEL - EMPLOYEE ONLY	1,495.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487499000-6499 INSTR ADMIN - PYE OTHER OPERATING EXPENSES	907.61	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487699000-6411 INSTR ADMIN - PYE TRAVEL - EMPLOYEE ONLY	1,350.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219487699000-6497 INSTR ADMIN - PYE FEES AND DUES	143.14	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219488099000-6411 12 Encumberance TRAVEL - EMPLOYEE ONLY	100.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997219488099000-6499 12 Encumberance OTHER OPERATING EXPENSES	125.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	4,320.75				
	FUNCTION TOTAL	51,165.77				
FUNCTION 23						
6200	1997239413999000-6299 12 Encumberance MISC CONTRACTED SERVICES	319.77	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	319.77				
6300	1997239400199000-6317 SCHL ADMIN - PYE COMPUTER/AV SUPPLIES	615.95	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239400199000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	550.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239400599000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	2,301.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239400899000-6317 12 Encumberance COMPUTER/AV SUPPLIES	83.44	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239400899000-6399 12 Encumberance GENERAL SUPPLIES	287.67	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239401199000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	7,167.78	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239401499000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	5,901.75	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239404699000-6317 SCHL ADMIN - PYE COMPUTER/AV SUPPLIES	2,451.55	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239404699000-6318 SCHL ADMIN - PYE FURNITURE	725.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239404699000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	2,408.92	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239405099000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	34.75	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239405399000-6317 SCHL ADMIN - PYE COMPUTER/AV SUPPLIES	1,901.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 23						
6300	1997239405399000-6396 SCHL ADMIN - PYE UNIFORMS	812.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239405399000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	1,549.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239405599000-6399 12 Encumberance GENERAL SUPPLIES	141.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239405699000-6399 12 Encumberance GENERAL SUPPLIES	98.95	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239406899000-6318 SCHL ADMIN - PYE FURNITURE	7,592.75	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239407899000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	186.05	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239408099000-6399 12 Encumberance GENERAL SUPPLIES	1,495.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239408199000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	636.19	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239410299000-6317 SCHL ADMIN - PYE COMPUTER/AV SUPPLIES	166.95	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239410299000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	739.94	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239410499000-6318 SCHL ADMIN - PYE FURNITURE	1,601.72	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239410599000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	250.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239410999000-6318 SCHL ADMIN - PYE FURNITURE	5,942.58	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239410999000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	156.07	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239411499000-6318 SCHL ADMIN - PYE FURNITURE	383.94	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239411699000-6318 SCHL ADMIN - PYE FURNITURE	4,434.92	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239412099000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	51.36	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239412299000-6318 SCHL ADMIN - PYE FURNITURE	4,190.16	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239412399000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	209.12	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239412499000-6318 SCHL ADMIN - PYE FURNITURE	903.54	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239412699000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	502.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239412899000-6399 12 Encumberance GENERAL SUPPLIES	609.25	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239413099000-6317 12 Encumberance COMPUTER/AV SUPPLIES	529.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239413099000-6318 12 Encumberance FURNITURE	118.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 23						
6300	1997239413699000-6399 12 Encumberance GENERAL SUPPLIES	129.22	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239413899000-6399 12 Encumberance GENERAL SUPPLIES	139.75	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239413999000-6399 12 Encumberance GENERAL SUPPLIES	1,560.68	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239414199000-6399 SCHL ADMIN - PYE GENERAL SUPPLIES	363.76	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	59,923.68				
6400	1997239400199000-6499 SCHL ADMIN - PYE OTHER OPERATING EXPENSES	500.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239401699000-6499 12 Encumberance OTHER OPERATING EXPENSES	1,587.14	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239410199000-6411 SCHL ADMIN - PYE TRAVEL - EMPLOYEE ONLY	30.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239410299000-6497 SCHL ADMIN - PYE FEES AND DUES	798.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997239410599000-6499 SCHL ADMIN - PYE OTHER OPERATING EXPENSES	1.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	2,916.14				
	FUNCTION TOTAL	63,159.59				
FUNCTION 31						
6200	1997319487723000-6299 GUID/COUNSEL - PYE MISC CONTRACTED SERVICES	120.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319487999000-6299 12 Encumberance MISC CONTRACTED SERVICES	157.20	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	277.20				
6300	1997319400199000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	1,490.29	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319400399000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	42.30	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319400522OCT-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	530.54	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319401199000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	50.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319401499000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	70.19	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319404699000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	246.82	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319405099000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	105.61	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319406823000-6399 12 Encumberance GENERAL SUPPLIES	32.88	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 31						
6300	1997319406899000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	536.39	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319407499000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	44.55	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319407723000-6399 12 Encumberance GENERAL SUPPLIES	251.71	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319407823000-6399 12 Encumberance GENERAL SUPPLIES	294.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319407899000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	545.17	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319410923000-6399 12 Encumberance GENERAL SUPPLIES	185.02	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319410999000-6325 GUID/COUNSEL - PYE BOOKS	14.39	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319410999000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	63.54	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319411999000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	121.92	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319412023000-6399 12 Encumberance GENERAL SUPPLIES	49.38	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319412099000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	50.63	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319412223000-6399 12 Encumberance GENERAL SUPPLIES	7.49	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319412499000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	26.84	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319412899000-6399 12 Encumberance GENERAL SUPPLIES	300.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319412999000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	1,331.64	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319413099000-6399 12 Encumberance GENERAL SUPPLIES	141.14	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319413199000-6399 12 Encumberance GENERAL SUPPLIES	78.41	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319413399000-6399 12 Encumberance GENERAL SUPPLIES	1,487.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319413699000-6399 12 Encumberance GENERAL SUPPLIES	86.48	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319487599000-6317 GUID/COUNSEL - PYE COMPUTER/AV SUPPLIES	1,080.19	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319487599000-6399 GUID/COUNSEL - PYE GENERAL SUPPLIES	238.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319487999000-6317 12 Encumberance COMPUTER/AV SUPPLIES	965.97	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319487999000-6318 12 Encumberance FURNITURE	3,537.05	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319487999000-6339 12 Encumberance TESTING MATERIALS	465.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 31						
6300	1997319487999000-6399 12 Encumberance GENERAL SUPPLIES	688.33	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	15,159.37				
6400	1997319401199000-6499 GUID/COUNSEL - PYE OTHER OPERATING EXPENSES	259.09	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319410399000-6411 GUID/COUNSEL - PYE TRAVEL - EMPLOYEE ONLY	100.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319412999000-6411 GUID/COUNSEL - PYE TRAVEL - EMPLOYEE ONLY	200.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319487599000-6411 GUID/COUNSEL - PYE TRAVEL - EMPLOYEE ONLY	100.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319487999000-6411 12 Encumberance TRAVEL - EMPLOYEE ONLY	40.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997319487999000-6499 12 Encumberance OTHER OPERATING EXPENSES	193.45	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	892.57				
	FUNCTION TOTAL	16,329.14				
FUNCTION 32						
6100	2067320088499000-6118 SOCIAL WORK - GEN EXTRA-DUTY PAY	1,000.00	AMEND - TEXAS EDUC HOMELE	A10		H
	2067320088499000-6119 SOCIAL WORK - GEN TEACHERS & OTHER PROF.	53,350.00	AMEND - TEXAS EDUC HOMELE	A10		H
	2067320088499000-6121 SOCIAL WORK - GEN EXTRA DUTY SUPPORT EMP	1,000.00	AMEND - TEXAS EDUC HOMELE	A10		H
	2067320088499000-6125 SOCIAL WORK - GEN PARA-PROFESSIONALS	15,000.00	AMEND - TEXAS EDUC HOMELE	A10		H
	MAJOR OBJECT TOTAL	70,350.00				
6200	2127320088499000-6299 SOCIAL WORK - GEN MISC CONTRACTED SERVICES	-162.00	AMEND - TITLE I, PART C	A5		H
	MAJOR OBJECT TOTAL	-162.00				
6300	2067320088499000-6317 SOCIAL WORK - GEN COMPUTER/AV SUPPLIES	10,000.00	AMEND - TEXAS EDUC HOMELE	A10		H
	2067320088499000-6399 SOCIAL WORK - GEN GENERAL SUPPLIES	22,291.00	AMEND - TEXAS EDUC HOMELE	A10		H
	MAJOR OBJECT TOTAL	32,291.00				
6400	1997329488499000-6411 12 Encumberance TRAVEL - EMPLOYEE ONLY	40.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	2067320088499000-6411 SOCIAL WORK - GEN TRAVEL - EMPLOYEE ONLY	10,000.00	AMEND - TEXAS EDUC HOMELE	A10		H
	MAJOR OBJECT TOTAL	10,040.00				
	FUNCTION TOTAL	112,519.00				

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 33						
6300	1997339400599000-6399 HEALTH - PYE GENERAL SUPPLIES	16.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339401699000-6399 12 Encumberance GENERAL SUPPLIES	21.55	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339405099000-6399 HEALTH - PYE GENERAL SUPPLIES	36.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339405199000-6399 HEALTH - PYE GENERAL SUPPLIES	7.51	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339405399000-6399 HEALTH - PYE GENERAL SUPPLIES	84.36	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339407899000-6399 HEALTH - PYE GENERAL SUPPLIES	8.45	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339410799000-6399 HEALTH - PYE GENERAL SUPPLIES	227.89	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339410999000-6399 HEALTH - PYE GENERAL SUPPLIES	44.55	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339411599000-6399 HEALTH - PYE GENERAL SUPPLIES	165.71	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339411799000-6399 HEALTH - PYE GENERAL SUPPLIES	113.69	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339411899000-6399 HEALTH - PYE GENERAL SUPPLIES	436.09	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339412999000-6399 HEALTH - PYE GENERAL SUPPLIES	4.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339413199000-6399 12 Encumberance GENERAL SUPPLIES	106.78	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339413999000-6399 12 Encumberance GENERAL SUPPLIES	178.56	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339487299000-6399 HEALTH - PYE GENERAL SUPPLIES	325.83	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	1,778.37				
6400	1997339405199000-6499 HEALTH - PYE OTHER OPERATING EXPENSES	.87	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339405399000-6499 HEALTH - PYE OTHER OPERATING EXPENSES	64.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339487299000-6497 HEALTH - PYE FEES AND DUES	172.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997339487299000-6499 HEALTH - PYE OTHER OPERATING EXPENSES	1,136.96	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	1,374.73				
	FUNCTION TOTAL	3,153.10				
FUNCTION 34						
6200	1997349491099000-6239 TRANSP - PYE REGIONAL ESC	695.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 34						
6200	1997349491099000-6245 TRANSP - PYE EQUIPMENT REPAIR	9,028.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997349491099000-6247 TRANSP - PYE VEHICLE REPAIR	26,151.08	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997349491099000-6248 TRANSP - PYE COMP/AV REPAIR	67,134.49	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997349491099000-6267 TRANSP - PYE UNIFORM RENTAL	1,651.88	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997349491099000-6299 TRANSP - PYE MISC CONTRACTED SERVICES	2,582.51	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	107,243.56				
6300	1997349491099000-6311 TRANSP - PYE GASOLINE	725.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997349491099000-6317 TRANSP - PYE COMPUTER/AV SUPPLIES	1,381.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997349491099000-6319 TRANSP - PYE OTHER SUPPLIES	13,272.57	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997349491099000-6396 TRANSP - PYE UNIFORMS	10,104.79	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997349491099000-6399 TRANSP - PYE GENERAL SUPPLIES	22,223.49	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	47,706.88				
6400	1997349491099000-6411 TRANSP - PYE TRAVEL - EMPLOYEE ONLY	355.84	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997349491099000-6495 TRANSP - PYE DUES	239.76	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997349491099000-6497 TRANSP - PYE FEES AND DUES	10.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997349491099000-6499 TRANSP - PYE OTHER OPERATING EXPENSES	2,522.27	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	3,127.87				
	FUNCTION TOTAL	158,078.31				
FUNCTION 35						
6200	2407359492099000-6219 CHILD NUTR - PYE OTHER PROFESSIONAL SERV	3,500.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359492099000-6245 CHILD NUTR - PYE EQUIPMENT REPAIR	67,556.27	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359492099000-6246 CHILD NUTR - PYE BUILDING/GROUNDS REPAIR	26.44	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359492099000-6248 CHILD NUTR - PYE COMP/AV REPAIR	103,269.32	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359492099000-6269 CHILD NUTR - PYE ALL OTHER RENTAL LEASE	15,600.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 35						
6200	2407359492099000-6299 CHILD NUTR - PYE MISC CONTRACTED SERVICES	1,072.68	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	MAJOR OBJECT TOTAL	191,024.71				
6300	2407359400199000-6341 CHILD NUTR - PYE FOOD	61,036.42	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400199000-6342 CHILD NUTR - PYE NON-FOOD	6,928.25	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400199000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	668.36	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400299000-6341 CHILD NUTR - PYE FOOD	27,596.39	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400299000-6342 CHILD NUTR - PYE NON-FOOD	2,489.73	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400299000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400399000-6341 CHILD NUTR - PYE FOOD	40,255.62	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400399000-6342 CHILD NUTR - PYE NON-FOOD	6,906.78	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400399000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	724.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400599000-6341 CHILD NUTR - PYE FOOD	52,952.95	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400599000-6342 CHILD NUTR - PYE NON-FOOD	6,861.21	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400599000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,654.58	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400999000-6341 12 Encumberance FOOD	41,910.24	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400999000-6342 12 Encumberance NON-FOOD	3,074.24	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359400999000-6399 12 Encumberance GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401199000-6341 CHILD NUTR - PYE FOOD	70,840.99	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401199000-6342 CHILD NUTR - PYE NON-FOOD	6,115.45	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401199000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,308.08	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401299000-6341 CHILD NUTR - PYE FOOD	24,395.21	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401299000-6342 CHILD NUTR - PYE NON-FOOD	2,134.98	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401299000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,041.92	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401499000-6341 CHILD NUTR - PYE FOOD	38,113.65	AMEND - PRIOR YEAR ENCUMB	94S - CN		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 35						
6300	2407359401499000-6342 CHILD NUTR - PYE NON-FOOD	4,560.27	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401499000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	666.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401599000-6341 CHILD NUTR - PYE FOOD	40,652.12	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401599000-6342 CHILD NUTR - PYE NON-FOOD	7,848.27	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401599000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	908.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401699000-6341 12 Encumberance FOOD	63,760.21	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401699000-6342 12 Encumberance NON-FOOD	4,577.14	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359401699000-6399 12 Encumberance GENERAL SUPPLIES	747.56	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404199000-6341 CHILD NUTR - PYE FOOD	40,397.62	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404199000-6342 CHILD NUTR - PYE NON-FOOD	4,488.27	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404199000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	552.76	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404599000-6341 CHILD NUTR - PYE FOOD	27,185.60	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404599000-6342 CHILD NUTR - PYE NON-FOOD	2,646.73	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404599000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,062.88	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404699000-6341 CHILD NUTR - PYE FOOD	32,778.70	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404699000-6342 CHILD NUTR - PYE NON-FOOD	3,200.34	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404699000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,273.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404999000-6341 CHILD NUTR - PYE FOOD	31,223.05	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404999000-6342 CHILD NUTR - PYE NON-FOOD	4,433.27	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359404999000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405099000-6341 CHILD NUTR - PYE FOOD	31,291.72	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405099000-6342 CHILD NUTR - PYE NON-FOOD	2,819.90	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405099000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	908.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405199000-6341 CHILD NUTR - PYE FOOD	62,376.14	AMEND - PRIOR YEAR ENCUMB	94S - CN		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 35						
6300	2407359405199000-6342 CHILD NUTR - PYE NON-FOOD	4,357.69	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405199000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	563.45	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405399000-6341 CHILD NUTR - PYE FOOD	49,123.26	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405399000-6342 CHILD NUTR - PYE NON-FOOD	3,622.14	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405399000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	908.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405499000-6341 12 Encumberance FOOD	32,703.35	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405499000-6342 12 Encumberance NON-FOOD	3,696.39	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405499000-6399 12 Encumberance GENERAL SUPPLIES	925.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405599000-6341 12 Encumberance FOOD	19,723.66	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405599000-6342 12 Encumberance NON-FOOD	3,473.19	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405599000-6399 12 Encumberance GENERAL SUPPLIES	1,009.60	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405699000-6341 12 Encumberance FOOD	37,348.20	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405699000-6342 12 Encumberance NON-FOOD	2,840.29	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359405699000-6399 12 Encumberance GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359406799000-6341 CHILD NUTR - PYE FOOD	32,286.23	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359406799000-6342 CHILD NUTR - PYE NON-FOOD	2,805.32	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359406799000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	925.76	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359406899000-6341 CHILD NUTR - PYE FOOD	33,264.08	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359406899000-6342 CHILD NUTR - PYE NON-FOOD	3,609.95	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359406899000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	908.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359406999000-6341 CHILD NUTR - PYE FOOD	34,095.48	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359406999000-6342 CHILD NUTR - PYE NON-FOOD	4,521.31	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359406999000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407099000-6341 CHILD NUTR - PYE FOOD	29,780.94	AMEND - PRIOR YEAR ENCUMB	94S - CN		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 35						
6300	2407359407099000-6342 CHILD NUTR - PYE NON-FOOD	4,510.65	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407099000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	833.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407199000-6341 CHILD NUTR - PYE FOOD	15,708.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407199000-6342 CHILD NUTR - PYE NON-FOOD	1,696.38	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407199000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	861.47	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407399000-6341 CHILD NUTR - PYE FOOD	33,665.39	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407399000-6342 CHILD NUTR - PYE NON-FOOD	2,750.48	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407399000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,850.76	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407499000-6341 CHILD NUTR - PYE FOOD	18,851.90	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407499000-6342 CHILD NUTR - PYE NON-FOOD	1,596.29	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407499000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,165.29	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407799000-6341 CHILD NUTR - PYE FOOD	31,417.42	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407799000-6342 CHILD NUTR - PYE NON-FOOD	2,574.85	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407799000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	424.92	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407899000-6341 CHILD NUTR - PYE FOOD	38,761.02	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407899000-6342 CHILD NUTR - PYE NON-FOOD	5,599.32	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359407899000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,032.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359408099000-6341 12 Encumberance FOOD	26,002.75	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359408099000-6342 12 Encumberance NON-FOOD	5,599.75	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359408099000-6399 12 Encumberance GENERAL SUPPLIES	839.29	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359408199000-6341 CHILD NUTRITION - PYE FOOD	30,766.62	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359408199000-6342 CHILD NUTRITION - PYE NON-FOOD	5,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410199000-6341 CHILD NUTR - PYE FOOD	24,941.28	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410199000-6342 CHILD NUTR - PYE NON-FOOD	2,728.13	AMEND - PRIOR YEAR ENCUMB	94S - CN		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 35						
6300	2407359410199000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	908.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410299000-6341 CHILD NUTR - PYE FOOD	40,229.69	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410299000-6342 CHILD NUTR - PYE NON-FOOD	5,935.54	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410299000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,401.06	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410399000-6341 CHILD NUTR - PYE FOOD	25,069.25	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410399000-6342 CHILD NUTR - PYE NON-FOOD	2,448.66	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410399000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410499000-6341 CHILD NUTR - PYE FOOD	40,082.17	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410499000-6342 CHILD NUTR - PYE NON-FOOD	2,565.62	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410499000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	908.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410599000-6341 CHILD NUTR - PYE FOOD	43,156.29	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410599000-6342 CHILD NUTR - PYE NON-FOOD	4,083.93	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410599000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410699000-6341 CHILD NUTR - PYE FOOD	38,945.13	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410699000-6342 CHILD NUTR - PYE NON-FOOD	5,250.83	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410699000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,332.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410799000-6341 CHILD NUTR - PYE FOOD	32,801.25	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410799000-6342 CHILD NUTR - PYE NON-FOOD	3,379.85	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410799000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	507.05	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410899000-6341 CHILD NUTR - PYE FOOD	17,508.83	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410899000-6342 CHILD NUTR - PYE NON-FOOD	1,001.81	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410899000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410999000-6341 CHILD NUTR - PYE FOOD	23,810.90	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410999000-6342 CHILD NUTR - PYE NON-FOOD	3,188.44	AMEND - PRIOR YEAR ENCUMB	94S - CN		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 35						
6300	2407359410999000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411199000-6341 CHILD NUTR - PYE FOOD	15,440.82	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411199000-6342 CHILD NUTR - PYE NON-FOOD	1,537.36	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411199000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	283.84	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411299000-6341 CHILD NUTR - PYE FOOD	19,528.83	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411299000-6342 CHILD NUTR - PYE NON-FOOD	4,902.44	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411299000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411399000-6341 CHILD NUTR - PYE FOOD	19,026.86	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411399000-6342 CHILD NUTR - PYE NON-FOOD	2,686.07	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411399000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	641.92	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411499000-6341 CHILD NUTR - PYE FOOD	20,674.75	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411499000-6342 CHILD NUTR - PYE NON-FOOD	2,864.57	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411499000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	727.60	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411599000-6341 CHILD NUTR - PYE FOOD	28,754.22	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411599000-6342 CHILD NUTR - PYE NON-FOOD	2,802.11	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411599000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	941.92	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411699000-6341 CHILD NUTR - PYE FOOD	24,779.58	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411699000-6342 CHILD NUTR - PYE NON-FOOD	2,541.32	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411699000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	583.84	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411799000-6341 CHILD NUTR - PYE FOOD	15,377.03	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411799000-6342 CHILD NUTR - PYE NON-FOOD	3,133.98	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411799000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411899000-6341 CHILD NUTR - PYE FOOD	16,659.50	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411899000-6342 CHILD NUTR - PYE NON-FOOD	2,644.38	AMEND - PRIOR YEAR ENCUMB	94S - CN		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 35						
6300	2407359411899000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411999000-6341 CHILD NUTR - PYE FOOD	26,082.14	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411999000-6342 CHILD NUTR - PYE NON-FOOD	4,087.39	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359411999000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,265.70	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412099000-6341 CHILD NUTR - PYE FOOD	24,156.81	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412099000-6342 CHILD NUTR - PYE NON-FOOD	2,781.84	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412099000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	588.50	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412199000-6341 CHILD NUTR - PYE FOOD	16,744.58	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412199000-6342 CHILD NUTR - PYE NON-FOOD	2,706.78	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412199000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412299000-6341 CHILD NUTR - PYE FOOD	19,108.63	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412299000-6342 CHILD NUTR - PYE NON-FOOD	2,700.44	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412299000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412399000-6341 CHILD NUTR - PYE FOOD	21,825.89	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412399000-6342 CHILD NUTR - PYE NON-FOOD	2,835.75	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412399000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412499000-6341 CHILD NUTR - PYE FOOD	29,911.38	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412499000-6342 CHILD NUTR - PYE NON-FOOD	3,282.39	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412499000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412599000-6341 CHILD NUTR - PYE FOOD	15,538.64	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412599000-6342 CHILD NUTR - PYE NON-FOOD	3,015.26	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412599000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	623.78	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412699000-6341 CHILD NUTR - PYE FOOD	30,217.05	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412699000-6342 CHILD NUTR - PYE NON-FOOD	3,366.08	AMEND - PRIOR YEAR ENCUMB	94S - CN		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 35						
6300	2407359412699000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	2,310.25	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412799000-6341 CHILD NUTR - PYE FOOD	19,915.84	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412799000-6342 CHILD NUTR - PYE NON-FOOD	3,022.67	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412799000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	1,318.44	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412899000-6341 12 Encumberance FOOD	40,210.88	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412899000-6342 12 Encumberance NON-FOOD	4,247.65	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412899000-6399 12 Encumberance GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412999000-6341 CHILD NUTR - PYE FOOD	16,703.14	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412999000-6342 CHILD NUTR - PYE NON-FOOD	1,712.60	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359412999000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	820.96	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413099000-6341 12 Encumberance FOOD	19,754.78	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413099000-6342 12 Encumberance NON-FOOD	6,657.44	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413099000-6399 12 Encumberance GENERAL SUPPLIES	1,033.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413199000-6341 12 Encumberance FOOD	20,433.64	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413199000-6342 12 Encumberance NON-FOOD	9,375.61	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413199000-6399 12 Encumberance GENERAL SUPPLIES	839.10	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413299000-6341 12 Encumberance FOOD	18,935.70	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413299000-6342 12 Encumberance NON-FOOD	3,604.95	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413299000-6399 12 Encumberance GENERAL SUPPLIES	846.15	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413399000-6341 12 Encumberance FOOD	26,395.30	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413399000-6342 12 Encumberance NON-FOOD	2,750.15	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413399000-6399 12 Encumberance GENERAL SUPPLIES	1,148.70	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413499000-6341 12 Encumberance FOOD	24,511.85	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413499000-6342 12 Encumberance NON-FOOD	2,140.26	AMEND - PRIOR YEAR ENCUMB	94S - CN		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 35						
6300	2407359413499000-6399 12 Encumberance GENERAL SUPPLIES	708.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413599000-6341 12 Encumberance FOOD	24,787.55	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413599000-6342 12 Encumberance NON-FOOD	3,320.23	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413599000-6399 12 Encumberance GENERAL SUPPLIES	1,192.87	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413699000-6341 12 Encumberance FOOD	19,490.45	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413699000-6342 12 Encumberance NON-FOOD	1,736.20	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413699000-6399 12 Encumberance GENERAL SUPPLIES	568.52	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413799000-6341 12 Encumberance FOOD	41,583.69	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413799000-6342 12 Encumberance NON-FOOD	4,434.58	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413799000-6399 12 Encumberance GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413899000-6341 CHILD NUTRITION - PRIOR Y FOOD	13,291.62	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413899000-6342 CHILD NUTRITION - PRIOR Y NON-FOOD	2,913.08	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413899000-6399 CHILD NUTRITION - PRIOR Y GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413999000-6341 CHILD NUTRITION - PRIOR Y FOOD	32,809.81	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413999000-6342 CHILD NUTRITION - PRIOR Y NON-FOOD	5,975.16	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359413999000-6399 CHILD NUTRITION - PRIOR Y GENERAL SUPPLIES	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359414199000-6341 CHILD NUTRITION - PYE FOOD	32,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359414199000-6342 CHILD NUTRITION - PYE NON-FOOD	5,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359492099000-6318 CHILD NUTR - PYE FURNITURE	1,302.24	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359492099000-6319 CHILD NUTR - PYE OTHER SUPPLIES	63,681.20	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359492099000-6341 CHILD NUTR - PYE FOOD	4,592.53	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359492099000-6342 CHILD NUTR - PYE NON-FOOD	2,000.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359492099000-6399 CHILD NUTR - PYE GENERAL SUPPLIES	2,775.50	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	MAJOR OBJECT TOTAL	2,533,773.41				

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 35						
6400	2407359492099000-6411 CHILD NUTR - PYE TRAVEL - EMPLOYEE ONLY	16.35	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359492099000-6499 CHILD NUTR - PYE OTHER OPERATING EXPENSES	231.50	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	MAJOR OBJECT TOTAL	247.85				
6600	2407359407899000-6639 CHILD NUTR - PYE MISC EQUIP	76,800.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	2407359410499000-6639 CHILD NUTR - PYE MISC EQUIP	47,165.00	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	MAJOR OBJECT TOTAL	123,965.00				
	FUNCTION TOTAL	2,849,010.97				
FUNCTION 36						
6200	1817369400191000-6246 COCURR - PYE BUILDING/GROUNDS REPAIR	8,917.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400391000-6246 COCURR - PYE BUILDING/GROUNDS REPAIR	2,293.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400391000-6247 COCURR - PYE VEHICLE REPAIR	6,070.25	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400391000-6248 COCURR - PYE COMP/AV REPAIR	1,560.20	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400591000-6246 COCURR - PYE BUILDING/GROUNDS REPAIR	55,655.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400591000-6248 COCURR - PYE COMP/AV REPAIR	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401191000-6269 COCURR - PYE ALL OTHER RENTAL LEASE	2,816.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401191000-6299 COCURR - PYE MISC CONTRACTED SERVICES	475.81	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401491000-6246 COCURR - PYE BUILDING/GROUNDS REPAIR	1,650.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401691000-6245 12 Encumberance EQUIPMENT REPAIR	575.40	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401691000-6246 12 Encumberance BUILDING/GROUNDS REPAIR	2,768.04	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369404691000-6246 COCURR - PYE BUILDING/GROUNDS REPAIR	78.02	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369487191000-6246 COCURR - PYE BUILDING/GROUNDS REPAIR	3,797.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369487191000-6248 COCURR - PYE COMP/AV REPAIR	9,030.58	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369487191000-6269 COCURR - PYE ALL OTHER RENTAL LEASE	20,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369487191000-6299 COCURR - PYE MISC CONTRACTED SERVICES	15,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 36						
6200	1997369400199000-6299 COCURR - PYE MISC CONTRACTED SERVICES	700.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400399000-6299 COCURR - PYE MISC CONTRACTED SERVICES	300.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369401199000-6299 COCURR - PYE MISC CONTRACTED SERVICES	4,175.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369401699000-6249 12 Encumberance UNIFORM CLEANING & REPAIR	452.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369487499000-6249 COCURR - PYE UNIFORM CLEANING & REPAIR	719.43	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369488899000-6299 12 Encumberance MISC CONTRACTED SERVICES	3,750.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369488999000-6299 12 Encumberance MISC CONTRACTED SERVICES	3,750.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	145,532.73				
6300	1817369400191000-6396 COCURR - PYE UNIFORMS	886.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400191000-6399 COCURR - PYE GENERAL SUPPLIES	19,769.75	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400391000-6317 COCURR - PYE COMPUTER/AV SUPPLIES	3,506.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400391000-6318 COCURR - PYE FURNITURE	4,810.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400391000-6396 COCURR - PYE UNIFORMS	65.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400391000-6399 COCURR - PYE GENERAL SUPPLIES	75,739.43	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400591000-6396 COCURR - PYE UNIFORMS	12.35	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400591000-6399 COCURR - PYE GENERAL SUPPLIES	11,484.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401191000-6399 COCURR - PYE GENERAL SUPPLIES	9,753.20	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401491000-6317 COCURR - PYE COMPUTER/AV SUPPLIES	913.27	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401491000-6396 COCURR - PYE UNIFORMS	1,209.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401491000-6399 COCURR - PYE GENERAL SUPPLIES	11,368.15	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401691000-6318 12 Encumberance FURNITURE	2,751.53	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401691000-6399 12 Encumberance GENERAL SUPPLIES	3,391.44	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369405191000-6399 COCURR - PYE GENERAL SUPPLIES	5,357.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369405391000-6399 COCURR - PYE GENERAL SUPPLIES	218.80	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 36						
6300	1817369405491000-6399 12 Encumberance GENERAL SUPPLIES	3,820.30	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369405591000-6399 COCUR - PRIOR YR EMCUMB GENERAL SUPPLIES	6,363.35	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369487191000-6318 COCURR - PYE FURNITURE	680.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369487191000-6399 COCURR - PYE GENERAL SUPPLIES	3,971.09	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369488891000-6317 COCURR - PYE COMPUTER/AV SUPPLIES	1,106.63	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369488891000-6399 COCURR - PYE GENERAL SUPPLIES	32,779.51	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400399000-6317 COCURR - PYE COMPUTER/AV SUPPLIES	6,090.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400399000-6396 COCURR - PYE UNIFORMS	172,660.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400399000-6399 COCURR - PYE GENERAL SUPPLIES	657.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400599000-6399 COCURR - PYE GENERAL SUPPLIES	4,346.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400899000-6399 12 Encumberance GENERAL SUPPLIES	55.79	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369401199000-6396 COCURR - PYE UNIFORMS	26,280.85	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369401399000-6399 COCURR - PYE GENERAL SUPPLIES	35.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369401699000-6399 12 Encumberance GENERAL SUPPLIES	1,579.02	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369405499000-6396 12 Encumberance UNIFORMS	30,642.96	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369487499000-6317 COCURR - PYE COMPUTER/AV SUPPLIES	50.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369487499000-6397 COCURR - PYE SHEET MUSIC	2,947.65	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369487499000-6399 COCURR - PYE GENERAL SUPPLIES	17.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19973694874990TA-6399 COCURR - PYE GENERAL SUPPLIES	413.86	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369488999000-6399 12 Encumberance GENERAL SUPPLIES	2,626.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	448,357.53				
6400	1817369400191000-6412 COCURR - PYE TRAVEL STUDENT ONLY	2,182.14	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400191000-6497 COCURR - PYE FEES AND DUES	200.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	18173694001910AD-6412 COCURR - PYE TRAVEL STUDENT ONLY	3,650.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 36						
6400	1817369400391000-6412 COCURR - PYE TRAVEL STUDENT ONLY	442.71	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400391000-6497 COCURR - PYE FEES AND DUES	119.99	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400391000-6499 COCURR - PYE OTHER OPERATING EXPENSES	225.76	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400591000-6498 COCURR - PYE AWARDS	353.92	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369400591OAD-6412 COCURR - PYE TRAVEL STUDENT ONLY	259.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401191000-6412 COCURR - PYE TRAVEL STUDENT ONLY	384.39	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401191000-6495 COCURR - PYE DUES	70.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401491000-6412 COCURR - PYE TRAVEL STUDENT ONLY	4,143.38	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401491000-6498 COCURR - PYE AWARDS	150.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369401691000-6412 12 Encumberance TRAVEL STUDENT ONLY	4,191.54	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369405591000-6498 COCUR - PRIOR YR EMCUMB AWARDS	367.34	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369487191000-6411 COCURR - PYE TRAVEL - EMPLOYEE ONLY	3,722.22	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1817369487191000-6499 COCURR - PYE OTHER OPERATING EXPENSES	5,500.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400199000-6412 COCURR - PYE TRAVEL STUDENT ONLY	510.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400199000-6498 COCURR - PYE AWARDS	5,023.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400299000-6498 COCURR - PYE AWARDS	410.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400322OAD-6412 COCURR - PYE TRAVEL STUDENT ONLY	1,891.17	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400322OJR-6412 12 Encumberance TRAVEL STUDENT ONLY	184.62	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400322OPI-6411 COCURR - PYE TRAVEL - EMPLOYEE ONLY	302.91	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400399OAD-6412 COCURR - PYE TRAVEL STUDENT ONLY	640.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400522OPI-6412 COCURR - PYE TRAVEL STUDENT ONLY	105.86	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369400599000-6412 COCURR - PYE TRAVEL STUDENT ONLY	305.81	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369401122OPI-6412 COCURR - PYE TRAVEL STUDENT ONLY	361.38	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369401199000-6412 COCURR - PYE TRAVEL STUDENT ONLY	1,981.97	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 36						
6400	1997369401199000-6498 COCURR - PYE AWARDS	720.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19973694011990AD-6412 COCURR - PYE TRAVEL STUDENT ONLY	188.84	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19973694014220PI-6412 COCURR - PYE TRAVEL STUDENT ONLY	170.02	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369401499000-6497 COCURR - PYE FEES AND DUES	640.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19973694016220PI-6412 12 Encumberance TRAVEL STUDENT ONLY	217.38	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369401699000-6412 12 Encumberance TRAVEL STUDENT ONLY	2,289.69	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369487499000-6412 COCURR - PYE TRAVEL STUDENT ONLY	174.96	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997369487499000-6499 COCURR - PYE OTHER OPERATING EXPENSES	151.47	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	42,232.37				
6600	1817369404691000-6639 COCURR - PYE MISC EQUIP	16,800.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	16,800.00				
	FUNCTION TOTAL	652,922.63				
FUNCTION 41						
6200	1997419470199000-6246 GEN ADMIN - PYE BUILDING/GROUNDS REPAIR	2,362.65	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419470199000-6248 GEN ADMIN - PYE COMP/AV REPAIR	1,000.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419470199000-6299 GEN ADMIN - PYE MISC CONTRACTED SERVICES	56,804.88	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419471099000-6211 GEN ADMIN - PYE LEGAL SERVICES	48,420.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419471099000-6299 GEN ADMIN - PYE MISC CONTRACTED SERVICES	715.84	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419472699000-6299 GEN ADMIN - PYE MISC CONTRACTED SERVICES	1,262.75	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419472799000-6248 GEN ADMIN - PYE COMP/AV REPAIR	24.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419472799000-6291 GEN ADMIN - PYE CONSULTING SERVICES	50,666.80	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419472799000-6299 GEN ADMIN - PYE MISC CONTRACTED SERVICES	31,870.61	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419487723000-6211 12 Encumberance LEGAL SERVICES	33,242.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419487999000-6245 12 Encumberance EQUIPMENT REPAIR	77.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 41						
6200	1997419487999000-6299 12 Encumberance MISC CONTRACTED SERVICES	111.05	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419490699000-6245 GEN ADMIN - PYE EQUIPMENT REPAIR	1,491.05	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419490699000-6269 GEN ADMIN - PYE ALL OTHER RENTAL LEASE	50,217.14	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	278,267.04				
6300	1997419470199000-6317 GEN ADMIN - PYE COMPUTER/AV SUPPLIES	11,362.57	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419470199000-6399 GEN ADMIN - PYE GENERAL SUPPLIES	18,392.72	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419472699000-6317 GEN ADMIN - PYE COMPUTER/AV SUPPLIES	4,867.44	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419472699000-6318 GEN ADMIN - PYE FURNITURE	970.59	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419472699000-6399 GEN ADMIN - PYE GENERAL SUPPLIES	20,963.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419472699TIA-6317 12 Encumberance COMPUTER/AV SUPPLIES	2,325.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419472799000-6399 GEN ADMIN - PYE GENERAL SUPPLIES	2,005.81	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419487999000-6399 12 Encumberance GENERAL SUPPLIES	61,752.66	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419490699000-6399 GEN ADMIN - PYE GENERAL SUPPLIES	2,662.31	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	125,302.13				
6400	1997419470199000-6499 GEN ADMIN - PYE OTHER OPERATING EXPENSES	2,526.94	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419472799000-6499 GEN ADMIN - PYE OTHER OPERATING EXPENSES	762.64	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997419490699000-6499 GEN ADMIN - PYE OTHER OPERATING EXPENSES	14.66	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	3,304.24				
6600	1997419490699000-6639 GEN ADMIN - PYE MISC EQUIP	100.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	100.00				
	FUNCTION TOTAL	406,973.41				
FUNCTION 51						
6200	1997519400199000-6259 MAINT/OPER - PYE OTHER UTILITIES	8,628.12	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519400299000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	966.77	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 51						
6200	19975194003220PI-6246 12 Encumberance BUILDING/GROUNDS REPAIR	59,303.97	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19975194003220PI-6259 12 Encumberance OTHER UTILITIES	2,432.94	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519400399000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	735.28	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19975194005220PI-6246 12 Encumberance BUILDING/GROUNDS REPAIR	9,525.84	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19975194005220PI-6259 12 Encumberance OTHER UTILITIES	3,312.42	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519400599000-6259 MAINT/OPER - PYE OTHER UTILITIES	4,769.65	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519401299000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	1,493.87	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519401499000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	405.77	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519404599000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	1,037.14	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519406799000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	2,598.45	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519406899000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	1,840.42	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519407099000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	500.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519407199000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	3,809.97	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519407499000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	3,823.23	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519410199000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	6,271.66	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519410299000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	11,407.48	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519410399000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	5,770.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519410499000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	1,260.47	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519410599000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	3,500.97	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519410799000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	5,181.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519410899000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	11,582.92	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519410999000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	2,982.92	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519411199000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	3,109.37	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519411299000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	3,823.23	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 51						
6200	1997519411399000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	1,848.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519411499000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	2,857.48	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519411599000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	1,345.12	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519411699000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	4,411.65	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519411799000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	3,828.33	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519411999000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	3,851.78	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519412099000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	10,706.88	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519412199000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	8,158.25	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519412299000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	3,109.37	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519412399000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	20.44	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519412499000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	2,577.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519412599000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	2,107.92	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519412699000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	21,048.67	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519412799000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	4,323.95	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519412899000-6246 12 Encumberance BUILDING/GROUNDS REPAIR	1,919.26	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519412999000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	2,058.98	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519413099000-6246 12 Encumberance BUILDING/GROUNDS REPAIR	2,240.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519413199000-6246 12 Encumberance BUILDING/GROUNDS REPAIR	5,633.38	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519413299000-6246 12 Encumberance BUILDING/GROUNDS REPAIR	1,778.53	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519413299000-6248 12 Encumberance COMP/AV REPAIR	1,001.25	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519413399000-6246 12 Encumberance BUILDING/GROUNDS REPAIR	2,520.95	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519413499000-6246 12 Encumberance BUILDING/GROUNDS REPAIR	1,232.94	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519413599000-6246 12 Encumberance BUILDING/GROUNDS REPAIR	1,281.89	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519413699000-6246 12 Encumberance BUILDING/GROUNDS REPAIR	2,700.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 51						
6200	1997519472699000-6299 MAINT/OPER - PYE MISC CONTRACTED SERVICES	2,175.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519472799000-6245 MAINT/OPER - PYE EQUIPMENT REPAIR	1,536.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519472799000-6247 MAINT/OPER - PYE VEHICLE REPAIR	443.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519472799000-6299 MAINT/OPER - PYE MISC CONTRACTED SERVICES	.88	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19975194874220PI-6246 12 Encumberance BUILDING/GROUNDS REPAIR	4,815.73	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519490299000-6269 MAINT/OPER - PYE ALL OTHER RENTAL LEASE	140.72	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519490299000-6299 MAINT/OPER - PYE MISC CONTRACTED SERVICES	48.71	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493099000-6245 MAINT/OPER - PYE EQUIPMENT REPAIR	38,758.84	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493099000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	12.05	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493099000-6255 MAINT/OPER - PYE WATER & WASTEWATER	1,265.02	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493099000-6259 MAINT/OPER - PYE OTHER UTILITIES	3.02	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493099000-6269 MAINT/OPER - PYE ALL OTHER RENTAL LEASE	1.02	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493099000-6299 MAINT/OPER - PYE MISC CONTRACTED SERVICES	392.54	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199751949309900W-6299 MAINT/OPER - PYE MISC CONTRACTED SERVICES	12,251.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19975194930990CL-6245 12 Encumberance EQUIPMENT REPAIR	2,867.99	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19975194930990CL-6246 12 Encumberance BUILDING/GROUNDS REPAIR	5.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19975194930990EC-6246 12 Encumberance BUILDING/GROUNDS REPAIR	16,892.97	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19975194930990PB-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	16,276.03	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19975194930990PL-6246 12 Encumberance BUILDING/GROUNDS REPAIR	1.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493499000-6247 12 Encumberance VEHICLE REPAIR	921.33	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493599000-6247 MAINT/OPER - PYE VEHICLE REPAIR	425.86	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493599000-6259 MAINT/OPER - PYE OTHER UTILITIES	111,213.82	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519495099000-6245 MAINT/OPER - PYE EQUIPMENT REPAIR	1.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519495099000-6246 MAINT/OPER - PYE BUILDING/GROUNDS REPAIR	1,859.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 51						
6200	1997519495099000-6247 MAINT/OPER - PYE VEHICLE REPAIR	118.75	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	465,066.02				
6300	1997519413199000-6399 12 Encumberance GENERAL SUPPLIES	6,400.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519470999000-6399 MAINT/OPER - PYE GENERAL SUPPLIES	8.67	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519490299000-6399 MAINT/OPER - PYE GENERAL SUPPLIES	3,692.24	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493099000-6316 MAINT/OPER - PYE BUILDING/GRDS SUPPLIES	8,892.13	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493099000-6317 MAINT/OPER - PYE COMPUTER/AV SUPPLIES	1,387.96	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493099000-6319 MAINT/OPER - PYE OTHER SUPPLIES	1.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493099000-6399 MAINT/OPER - PYE GENERAL SUPPLIES	46,427.60	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19975194930990EC-6316 12 Encumberance BUILDING/GRDS SUPPLIES	32.99	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	19975194930990PL-6316 12 Encumberance BUILDING/GRDS SUPPLIES	1,506.70	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493499000-6315 12 Encumberance JANITORIAL SUPPLIES	1.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493499000-6319 12 Encumberance OTHER SUPPLIES	1,003.40	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493599000-6315 MAINT/OPER - PYE JANITORIAL SUPPLIES	448.31	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493599000-6319 MAINT/OPER - PYE OTHER SUPPLIES	2,428.89	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519495099000-6316 MAINT/OPER - PYE BUILDING/GRDS SUPPLIES	2,238.44	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519499999000-6399 MAINT/OPER - PYE GENERAL SUPPLIES	750.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	75,219.33				
6400	1997519490299000-6411 MAINT/OPER - PYE TRAVEL - EMPLOYEE ONLY	11,359.59	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519490299000-6497 MAINT/OPER - PYE FEES AND DUES	71.57	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519490299000-6499 MAINT/OPER - PYE OTHER OPERATING EXPENSES	899.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493099000-6499 MAINT/OPER - PYE OTHER OPERATING EXPENSES	1.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997519493599000-6499 MAINT/OPER - PYE OTHER OPERATING EXPENSES	.01	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	12,331.17				

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 51						
6600	1997519493099000-6631 MAINT/OPER - PYE VEHICLES	56,750.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	2407519405399000-6625 12 Encumberance BUILDING IMPROVEMENTS	830,132.95	AMEND - PRIOR YEAR ENCUMB	94S - CN		H
	MAJOR OBJECT TOTAL	886,882.95				
	FUNCTION TOTAL	1,439,499.47				
FUNCTION 52						
6200	1997529470999000-6248 12 Encumberance COMP/AV REPAIR	45,154.69	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997529487399000-6219 SECURITY - PYE OTHER PROFESSIONAL SERV	1,425.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997529487399000-6247 SECURITY - PYE VEHICLE REPAIR	6,039.96	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997529487399000-6248 SECURITY - PYE COMP/AV REPAIR	795.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997529487399000-6299 SECURITY - PYE MISC CONTRACTED SERVICES	1,909.11	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	55,323.76				
6300	1997529470999000-6396 12 Encumberance UNIFORMS	410.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997529470999000-6399 12 Encumberance GENERAL SUPPLIES	1,271.34	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997529487399000-6317 SECURITY - PYE COMPUTER/AV SUPPLIES	20,681.72	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997529487399000-6396 SECURITY - PYE UNIFORMS	2,060.38	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997529487399000-6399 SECURITY - PYE GENERAL SUPPLIES	78,372.93	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	4297520087399000-6399 SECURITY - GEN GENERAL SUPPLIES	119,780.00	AMEND - ACTIVE THREAT PRE	A3		H
	MAJOR OBJECT TOTAL	222,576.37				
6400	1997529487399000-6427 SECURITY - PYE BOND EXPENSES	500.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997529487399000-6497 SECURITY - PYE FEES AND DUES	1,600.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	1997529487399000-6498 SECURITY - PYE AWARDS	1,750.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	3,850.00				
	FUNCTION TOTAL	281,750.13				
FUNCTION 53						
6200	199753947289900H-6248 TECHNOLOGY - PYE COMP/AV REPAIR	8,130.13	AMEND - PRIOR YEAR ENCUMB	94S - GF		H

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 53						
6200	199753947289900N-6248 TECHNOLOGY - PYE COMP/AV REPAIR	642.17	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947289900R-6248 TECHNOLOGY - PYE COMP/AV REPAIR	9,860.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947309900H-6248 12 Encumberance COMP/AV REPAIR	5,670.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947309900H-6299 12 Encumberance MISC CONTRACTED SERVICES	492.33	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900O-6248 12 Encumberance COMP/AV REPAIR	59,159.83	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900A-6248 12 Encumberance COMP/AV REPAIR	945.62	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900H-6248 12 Encumberance COMP/AV REPAIR	45,362.51	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900H-6299 12 Encumberance MISC CONTRACTED SERVICES	111.63	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900N-6248 12 Encumberance COMP/AV REPAIR	12,801.98	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900R-6247 12 Encumberance VEHICLE REPAIR	3,727.01	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900R-6248 12 Encumberance COMP/AV REPAIR	17,083.68	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753949999900PB-6248 12 Encumberance COMP/AV REPAIR	50.90	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	164,037.79				
6300	199753947319900H-6396 12 Encumberance UNIFORMS	1,922.64	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900H-6399 12 Encumberance GENERAL SUPPLIES	18,823.25	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900N-6317 12 Encumberance COMPUTER/AV SUPPLIES	3,313.30	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900N-6399 12 Encumberance GENERAL SUPPLIES	182,614.19	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900R-6317 12 Encumberance COMPUTER/AV SUPPLIES	5,943.82	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900R-6399 12 Encumberance GENERAL SUPPLIES	3,269.55	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753949999900PB-6317 12 Encumberance COMPUTER/AV SUPPLIES	2,372.50	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	218,259.25				
6400	199753947319900A-6411 12 Encumberance TRAVEL - EMPLOYEE ONLY	13.27	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900A-6499 12 Encumberance OTHER OPERATING EXPENSES	65.00	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	199753947319900H-6499 12 Encumberance OTHER OPERATING EXPENSES	624.16	AMEND - PRIOR YEAR ENCUMB	94S - GF		H
	MAJOR OBJECT TOTAL	702.43				
	FUNCTION TOTAL	382,999.47				
	GRAND TOTAL	11,396,070.97				

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 11						
6300	1997110005511000-6399 INSTR - GEN GENERAL SUPPLIES	-2,565.00	TSF - STUDENT TRAVEL	SEP 26	T 1-5	H
	1997110099811000-6399 INSTR - GEN GENERAL SUPPLIES	-75,000.00	TSF - HS ACCOMPANISTS	SEP 26	T 1-2	H
	1997112205523000-6399 INSTR - SPEC ED GENERAL SUPPLIES	-3,500.00	TSF - STUDENT TRAVEL	SEP 26	T 1-5	H
	2117110007024000-6317 INSTR - GEN COMPUTER/AV SUPPLIES	-1,200.00	TSF - CLASSROOM BOOKS	SEP 26	T 1-6	H
	2117110007024000-6317 INSTR - GEN COMPUTER/AV SUPPLIES	-4,500.00	TSF - PROF LEARNING TRAV	SEP 26	T 1-7	H
	2117110007024000-6317 INSTR - GEN COMPUTER/AV SUPPLIES	-7,612.00	TSF - TEACHER EXT DUTY P	SEP 26	T 1-8	H
	MAJOR OBJECT TOTAL	-94,377.00				
6400	2117110007024000-6499 INSTR - GEN OTHER OPERATING EXPENSES	-1,500.00	TSF - TEACHER EXT DUTY P	SEP 26	T 1-8	H
	MAJOR OBJECT TOTAL	-1,500.00				
	FUNCTION TOTAL	-95,877.00				
FUNCTION 13						
6100	2117130007024000-6118 INSTR STF DEV - GEN EXTRA-DUTY PAY	1,500.00	TSF - TEACHER EXT DUTY P	SEP 26	T 1-8	H
	2117130007024000-6118 INSTR STF DEV - GEN EXTRA-DUTY PAY	7,612.00	TSF - TEACHER EXT DUTY P	SEP 26	T 1-8	H
	MAJOR OBJECT TOTAL	9,112.00				
6300	1997130088611TTC-6399 INSTR STF DEV - GEN GENERAL SUPPLIES	-2,600.00	TSF - JETT PROF DEVELOPM	SEP 26	T 1-3	H
	1997130088611TTC-6399 INSTR STF DEV - GEN GENERAL SUPPLIES	-500.00	TSF - JETT PROF DEVELOPM	SEP 26	T 1-3	H
	1997130088611TTC-6399 INSTR STF DEV - GEN GENERAL SUPPLIES	-2,445.39	TSF - JETT PROF DEVELOPM	SEP 26	T 1-3	H
	2117130007024000-6325 INSTR STF DEV - GEN BOOKS	1,200.00	TSF - CLASSROOM BOOKS	SEP 26	T 1-6	H
	2557130085311000-6399 INSTR STF DEV - GEN GENERAL SUPPLIES	-21,000.00	TSF - TITLE II SALARIES	SEP 26	T 1-4	H
	MAJOR OBJECT TOTAL	-25,345.39				
	FUNCTION TOTAL	-16,233.39				
FUNCTION 21						
6100	2557210085399000-6119 INSTR ADMIN - GEN TEACHERS & OTHER PROF.	21,000.00	TSF - TITLE II SALARIES	SEP 26	T 1-4	H
	MAJOR OBJECT TOTAL	21,000.00				

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 21						
6200	1997210088699000-6299	2,600.00	TSF - JETT PROF DEVELOPM	SEP 26	T 1-3	H
	INSTR ADMIN - GEN MISC CONTRACTED SERVICES					
	MAJOR OBJECT TOTAL	2,600.00				
6300	1997210088699000-6317	500.00	TSF - JETT PROF DEVELOPM	SEP 26	T 1-3	H
	INSTR ADMIN - GEN COMPUTER/AV SUPPLIES					
	MAJOR OBJECT TOTAL	500.00				
6400	1997210088699000-6499	2,445.39	TSF - JETT PROF DEVELOPM	SEP 26	T 1-3	H
	INSTR ADMIN - GEN OTHER OPERATING EXPENSES					
	MAJOR OBJECT TOTAL	2,445.39				
	FUNCTION TOTAL	26,545.39				
FUNCTION 23						
6300	1997230005599000-6399	-4,335.00	TSF - STUDENT TRAVEL	SEP 26	T 1-5	H
	SCHL ADMIN - GEN GENERAL SUPPLIES					
	MAJOR OBJECT TOTAL	-4,335.00				
6400	2117230007099000-6411	500.00	TSF - PROF LEARNING TRAV	SEP 26	T 1-7	H
	SCHL ADMIN - GEN TRAVEL - EMPLOYEE ONLY					
	2117230007099000-6411	4,500.00	TSF - PROF LEARNING TRAV	SEP 26	T 1-7	H
	SCHL ADMIN - GEN TRAVEL - EMPLOYEE ONLY					
	MAJOR OBJECT TOTAL	5,000.00				
	FUNCTION TOTAL	665.00				
FUNCTION 31						
6300	1997310005599000-6399	-670.00	TSF - STUDENT TRAVEL	SEP 26	T 1-5	H
	GUID/COUNSEL - GEN GENERAL SUPPLIES					
	2117310007099000-6399	-500.00	TSF - PROF LEARNING TRAV	SEP 26	T 1-7	H
	GUID/COUNSEL - GEN GENERAL SUPPLIES					
	MAJOR OBJECT TOTAL	-1,170.00				
	FUNCTION TOTAL	-1,170.00				
FUNCTION 34						
6300	1997340099899000-6399	308,000.00	TSF - NEW VEHICLES	SEP 26	T 1-1	H
	TRANSP - GEN GENERAL SUPPLIES					
	MAJOR OBJECT TOTAL	308,000.00				
	FUNCTION TOTAL	308,000.00				
FUNCTION 36						
6300	1997360099899000-6399	75,000.00	TSF - HS ACCOMPANISTS	SEP 26	T 1-2	H
	COCURR - GEN GENERAL SUPPLIES					
	MAJOR OBJECT TOTAL	75,000.00				

SELECTION CRITERIA: ALL

MAJOR OBJECT	BUDGET CODE TITLE	AMENDMENT AMOUNT	DESCRIPTION	CONTROL NUMBER	TRANSFER NUMBER	ST
FUNCTION 36						
6400	1997360005599000-6412 COCURR - GEN TRAVEL STUDENT ONLY	11,070.00	TSF - STUDENT TRAVEL	SEP 26	T 1-5	H
	MAJOR OBJECT TOTAL	11,070.00				
	FUNCTION TOTAL	86,070.00				
FUNCTION 51						
6600	199751BR99899000-6631 MAINT/OPER - BUDGET RESER VEHICLES	-536,621.00	TSF - NEW VEHICLES	SEP 26	T 1-1	H
	MAJOR OBJECT TOTAL	-536,621.00				
	FUNCTION TOTAL	-536,621.00				
FUNCTION 52						
6300	1997520099899000-6399 SECURITY - GEN GENERAL SUPPLIES	164,970.00	TSF - NEW VEHICLES	SEP 26	T 1-1	H
	MAJOR OBJECT TOTAL	164,970.00				
	FUNCTION TOTAL	164,970.00				
FUNCTION 53						
6300	1997530099899000-6399 TECHNOLOGY - GEN GENERAL SUPPLIES	63,651.00	TSF - NEW VEHICLES	SEP 26	T 1-1	H
	MAJOR OBJECT TOTAL	63,651.00				
	FUNCTION TOTAL	63,651.00				
	GRAND TOTAL	.00				

Budget Amendment Executive Summary

The budget amendment for the month of September includes both budget amendments and budget transfers.

Budget Amendment

The budget amendment for the month of September totals $4,168,152.00 in revenues and $11,396,070.97 in appropriations. The budget amendment is broken down into two categories, 1) General Fund (the district's operating fund), and 2) All Other Funds.

1) The budget amendment in the General Fund for the month of September includes $3,548,775.05 for General Fund prior year encumbrances (outstanding purchase orders at August 31, 2026).

2) The budget amendment in All Other Funds of $7,847,295.92 includes amounts for new or revised state, federal and local grant allocations. Revised funding may be due to federal reallocations, roll forward and maximum entitlements. The roll forward is the unspent portion of the previous year's federal allocation. The maximum entitlement is the final distribution of total unallocated funding by the federal government.

The budget amendment contains $3,679,143.92 for Child Nutrition Fund prior year encumbrances (outstanding purchase orders at August 31, 2026). Revised planning amounts were received in September for the following federal grants: Title I, Part A for $6,513; Title I, Part C for -$463; Title I, Part D for -$5,328; Title II, Part A for $1,604; Title III, Part A LEP for -$11,288; and Title IV, Part A for $73. The amendment contains funding for the continuation of the Texas Education of Homeless Children and Youth Grant in the amount of $128,341. The budget amendment also contains funding for the Active Threat Preparedness & Response Initiative Project in the amount of $119,780. This project is a comprehensive state framework designed to mitigate, prepare for, and respond to mass casualty events and active shooter incidents across public school districts, government entities, and local communities. Lastly, included in the amendment are fiscal year 2026-2027 entitlements for the SBOE-Approved Instructional Materials Entitlement totaling $2,619,280 and the State-Developed Open Education Resource Entitlement totaling $1,309,640.

Budget Transfers

Budget transfers consist of funds transferred within the same fund but changing functions. These transfers are found within the General Fund and All Other Funds. The total amount of all transfers is $664,548.39. Approximately 95% or $628,236.39 of the transfers is found in the general fund. The remaining $36,312.00 is located within the District's grant funds.

Policy Reference: Legal and Local Board Policy CE

Receive Financial Reports

Recommendation:
That the Conroe Independent School District Board of Trustees receive the Monthly Financial Statements and Investment Reports as presented by Karen Garza, Chief Financial Officer, and as recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:
To promote transparency and accountability, the administration submits monthly financial statements and investment reports to the Board of Trustees. The major funds presented in the financial statements include the General Fund, Debt Service Fund & Child Nutrition Fund.

Policy Reference: Legal and Local Board Policy CFA

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Karen Garza
Chief Financial Officer

CONROE INDEPENDENT SCHOOL DISTRICT
BALANCE SHEET
GENERAL FUND, DEBT SERVICE, CHILD NUTRITION, AND SELF FUNDED
FOR THE MONTH ENDED August 31, 2026

	General Fund	Debt Service Fund	Child Nutrition Fund	Self Funded Insurance
ASSETS				
Cash and Investments	$ 226,103,953	$ 22,404,495	$ 9,626,059	$ 7,735,469
Property Taxes	21,865,345	8,539,371	-	-
Allowance for Uncollectible Taxes	(2,009,597)	(434,635)	-	-
Due From Other Governments	-	7,310	-	-
Accrued Interest	774,979	-	-	-
Due From Other Funds	9,000,000	335,298	-	-
Sundry Receivables	845,472		376	-
Inventories, at Cost	4,948,464	-	543,869	-
Total Assets	$ 261,528,616	$ 30,851,839	$ 10,170,304	$ 7,735,469
LIABILITIES				
Accounts Payable	$ 1,291,395	$ -	$ 82,376	$ 3,663,747
Payroll Deductions and Withholdings Payable	5,003,273	-	-	-
Due to Other Funds	335,298	-	-	9,000,000
Due to Other Governments	-	-	-	-
Deferred Revenue	18,883,289	7,488,115	773,961	-
Total Liabilities	25,513,255	7,488,115	856,337	12,663,747
FUND BALANCES				
Nonspendable:				
Inventory	4,948,464	-	543,869	-
Restricted for:				
Food Service Operations	-	-	8,770,098	-
Debt Service	-	23,363,724	-	-
Committed:	-	-	-	(4,928,278)
Assigned:	-	-	-	-
Unassigned:	231,066,897	-	-	-
Total Fund Balances	236,015,361	23,363,724	9,313,967	(4,928,278)
Total Liabilities and Fund Balances	$ 261,528,616	$ 30,851,839	$ 10,170,304	$ 7,735,469

CONROE INDEPENDENT SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GENERAL FUND, DEBT SERVICE, CHILD NUTRITION, AND SELF FUNDED
FOR THE MONTH ENDED August 31, 2026

	General Fund	Debt Service Fund	Child Nutrition Fund
REVENUES			
Local and Intermediate Sources	$ 384,831,178	$ 155,966,774	$ 9,290,581
State Program Revenues	336,068,559	25,492,310	392,792
Federal Program Revenues	5,403,050		20,795,209
Total Revenues	726,302,787	181,459,084	30,478,582
EXPENDITURES			
Current:			
Instruction	398,346,111	-	-
Instructional Resources & Media Service	6,364,081	-	-
Curriculum & Instructional Staff Development	15,753,798	-	-
Instructional Administration	7,531,772	-	-
School Administration	40,893,382	-	-
Guidance and Counseling	25,013,352	-	-
Social Work Services	1,375,227	-	-
Health Services	8,082,622	-	-
Student (Pupil) Transportation	33,391,208	-	-
Food Services	-	-	29,599,694
Cocurricular/Extracurricular Activities	14,700,757	-	-
General Administration	11,283,660	-	-
Plant Maintenance and Operations	67,947,254	-	2,546,665
Security and Monitoring Services	10,583,098	-	-
Data Processing Services	9,464,910	-	-
Community Services	63,778	-	-
Debt Service	198,243	194,775,011	-
Facilities Acquisition and Construction	-	-	-
Other Intergovernmental Charges	4,254,514	-	-
Total Expenditures	655,247,767	194,775,011	32,146,359
Excess of Revenues Over (Under) Expenditures	71,055,020	(13,315,927)	(1,667,777)
OTHER FINANCING SOURCES AND (USES)			
Refunding Bonds Issued	-	183,915,000	-
Premium or Discount on Issuance of Bonds	-	37,092,837	-
Other (Uses), Sources	916,448	-	-
Payment to Bond Refunding Escrow Agent	-	(206,255,824)	-
Total Other Financing Sources and (Uses)	916,448	14,752,013	-
Net Change in Fund Balances	71,971,468	1,436,086	(1,667,777)
Fund Balance - Beginning	164,043,893	21,927,638	10,981,744
Fund Balance - Ending	$ 236,015,361	$ 23,363,724	$ 9,313,967

Self Funded Insurance
$ 57,699,962
-
-
57,699,962
-
-
-
-
-
-
-
-
-
-
-
63,289,802
-
-
-
-
-
-
-
63,289,802
(5,589,840)
-
-
-
-
-
(5,589,840)
661,562
$ (4,928,278)

Conroe Independent School District
General Fund
Combined Statement of Revenues and Expenditures (Includes Encumbrances)
Budget and Actual
For the Month Ended August 31, 2026

REVENUES	CONTROL GROUP	TITLE	BUDGET	ACTUAL	AVAILABLE	YTD/ BUD	3 YR TREND YTD/BUD	VARIANCE
	5700	LOCAL REVENUE	$ 388,768,102	$ 384,831,178	$ 3,936,923	98.99%	99.39%	-0.40%
	5800	STATE REVENUE	374,224,423	336,068,559	38,155,864	89.80%	101.10%	-11.30%
	5900	FEDERAL REVENUE	-	5,403,050	(5,403,050)	0.00%	93.82%	-93.82%
		Total Operating Revenues	**762,992,525**	**726,302,787**	**36,689,737**	**95.19%**	**99.93%**	**-4.74%**

EXPENDITURES

FUNCTION	CONTROL GROUP	TITLE	BUDGET	YTD EXP/ENC	AVAILABLE	YTD/ BUD	3 YR TREND YTD/BUD	VARIANCE
11	6100	TOTAL PAYROLL	463,774,943.64	387,574,711.56	76,200,232.08	83.57%	99.71%	-16.14%
11	6200	CONTRACTED SERVICES	1,705,055.24	1,680,025.80	25,029.44	98.53%	71.83%	26.70%
11	6300	SUPPLIES AND MATERIALS	8,015,937.70	6,639,537.89	1,376,399.81	82.83%	85.18%	-2.35%
11	6400	OTHER OPERATING EXP	1,507,145.30	1,300,498.76	206,646.54	86.29%	82.38%	3.91%
11	6600	CAPITAL OUTLAY	313,852.17	1,144,180.69	(830,328.52)	364.56%	329.94%	34.62%
			475,316,934.05	**398,338,954.70**	**76,977,979.35**	**83.80%**	**99.43%**	**-15.63%**
12	6100	TOTAL PAYROLL	6,996,878.44	5,676,345.81	1,320,532.63	81.13%	97.49%	75.92%
12	6200	CONTRACTED SERVICES	46,866.85	15,253.02	31,613.83	32.55%	38.64%	36.78%
12	6300	SUPPLIES AND MATERIALS	755,160.75	641,812.07	113,348.68	84.99%	92.11%	91.80%
12	6400	OTHER OPERATING EXP	32,298.08	30,670.22	1,627.86	94.96%	99.04%	86.38%
12	6600	CAPITAL OUTLAY	1,554.19	-	1,554.19	0.00%	53.20%	0.00%
			7,832,758.31	**6,364,081.12**	**1,468,677.19**	**81.25%**	**96.55%**	**-15.30%**
13	6100	TOTAL PAYROLL	18,416,371.07	15,538,393.76	2,877,977.31	84.37%	97.55%	-13.18%
13	6200	CONTRACTED SERVICES	76,389.47	59,348.06	17,041.41	77.69%	59.86%	17.83%
13	6300	SUPPLIES AND MATERIALS	63,654.40	47,874.91	15,779.49	75.21%	67.12%	8.09%
13	6400	OTHER OPERATING EXP	143,275.23	108,181.60	35,093.63	75.51%	78.57%	-3.06%
			18,699,690.17	**15,753,798.33**	**2,945,891.84**	**84.25%**	**96.34%**	**-12.09%**
21	6100	TOTAL PAYROLL	8,031,502.87	6,762,781.29	1,268,721.58	84.20%	97.31%	-13.11%
21	6200	CONTRACTED SERVICES	100,563.65	85,173.92	15,389.73	84.70%	65.26%	19.44%
21	6300	SUPPLIES AND MATERIALS	677,039.60	493,063.29	183,976.31	72.83%	80.62%	-7.79%
21	6400	OTHER OPERATING EXP	298,746.50	190,491.21	108,255.29	63.76%	76.78%	-13.02%
			9,107,852.62	**7,531,509.71**	**1,576,342.91**	**82.69%**	**94.49%**	**-11.80%**
23	6100	TOTAL PAYROLL	48,102,907.00	40,549,692.41	7,553,214.59	84.30%	99.93%	-15.63%
23	6200	CONTRACTED SERVICES	15,949.15	31,642.95	(15,693.80)	198.40%	47.74%	150.66%
23	6300	SUPPLIES AND MATERIALS	339,786.70	216,644.87	123,141.83	63.76%	86.28%	-22.52%
23	6400	OTHER OPERATING EXP	110,750.52	95,282.25	15,468.27	86.03%	89.27%	-3.24%
23	6600	CAPITAL OUTLAY	75.00	-	75.00	0.00%	32.99%	-32.99%
			48,569,468.37	**40,893,262.48**	**7,676,205.89**	**84.20%**	**99.82%**	**-15.62%**
31	6100	TOTAL PAYROLL	28,482,801.00	24,006,567.27	4,476,233.73	84.28%	99.23%	-14.95%
31	6200	CONTRACTED SERVICES	180,859.15	78,711.42	102,147.73	43.52%	57.53%	-14.01%
31	6300	SUPPLIES AND MATERIALS	1,232,850.58	877,547.68	355,302.90	71.18%	63.94%	7.24%
31	6400	OTHER OPERATING EXP	71,594.54	50,525.91	21,068.63	70.57%	78.30%	-7.73%
			29,968,105.27	**25,013,352.28**	**4,954,752.99**	**83.47%**	**97.67%**	**-14.20%**
32	6100	TOTAL PAYROLL	1,183,251.00	937,550.90	245,700.10	79.24%	90.32%	-11.08%
32	6200	CONTRACTED SERVICES	425,000.00	424,000.00	1,000.00	99.76%	98.43%	1.33%
32	6300	SUPPLIES AND MATERIALS	7,930.06	5,543.67	2,386.39	69.91%	53.26%	16.65%
32	6400	OTHER OPERATING EXP	9,750.00	8,132.08	1,617.92	83.41%	71.81%	11.60%
			1,625,931.06	**1,375,226.65**	**250,704.41**	**84.58%**	**91.75%**	**-7.17%**
33	6100	TOTAL PAYROLL	9,902,728.40	7,911,748.85	1,990,979.55	79.89%	98.17%	-18.28%
33	6200	CONTRACTED SERVICES	38,576.53	8,002.65	30,573.88	20.74%	42.40%	-21.66%
33	6300	SUPPLIES AND MATERIALS	217,342.25	143,908.45	73,433.80	66.21%	82.97%	-16.76%
33	6400	OTHER OPERATING EXP	24,576.92	18,961.90	5,615.02	77.15%	80.01%	-2.86%
			10,183,224.10	**8,082,621.85**	**2,100,602.25**	**79.37%**	**94.61%**	**-15.24%**
34	6100	TOTAL PAYROLL	30,917,388.00	26,464,742.02	4,452,645.98	85.60%	99.24%	-13.64%
34	6200	CONTRACTED SERVICES	1,113,008.30	995,031.70	117,976.60	89.40%	92.59%	-3.19%
34	6300	SUPPLIES AND MATERIALS	5,505,342.44	4,856,747.53	648,594.91	88.22%	98.62%	-10.40%
34	6400	OTHER OPERATING EXP	1,073,703.60	1,014,842.39	58,861.21	94.52%	98.89%	-4.37%
34	6600	CAPITAL OUTLAY	182,303.00	127,280.40	55,022.60	69.82%	49.41%	20.41%
			38,791,745.34	**33,458,644.04**	**5,333,101.30**	**86.25%**	**99.19%**	**-12.94%**

FUNCTION	CONTROL GROUP	TITLE	BUDGET	YTD EXP/ENC	AVAILABLE	YTD/ BUD	3 YR TREND YTD/BUD	VARIANCE
36	6100	TOTAL PAYROLL	9,123,434.21	7,802,767.55	1,320,666.66	85.52%	98.01%	-12.49%
36	6200	CONTRACTED SERVICES	1,189,449.93	960,919.81	228,530.12	80.79%	93.54%	-12.75%
36	6300	SUPPLIES AND MATERIALS	1,784,691.98	1,344,903.41	439,788.57	75.36%	87.88%	-12.52%
36	6400	OTHER OPERATING EXP	4,589,370.29	4,518,576.12	70,794.17	98.46%	98.04%	0.42%
36	6600	CAPITAL OUTLAY	31,577.38	11,277.38	20,300.00	35.71%	82.93%	-47.22%
			16,718,523.79	**14,638,444.27**	**2,080,079.52**	**87.56%**	**96.51%**	**-8.95%**
41	6100	TOTAL PAYROLL	9,642,174.74	8,029,467.91	1,612,706.83	83.27%	97.96%	-14.69%
41	6200	CONTRACTED SERVICES	2,441,159.17	1,879,803.80	561,355.37	77.00%	71.61%	5.39%
41	6300	SUPPLIES AND MATERIALS	1,029,087.07	766,132.61	262,954.46	74.45%	111.62%	-37.17%
41	6400	OTHER OPERATING EXP	671,117.64	563,595.62	107,522.02	83.98%	95.42%	-11.44%
41	6600	CAPITAL OUTLAY	50,915.00	44,660.00	6,255.00	87.71%	727.34%	-639.63%
			13,834,453.62	**11,283,659.94**	**2,550,793.68**	**81.56%**	**95.07%**	**-13.51%**
51	6100	TOTAL PAYROLL	38,704,347.23	32,930,871.97	5,773,475.26	85.08%	98.68%	-13.60%
51	6200	CONTRACTED SERVICES	25,889,817.15	22,547,671.55	3,342,145.60	87.09%	99.10%	-12.01%
51	6300	SUPPLIES AND MATERIALS	6,742,830.05	6,269,543.52	473,286.53	92.98%	95.02%	-2.04%
51	6400	OTHER OPERATING EXP	5,098,732.00	4,637,670.52	461,061.48	90.96%	99.05%	-8.09%
51	6600	CAPITAL OUTLAY	1,791,898.94	1,561,366.89	230,532.05	87.13%	87.10%	0.03%
			78,227,625.37	**67,947,124.45**	**10,280,500.92**	**86.86%**	**98.33%**	**-11.47%**
52	6100	TOTAL PAYROLL	11,108,986.00	9,622,371.62	1,486,614.38	86.62%	98.74%	-12.12%
52	6200	CONTRACTED SERVICES	355,997.55	234,010.19	121,987.36	65.73%	96.69%	-30.96%
52	6300	SUPPLIES AND MATERIALS	721,451.35	516,273.49	205,177.86	71.56%	81.69%	-10.13%
52	6400	OTHER OPERATING EXP	55,338.21	32,471.90	22,866.31	58.68%	76.72%	-18.04%
52	6600	CAPITAL OUTLAY	177,973.50	177,970.50	3.00	100.00%	76.34%	23.66%
			12,419,746.61	**10,583,097.70**	**1,836,648.91**	**85.21%**	**96.98%**	**-11.77%**
53	6100	TOTAL PAYROLL	5,801,067.00	4,952,542.59	848,524.41	85.37%	97.09%	-11.72%
53	6200	CONTRACTED SERVICES	2,937,389.67	2,628,376.14	309,013.53	89.48%	90.12%	-0.64%
53	6300	SUPPLIES AND MATERIALS	2,039,920.52	1,707,116.57	332,803.95	83.69%	108.96%	-25.27%
53	6400	OTHER OPERATING EXP	49,712.02	48,889.28	822.74	98.34%	89.57%	8.77%
53	6600	CAPITAL OUTLAY	133,980.00	127,985.00	5,995.00	95.53%	245.16%	-149.63%
			10,962,069.21	**9,464,909.58**	**1,497,159.63**	**86.34%**	**98.82%**	**-12.48%**
61	6100	TOTAL PAYROLL	111,397.00	53,523.56	57,873.44	48.05%	66.98%	-18.93%
61	6200	CONTRACTED SERVICES	12,000.00	9,600.00	2,400.00	80.00%	23.33%	56.67%
61	6300	SUPPLIES AND MATERIALS	3,817.52	538.45	3,279.07	14.10%	43.54%	-29.44%
61	6400	OTHER OPERATING EXP	3,625.69	116.36	3,509.33	3.21%	33.42%	-30.21%
			130,840.21	**63,778.37**	**67,061.84**	**48.75%**	**44.97%**	**3.78%**
71	6500	DEBT SERVICE	752,103.00	198,243.00	553,860.00	0.00%	99.02%	-99.02%
			752,103.00	**198,243.00**	**553,860.00**	**26.36%**	**99.02%**	**-72.66%**
81	6200	CONTRACTED SERVICES	-	-	-	#DIV/0!	0.00%	#DIV/0!
81	6300	SUPPLIES AND MATERIALS	-	-	-	#DIV/0!	0.00%	#DIV/0!
81	6600	CAPITAL OUTLAY	-	-	-	#DIV/0!	0.00%	#DIV/0!
			-	**-**	**-**	**#DIV/0!**	**0.00%**	**#DIV/0!**
99	6200	CONTRACTED SERVICES	5,150,000.00	4,254,513.77	895,486.23	82.61%	92.50%	-9.89%
			5,150,000.00	**4,254,513.77**	**895,486.23**	**82.61%**	**92.50%**	**-9.89%**
		Total Operating Expenditures	**778,291,071.10**	**655,245,222.24**	**123,045,848.86**	**84.19%**	**98.81%**	**-14.62%**

Conroe Independent School District
Projected Annual Revenues, Expenditures and Fund Balance
General Funds, Debt Service, and Child Nutrition
Projected to August 31, 2026

	General Fund			Debt Service			Child Nutrition		
	Amended Budget	Projected To 8-31-26	Variance	Amended Budget	Projected To 8-31-26	Variance	Amended Budget	Projected To 8-31-26	Variance
Revenues									
5700 Local Revenues	$ 388,768,102	$ 384,831,178	$ (3,936,924)	$ 158,668,324	$ 155,966,774	$ (2,701,550)	$ 10,828,142	$ 10,159,988	$ (668,154)
5800 State Revenues	374,224,423	381,124,702	6,900,279	23,154,513	$ 26,484,714	3,330,201	-	427,376	427,376
5900 Federal Revenues	-	5,403,050	5,403,050	-	-	-	23,171,858	24,626,234	1,454,376
Total Revenues	762,992,525	771,358,930	8,366,405	181,822,837	182,451,488	628,651	34,000,000	35,213,598	1,213,598
Expenditures									
6100 Payroll	690,300,178	680,382,365	9,917,813	-	-	-	10,430,000	10,894,683	(464,683)
6200 Contracted Services	41,678,082	37,192,085	4,485,997	-	-	-	3,644,842	2,454,018	1,190,824
6300 Supplies	29,136,843	26,771,606	2,365,237	-	-	-	25,291,656	21,776,645	3,515,011
6400 Other Operating	13,739,737	12,810,930	928,807	-	-	-	41,364	39,368	1,996
6500 Debt Service	752,103	198,243.00	553,860	194,775,012	194,775,012	-	1,673	1,673	-
6600 Capital Outlay	2,684,129	3,211,721	(527,592)	-	-	-	2,299,904	1,417,633	882,271
Total Expenditures	778,291,072	760,566,950	17,724,122	194,775,012	194,775,012	-	41,709,439	36,584,020	5,125,419
Other Financing Sources (uses)									
4999 Other Resources (uses)	-	(12,083,552)	(12,083,552)	-	14,752,013	14,752,013	-	-	-
Net Change in Fund Balance	(15,298,547)	(1,291,572)	14,006,975	(12,952,175)	2,428,489	15,380,664	(7,709,439)	(1,370,422)	6,339,017
Fund Balance September 1	164,043,893	164,043,893	-	21,927,638	21,927,638	-	10,981,744	10,981,744	-
Fund Balance August 31	$ 148,745,346	$ 162,752,321	$ 14,006,975	$ 8,975,463	$ 24,356,127	$ 15,380,664	$ 3,272,305	$ 9,611,322	$ 6,339,017

*** Projected**

Self-Funded Health Insurance
Conroe ISD Self-Funded Health Insurance Fund
2025-2026

	September 25	October 25	November 25	December 25	January 26	February 26	March 26	April 26	May 26	June 26	July 26	August 26	Total 2025-2026	Average 2025-2026
Revenues														
Premiums:														
District	$ 2,787,054	$ 2,807,570	$ 2,803,110	$ 2,804,448	$ 2,799,988	$ 2,781,256	$ 2,779,472	$ 2,782,148	$ 2,783,040	$ 2,756,726	$ 2,735,318	$ 2,726,398	$ 33,346,528	$ 2,778,877
Employee	1,979,756	1,993,476	2,033,322	1,980,643	2,052,574	1,969,794	2,018,191	2,035,177	1,988,653	1,962,112	2,050,247	1,945,836	24,009,781	2,000,815
Interest	1,826	3,398	6,019	10,864	6,304	4,280	6,815	3,610	4,499	2,750	2,735	6,058	59,158	4,930
Total Revenues	4,768,636	4,804,444	4,842,451	4,795,955	4,858,866	4,755,330	4,804,478	4,820,935	4,776,192	4,721,588	4,788,300	4,678,292	57,415,467	4,784,622
Expenses														
Claims	5,853,673	4,577,685	5,196,916	6,045,753	4,928,673	5,005,282	6,551,414	5,210,424	4,936,267	7,519,312	6,565,071	8,935,984	71,326,454	$ 5,943,871
Pharmacy/Stop Loss Rebate	(729,999)	(767,209)	(742,139)	(738,187)	(735,145)	(891,447)	(1,224,803)	(1,022,792)	(729,864)	(726,643)	(920,230)	(1,693,482)	(10,921,940)	(910,162)
Admin Fees/Stop Loss Prem	899,029	832,521	871,859	962,315	867,487	910,312	864,039	897,885	873,002	879,732	821,955	940,103	10,620,239	885,020
Total Expenses	6,022,703	4,642,997	5,326,636	6,269,881	5,061,015	5,024,147	6,190,650	5,085,517	5,079,405	7,672,401	6,466,796	8,182,605	71,024,753	5,918,729
Revenues Over (Under) Expenses	$ (1,254,067)	$ 161,447	$ (484,185)	$ (1,473,926)	$ (202,149)	$ (268,817)	$ (1,386,172)	$ (264,582)	$ (303,213)	$ (2,950,813)	$ (1,678,496)	$ (3,504,313)	$ (13,609,286)	$ (1,134,107)

Status of 2023 Bond Referendum

As of 8/31/26

Project Description	Original Bond Budget	Budget Adjustments	Adjusted Budget	Funds Expended & Encumbered	Estimate to Complete	Expected Completion	% Complete
Timber Mill HS- Conroe	$ 384,230,000		$ 384,230,000	$ 272,200,621	$ 112,029,379	Aug-27	73%
Grand Oaks JHS & Grand Oaks 9th	165,540,000		165,540,000	152,992,322	12,547,678	Aug-27	82%
Caney Creek 9th Campus	138,100,000	3,000,000	141,100,000	124,750,009	16,349,991	Aug-27	72%
Cartwright JHS	138,100,000		138,100,000	118,534,299	19,565,701	Aug-27	89%
Eissler Elementary	59,000,000	(5,000,000)	54,000,000	53,278,995	-	Aug-25	99%
Campbell Elementary	59,000,000	(7,250,000)	51,750,000	51,281,551	-	Aug-25	99%
Fowler Intermediate	63,730,000		63,730,000	59,231,810	2,000,000	Aug-26	98%
Arnold Elementary	63,730,000		63,730,000	54,171,077	2,000,000	Aug-26	98%
McCullough JHS Addition	50,976,000	3,120,000	54,096,000	53,977,388	118,612	Aug-26	90%
Hailey Elementary Addition	13,530,000		13,530,000	13,530,000	-	Dec-25	99%
Ford Elementary Addition	25,964,000		25,964,000	24,970,568	993,432	Dec-25	98%
The Woodlands HS Renovations	55,266,000		55,266,000	54,169,007	1,096,993	Dec-26	97%
Oak Ridge HS 9th Renovations	23,491,000	20,000	23,511,000	23,507,769	3,231	Aug-26	69%
Knox JHS Renovations	25,593,000	4,000,000	29,593,000	26,857,255	2,735,745	Aug-26	96%
Creighton Elementary Renovations	15,012,000		15,012,000	14,851,736	-	Dec-25	99%
San Jacinto Elementary Renovations	12,960,000		12,960,000	10,458,204	2,501,796	Aug-27	21%
Oak Ridge HS Phase II	62,169,000		62,169,000	56,006,544	6,162,456	Dec-26	63%
Washington HS Phase I	33,630,000		33,630,000	2,491,412	31,138,588	Dec-27	8%
Infrastructure	252,979,000		252,979,000	164,814,476	88,164,524	Aug-27	45%
Safety & Security	35,000,000		35,000,000	22,836,466	12,163,534	Aug-27	37%
Transportation Centers	10,000,000		10,000,000	10,000,000	-	Aug-25	99%
Buses	12,000,000		12,000,000	12,000,000	-	Aug-25	100%
Technology Infrastructure	70,000,000		70,000,000	27,474,502	42,525,498	Aug-27	63%
Land Purchases	50,000,000		50,000,000	45,424,135	4,575,865	Aug-25	91%
TOTAL PROP A	**1,820,000,000**	**(2,110,000)**	**1,817,890,000**	**1,449,810,146**	**356,673,023**		
Technology Devices	40,000,000		40,000,000	26,212,591	13,787,409	Aug-27	67%
TOTAL PROP B	**40,000,000**	**-**	**40,000,000**	**26,212,591**	**13,787,409**		
Agriculture Barns	17,000,000	500,000	17,500,000	16,922,669	77,331	Jun-26	93%
Elementary Gyms	95,877,000		95,877,000	63,412,989	32,464,011	Aug-27	93%
TOTAL PROP C	**112,877,000**	**500,000**	**113,377,000**	**80,335,658**	**32,541,342**		
Total of All Propositions	**$ 1,972,877,000**	**$ (1,610,000)**	**$ 1,971,267,000**	**$ 1,556,358,395**	**$ 403,001,774**		
Contingency		**1,610,000**	**1,850,000**				
Grand Total	**$ 1,972,877,000**		**$ 1,973,117,000**				

School Bonds Authorized	**$ 1,972,877,000**
School Bonds Sold	**$ 1,640,000,000**
Balance to Sell	**$ 332,877,000**

GASB 31 Compliance

Conroe I.S.D.

Effective Interest - Actual Life

Receipts in Period

08/01/26 - 08/31/26

CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 08/01/26	Original Princ/Cost	Beginning Unit Price	Par Value On 08/01/26	Reported Value 08/01/26	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 08/31/26	Price Source 08/31/26	Reported Value 08/31/26	Change in Fair Value	Interest	Net Investment Income	S & P Rating	Moody's Rating	Other Rating
3130AWTQ3	24-0001	FHLB 4.625 09/11/26	10/03/23	Open	Fair Value	4.1179	ICE	1,781,143.20	1.000626	1,800,000.00	1,801,126.80	0.00	0.00	1.000197	1,800,000.00	ICE	1,800,354.60	-772.20	6,937.50	6,165.30			
3130AXCP1	24-0002	FHLB 4.875 09/11/26	10/31/23	Open	Fair Value	4.0868	ICE	2,142,425.55	1.000885	2,150,000.00	2,151,902.75	0.00	0.00	1.000226	2,150,000.00	ICE	2,150,485.90	-1,416.85	8,734.38	7,317.53			
91282CJK8	24-0003	Treasury Note 4.625 11/15/26	11/16/23	Open	Fair Value	3.8702	ICE	998,320.31	1.001938	1,000,000.00	1,001,938.00	0.00	0.00	1.001328	1,000,000.00	ICE	1,001,328.00	-610.00	3,896.06	3,286.06			
3130AXCP1	24-0004	FHLB 4.875 09/11/26	11/30/23	Open	Fair Value	4.0766	ICE	1,211,812.80	1.000885	1,200,000.00	1,201,062.00	0.00	0.00	1.000226	1,200,000.00	ICE	1,200,271.20	-790.80	4,875.00	4,084.20			
3130AXU63	24-0005	FHLB 4.625 11/17/26	01/17/24	Open	Fair Value	3.8770	ICE	2,940,257.80	1.002063	2,900,000.00	2,905,982.70	0.00	0.00	1.001448	2,900,000.00	ICE	2,904,199.20	-1,783.50	11,177.08	9,393.58			
91282CKA8	24-0007	Treasury Note 4.125 02/15/27	03/04/24	Open	Fair Value	4.2756	ICE	2,982,539.06	1.000487	3,000,000.00	3,001,461.00	0.00	0.00	1.000612	3,000,000.00	ICE	3,001,836.00	375.00	10,502.62	10,877.62			
3133EP6K6	24-0008	FFCB 4.50 03/26/27	04/17/24	Open	Fair Value	4.2283	ICE	3,217,379.75	1.003015	3,250,000.00	3,259,798.75	0.00	0.00	1.002776	3,250,000.00	ICE	3,259,022.00	-776.75	12,187.50	11,410.75			
91282CHY0	24-0010	Treasury Note 4.625 09/15/26	06/20/24	Open	Fair Value	3.8608	ICE	3,199,750.00	1.000938	3,200,000.00	3,203,001.60	0.00	0.00	1.000321	3,200,000.00	ICE	3,201,027.20	-1,974.40	12,467.39	10,492.99			
91282CKV2	24-0011	Treasury Note 4.625 06/15/27	07/02/24	Open	Fair Value	3.9177	ICE	1,931,583.20	1.004131	1,930,000.00	1,937,972.83	0.00	0.00	1.003542	1,930,000.00	ICE	1,936,836.06	-1,136.77	7,560.48	6,423.71			
91282CJK8	24-0012	Treasury Note 4.625 11/15/26	08/02/24	Open	Fair Value	3.8595	ICE	1,617,312.50	1.001938	1,600,000.00	1,603,100.80	0.00	0.00	1.001328	1,600,000.00	ICE	1,602,124.80	-976.00	6,233.70	5,257.70			
91282CKV2	25-0001	Treasury Note 4.625 06/15/27	09/06/24	Open	Fair Value	3.8799	ICE	1,026,914.06	1.004131	1,000,000.00	1,004,131.00	0.00	0.00	1.003542	1,000,000.00	ICE	1,003,542.00	-589.00	3,917.35	3,328.35			
91282CLL3	25-0002	Treasury Note 3.375 09/15/27	09/17/24	Open	Fair Value	4.1381	ICE	2,906,021.48	0.991016	2,910,000.00	2,883,856.56	0.00	0.00	0.991685	2,910,000.00	ICE	2,885,803.35	1,946.79	8,273.34	10,220.13			
91282CLL3	25-0003	Treasury Note 3.375 09/15/27	09/24/24	Open	Fair Value	4.1409	ICE	2,144,205.08	0.991016	2,150,000.00	2,130,684.40	0.00	0.00	0.991685	2,150,000.00	ICE	2,132,122.75	1,438.35	6,112.60	7,550.95			
91282CKV2	25-0004	Treasury Note 4.625 06/15/27	10/18/24	Open	Fair Value	3.8915	ICE	1,730,679.69	1.004131	1,700,000.00	1,707,022.70	0.00	0.00	1.003542	1,700,000.00	ICE	1,706,021.40	-1,001.30	6,659.49	5,658.19			
91282CLQ2	25-0005	Treasury Note 3.875 10/15/27	11/07/24	Open	Fair Value	3.7000	ICE	4,116,287.50	0.995938	4,160,000.00	4,143,102.08	0.00	0.00	0.995781	4,160,000.00	ICE	4,142,448.96	-653.12	13,653.55	13,000.43			
3133ERE23	25-0006	FFCB 4.32 12/02/27	12/03/24	Open	Fair Value	3.9865	ICE	2,547,450.00	0.997184	2,550,000.00	2,542,819.20	0.00	0.00	0.996909	2,550,000.00	ICE	2,542,117.95	-701.25	9,330.49	8,629.24			
91282CMB4	25-0007	Treasury Note 4.00 12/15/27	01/03/25	Open	Fair Value	3.5419	ICE	2,844,631.64	0.996758	2,865,000.00	2,855,711.67	0.00	0.00	0.996367	2,865,000.00	ICE	2,854,591.46	-1,120.21	9,706.56	8,586.35			
91282CMS7	25-0008	Treasury Note 3.875 03/15/28	03/21/25	Open	Fair Value	3.4335	ICE	2,995,664.06	0.993789	3,000,000.00	2,981,367.00	0.00	0.00	0.993438	3,000,000.00	ICE	2,980,314.00	-1,053.00	9,792.80	8,739.80			
91282CHE4	25-0009	Treasury Note 3.625 05/31/28	06/09/25	Open	Fair Value	3.1785	ICE	2,466,106.56	0.988359	2,492,000.00	2,462,990.63	0.00	0.00	0.987969	2,492,000.00	ICE	2,462,018.75	-971.88	7,651.33	6,679.45			
91282CNU1	25-0010	Treasury Note 3.625 08/15/28	08/27/25	Open	Fair Value	3.1632	ICE	3,326,310.00	0.986836	3,328,000.00	3,284,190.21	0.00	0.00	0.986445	3,328,000.00	ICE	3,282,888.96	-1,301.25	10,238.68	8,937.43			
91282CKG5	26-0001	Treasury Note 4.125 03/31/29	06/22/26	Open	Fair Value	3.2439	ICE	4,465,760.55	0.994297	4,471,000.00	4,445,501.89	0.00	0.00	0.993555	4,471,000.00	ICE	4,442,184.41	-3,317.48	15,621.01	12,303.53			
91282CJN2	26-0002	Treasury Note 4.375 11/30/28	06/22/26	Open	Fair Value	3.2443	ICE	4,495,321.41	1.000820	4,474,000.00	4,477,668.68	0.00	0.00	0.999883	4,474,000.00	ICE	4,473,476.54	-4,192.14	16,578.86	12,386.72			
199-Lone Star GOF	AR-0001	State Pool	04/25/00	Open	Fair Value	3.8096	Manual	8,475,341.70	1.000000	11,198.83	11,198.83	0.00	9,483.30	1.000000	1,715.53	Manual	1,715.53	0.00	1,789.87	1,789.87			
6990-Lone Star COP	AR-0012	State Pool	06/26/00	Open	Fair Value	3.8082	Manual	1,490,384.49	1.000000	4,228,779.86	4,228,779.86	0.00	1,447,331.82	1.000000	2,781,448.04	Manual	2,781,448.04	0.00	12,493.96	12,493.96			
753-Lone Star COP	AR-0015	State Pool	09/07/00	Open	Fair Value	3.8084	Manual	750,000.00	1.000000	1,150,860.80	1,150,860.80	0.00	44,651.23	1.000000	1,106,209.57	Manual	1,106,209.57	0.00	5,965.08	5,965.08			
240-Lone Star COP	AR-0023	State Pool	08/31/06	Open	Fair Value	3.7896	Manual	2,000,000.00	1.000000	3,903,224.25	3,903,224.25	0.00	-12,805.81	1.000000	3,916,030.06	Manual	3,916,030.06	0.00	12,564.10	12,564.10			
199-TEXPOOL	AR-0026	State Pool	08/26/08	Open	Fair Value	3.6496	Manual	10,000,000.00	1.000000	6,353,074.53	6,353,074.53	0.00	-19,842.88	1.000000	6,372,917.41	Manual	6,372,917.41	0.00	19,694.53	19,694.53			
199-Lone Star COP	AR-0033	State Pool	05/22/13	Open	Fair Value	3.8080	Manual	20,000,000.00	1.000000	64,573,149.09	64,573,149.09	0.00	-5,602,890.24	1.000000	70,176,039.33	Manual	70,176,039.33	0.00	169,827.86	169,827.86			
511-Lone Star COP	AR-0035	State Pool	05/22/13	Open	Fair Value	3.7948	Manual	10,000,000.00	1.000000	86,583,818.67	86,583,818.67	0.00	64,193,150.76	1.000000	22,390,667.91	Manual	22,390,667.91	0.00	158,643.49	158,643.49			
199-Texas Class	AR-0039	State Pool	12/16/13	Open	Fair Value	3.7796	Manual	10,000,000.00	1.000000	1,213,334.00	1,213,334.00	0.00	-3,957.59	1.000000	1,217,291.59	Manual	1,217,291.59	0.00	3,895.30	3,895.30			
199-Schwab	AR-0042	TD Ameritrade	02/29/16	Open	Fair Value	0.8202	Manual	3,500,000.00	1.000000	19,311.90	19,311.90	0.00	-118,451.75	1.000000	137,763.65	Manual	137,763.65	0.00	53.96	53.96			
199 Woodforest National Bank	AR-0047	Money Market	05/24/18	Open	Fair Value	3.8815	Manual	30,000,000.00	1.000000	1,003,286.85	1,003,286.85	0.00	-80.15	1.000000	1,003,367.00	Manual	1,003,367.00	0.00	3,297.65	3,297.65			
511 Woodforest National Bank	AR-0049	Money Market	05/24/18	Open	Fair Value	0.0000	Manual	20,000,000.00	0.000000	0.00	0.00	0.00	0.00	0.000000	0.00	Manual	0.00	0.00	0.00	0.00			
6999-Lone Star COP	AR-0050	State Pool	10/30/19	Open	Fair Value	3.8025	Manual	20,000,000.00	1.000000	1,696,058.34	1,696,058.34	0.00	-553.78	1.000000	1,696,612.12	Manual	1,696,612.12	0.00	5,467.60	5,467.60			
6190 - Lone Star COP	AR-0051	State Pool	02/06/20	Open	Fair Value	0.0000	Manual	122,500,000.00	0.000000	0.00	0.00	0.00	0.00	0.000000	0.00	Manual	0.00	0.00	0.00	0.00			
6291-Texas Class	AR-0053	State Pool	12/07/20	Open	Fair Value	3.9591	Manual	50,000,000.00	1.000000	831,025.89	831,025.89	0.00	38,412.31	1.000000	792,613.58	Manual	792,613.58	0.00	2,667.93	2,667.93			
6392 - Lone Star COP	AR-0054	State Pool	02/08/22	Open	Fair Value	3.8082	Manual	177,000,000.00	1.000000	1,855,017.11	1,855,017.11	0.00	299,544.70	1.000000	1,555,472.41	Manual	1,555,472.41	0.00	5,379.52	5,379.52			
6492 - Lone Star COP	AR-0055	State Pool	07/07/22	Open	Fair Value	0.0000	Manual	165,070,000.00	0.000000	0.00	0.00	0.00	0.00	0.000000	0.00	Manual	0.00	0.00	0.00	0.00			
6492 - Texas Class	AR-0056	State Pool	08/09/22	Open	Fair Value	3.8050	Manual	50,000,000.00	1.000000	21,376,237.68	21,376,237.68	0.00	160,741.48	1.000000	21,215,496.20	Manual	21,215,496.20	0.00	68,626.51	68,626.51			
199-Woodforest-IntraFi Network	AR-0057	Money Market	09/01/22	Open	Fair Value	3.8694	Manual	22,574,052.75	1.000000	86,481,098.93	86,481,098.93	0.00	-294,891.39	1.000000	86,775,990.32	Manual	86,775,990.32	0.00	284,250.34	284,250.34			
6990 - Texas Class	AR-0058	State Pool	01/24/24	Open	Fair Value	0.0000	Manual	1,300,000.00	0.000000	0.00	0.00	0.00	0.00	0.000000	0.00	Manual	0.00	0.00	0.00	0.00			
6133 - Lone Star COP - Prop A	AR-0059	State Pool	02/06/24	Open	Fair Value	3.8069	Manual	556,912,000.00	1.000000	50,872,206.52	50,872,206.52	0.00	5,391,521.27	1.000000	45,480,685.25	Manual	45,480,685.25	0.00	156,212.11	156,212.11			
6133 - Lone Star COP - Prop B	AR-0060	State Pool	02/06/24	Open	Fair Value	3.7901	Manual	12,300,000.00	1.000000	3,126,994.89	3,126,994.89	0.00	489,794.09	1.000000	2,637,200.80	Manual	2,637,200.80	0.00	10,015.02	10,015.02			
6133 - Lone Star COP - Prop C	AR-0061	State Pool	02/06/24	Open	Fair Value	3.7896	Manual	25,788,000.00	1.000000	39,296.10	39,296.10	0.00	-128.85	1.000000	39,424.95	Manual	39,424.95	0.00	126.49	126.49			
6235 - Lone Star COP - Prop A	AR-0062	State Pool	02/04/25	Open	Fair Value	3.8082	Manual	558,375,000.00	1.000000	159,914,048.59	159,914,048.59	0.00	18,828,888.68	1.000000	141,085,159.91	Manual	141,085,159.91	0.00	474,405.19	474,405.19			
6235 - Lone Star COP -Prop B	AR-0063	State Pool	02/04/25	Open	Fair Value	3.8076	Manual	9,775,000.00	1.000000	10,367,248.25	10,367,248.25	0.00	926,858.52	1.000000	9,440,389.73	Manual	9,440,389.73	0.00	32,673.77	32,673.77			
6235 - Lone Star COP -Prop C	AR-0064	State Pool	02/04/25	Open	Fair Value	3.8081	Manual	31,850,000.00	1.000000	10,903,957.51	10,903,957.51	0.00	1,905,089.26	1.000000	8,998,868.25	Manual	8,998,868.25	0.00	29,491.30	29,491.30			
6336 - Lone Star COP - Prop A	AR-0065	State Pool	02/03/26	Open	Fair Value	3.8082	Manual	416,600,000.00	1.000000	275,416,977.92	275,416,977.92	0.00	18,968,344.78	1.000000	256,448,633.14	Manual	256,448,633.14	0.00	844,683.24	844,683.24			
6336 - Lone Star COP - Prop B	AR-0066	State Pool	02/03/26	Open	Fair Value	3.7797	Manual	3,900,000.00	1.000000	3,973,619.59	3,973,619.59	0.00	3,889,450.26	1.000000	84,169.33	Manual	84,169.33	0.00	10,333.97	10,333.97			
6336 - Lone Star COP - Prop C	AR-0067	State Pool	02/03/26	Open	Fair Value	3.8076	Manual	24,500,000.00	1.000000	23,745,292.62	23,745,292.62	0.00	1,790,313.22	1.000000	21,954,979.40	Manual	21,954,979.40	0.00	73,631.13	73,631.13			
Investment Total						**3.8074**		**2,421,747,655.14**	**0.999836**	**876,769,118.72**	**876,625,511.97**	**0.00**	**112,329,973.24**	**0.999784**	**764,439,145.48**		**764,274,160.97**	**-21,377.76**	**2,588,297.69**	**2,566,919.93**			

Portfolio Position
Conroe I.S.D.
Effective Interest - Actual Life
Receipts in Period
08/01/26 - 08/31/26

	CUSIP	Invest Number	Security Description	Purchase Date	Call Date	Par Value On 08/01/26	Par Value On 08/31/26	Market Val On 08/01/26	Market Val On 08/31/26	Purchase Cost	Sales Proceeds	Original Princ/Cost	Amor Value On 08/01/26	Amor Value On 08/31/26
1 - 199-GENERAL FUND	3133EP6K6	24-0008	FFCB 4.50 03/26/27	04/17/24	Open	3,250,000.00	3,250,000.00	3,259,798.75	3,259,022.00	0.00	0.00	3,217,379.75	3,242,393.45	3,243,346.72
	3133ERE23	25-0006	FFCB 4.32 12/02/27	12/03/24	Open	2,550,000.00	2,550,000.00	2,542,819.20	2,542,117.95	0.00	0.00	2,547,450.00	2,548,825.05	2,548,897.74
	FFCB Total					**5,800,000.00**	**5,800,000.00**	**5,802,617.95**	**5,801,139.95**	**0.00**	**0.00**	**5,764,829.75**	**5,791,218.50**	**5,792,244.46**
	3130AWTQ3	24-0001	FHLB 4.625 09/11/26	10/03/23	Open	1,800,000.00	1,800,000.00	1,801,126.80	1,800,354.60	0.00	0.00	1,781,143.20	1,799,252.98	1,799,813.25
	3130AXCP1	24-0004	FHLB 4.875 09/11/26	11/30/23	Open	1,200,000.00	1,200,000.00	1,201,062.00	1,200,271.20	0.00	0.00	1,211,812.80	1,200,498.44	1,200,124.61
	3130AXCP1	24-0002	FHLB 4.875 09/11/26	10/31/23	Open	2,150,000.00	2,150,000.00	2,151,902.75	2,150,485.90	0.00	0.00	2,142,425.55	2,149,690.78	2,149,922.70
	3130AXU63	24-0005	FHLB 4.625 11/17/26	01/17/24	Open	2,900,000.00	2,900,000.00	2,905,982.70	2,904,199.20	0.00	0.00	2,940,257.80	2,904,400.57	2,903,155.13
	FHLB Total					**8,050,000.00**	**8,050,000.00**	**8,060,074.25**	**8,055,310.90**	**0.00**	**0.00**	**8,075,639.35**	**8,053,842.77**	**8,053,015.69**
	199 Woodforest National Bank	AR-0047	Money Market	05/24/18	Open	1,003,286.85	1,003,367.00	1,003,286.85	1,003,367.00	0.00	0.00	30,000,000.00	1,003,286.85	1,003,367.00
	199-Schwab	AR-0042	TD Ameritrade	02/29/16	Open	19,311.90	137,763.65	19,311.90	137,763.65	0.00	0.00	3,500,000.00	19,311.90	137,763.65
	199-Woodforest-IntraFi Network	AR-0057	Money Market	09/01/22	Open	86,481,098.93	86,775,990.32	86,481,098.93	86,775,990.32	0.00	0.00	22,574,052.75	86,481,098.93	86,775,990.32
	Money Market Total					**87,503,697.68**	**87,917,120.97**	**87,503,697.68**	**87,917,120.97**	**0.00**	**0.00**	**56,074,052.75**	**87,503,697.68**	**87,917,120.97**
	199-Lone Star COP	AR-0033	State Pool	05/22/13	Open	64,573,149.09	70,176,039.33	64,573,149.09	70,176,039.33	0.00	0.00	20,000,000.00	64,573,149.09	70,176,039.33
	199-Lone Star GOF	AR-0001	State Pool	04/25/00	Open	11,198.83	1,715.53	11,198.83	1,715.53	0.00	0.00	8,475,341.70	11,198.83	1,715.53
	199-TEXPOOL	AR-0026	State Pool	08/26/08	Open	6,353,074.53	6,372,917.41	6,353,074.53	6,372,917.41	0.00	0.00	10,000,000.00	6,353,074.53	6,372,917.41
	199-Texas Class	AR-0039	State Pool	12/16/13	Open	1,213,334.00	1,217,291.59	1,213,334.00	1,217,291.59	0.00	0.00	10,000,000.00	1,213,334.00	1,217,291.59
	State Pool Total					**72,150,756.45**	**77,767,963.86**	**72,150,756.45**	**77,767,963.86**	**0.00**	**0.00**	**48,475,341.70**	**72,150,756.45**	**77,767,963.86**
	91282CHE4	25-0009	Treasury Note 3.625 05/31/28	06/09/25	Open	2,492,000.00	2,492,000.00	2,462,990.63	2,462,018.75	0.00	0.00	2,466,106.56	2,475,732.58	2,476,461.06
	91282CHY0	24-0010	Treasury Note 4.625 09/15/26	06/20/24	Open	3,200,000.00	3,200,000.00	3,203,001.60	3,201,027.20	0.00	0.00	3,199,750.00	3,199,997.78	3,199,999.31
	91282CJK8	24-0012	Treasury Note 4.625 11/15/26	08/02/24	Open	1,600,000.00	1,600,000.00	1,603,100.80	1,602,124.80	0.00	0.00	1,617,312.50	1,602,274.30	1,601,609.17
	91282CJK8	24-0003	Treasury Note 4.625 11/15/26	11/16/23	Open	1,000,000.00	1,000,000.00	1,001,938.00	1,001,328.00	0.00	0.00	998,320.31	999,829.25	999,879.19
	91282CJN2	26-0002	Treasury Note 4.375 11/30/28	06/22/26	Open	4,474,000.00	4,474,000.00	4,477,668.68	4,473,476.54	0.00	0.00	4,495,321.41	4,494,427.19	4,493,734.17
	91282CKA8	24-0007	Treasury Note 4.125 02/15/27	03/04/24	Open	3,000,000.00	3,000,000.00	3,001,461.00	3,001,836.00	0.00	0.00	2,982,539.06	2,996,658.76	2,997,180.89
	91282CKG5	26-0001	Treasury Note 4.125 03/31/29	06/22/26	Open	4,471,000.00	4,471,000.00	4,445,501.89	4,442,184.41	0.00	0.00	4,465,760.55	4,466,041.98	4,466,260.10
	91282CKV2	25-0001	Treasury Note 4.625 06/15/27	09/06/24	Open	1,000,000.00	1,000,000.00	1,004,131.00	1,003,542.00	0.00	0.00	1,026,914.06	1,008,755.10	1,007,912.97
	91282CKV2	25-0004	Treasury Note 4.625 06/15/27	10/18/24	Open	1,700,000.00	1,700,000.00	1,707,022.70	1,706,021.40	0.00	0.00	1,730,679.69	1,710,424.68	1,709,422.83
	91282CKV2	24-0011	Treasury Note 4.625 06/15/27	07/02/24	Open	1,930,000.00	1,930,000.00	1,937,972.83	1,936,836.06	0.00	0.00	1,931,583.20	1,930,502.03	1,930,453.88
	91282CLL3	25-0003	Treasury Note 3.375 09/15/27	09/24/24	Open	2,150,000.00	2,150,000.00	2,130,684.40	2,132,122.75	0.00	0.00	2,144,205.08	2,147,751.36	2,147,916.29
	91282CLL3	25-0002	Treasury Note 3.375 09/15/27	09/17/24	Open	2,910,000.00	2,910,000.00	2,883,856.56	2,885,803.35	0.00	0.00	2,906,021.48	2,908,464.15	2,908,576.84
	91282CLQ2	25-0005	Treasury Note 3.875 10/15/27	11/07/24	Open	4,160,000.00	4,160,000.00	4,143,102.08	4,142,448.96	0.00	0.00	4,116,287.50	4,141,467.81	4,142,736.66
	91282CMB4	25-0007	Treasury Note 4.00 12/15/27	01/03/25	Open	2,865,000.00	2,865,000.00	2,855,711.67	2,854,591.46	0.00	0.00	2,844,631.64	2,855,241.75	2,855,830.54
	91282CMS7	25-0008	Treasury Note 3.875 03/15/28	03/21/25	Open	3,000,000.00	3,000,000.00	2,981,367.00	2,980,314.00	0.00	0.00	2,995,664.06	2,997,591.41	2,997,712.04
	91282CNU1	25-0010	Treasury Note 3.625 08/15/28	08/27/25	Open	3,328,000.00	3,328,000.00	3,284,190.21	3,282,888.96	0.00	0.00	3,326,310.00	3,326,842.89	3,326,889.42
	Treasury Note Total					**43,280,000.00**	**43,280,000.00**	**43,123,701.05**	**43,108,564.64**	**0.00**	**0.00**	**43,247,407.10**	**43,262,003.02**	**43,262,575.36**
	1 - 199-GENERAL FUND Total					**216,784,454.13**	**222,815,084.83**	**216,640,847.38**	**222,650,100.32**	**0.00**	**0.00**	**161,637,270.65**	**216,761,518.42**	**222,792,920.34**
19 - 240 Child Nutrition	240-Lone Star COP	AR-0023	State Pool	08/31/06	Open	3,903,224.25	3,916,030.06	3,903,224.25	3,916,030.06	0.00	0.00	2,000,000.00	3,903,224.25	3,916,030.06
	State Pool Total					**3,903,224.25**	**3,916,030.06**	**3,903,224.25**	**3,916,030.06**	**0.00**	**0.00**	**2,000,000.00**	**3,903,224.25**	**3,916,030.06**
	19 - 240 Child Nutrition Total					**3,903,224.25**	**3,916,030.06**	**3,903,224.25**	**3,916,030.06**	**0.00**	**0.00**	**2,000,000.00**	**3,903,224.25**	**3,916,030.06**
2 - 511-DEBT SERVICE	511 Woodforest National Bank	AR-0049	Money Market	05/24/18	Open	0.00	0.00	0.00	0.00	0.00	0.00	20,000,000.00	0.00	0.00
	Money Market Total					**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**20,000,000.00**	**0.00**	**0.00**
	511-Lone Star COP	AR-0035	State Pool	05/22/13	Open	86,583,818.67	22,390,667.91	86,583,818.67	22,390,667.91	0.00	0.00	10,000,000.00	86,583,818.67	22,390,667.91
	State Pool Total					**86,583,818.67**	**22,390,667.91**	**86,583,818.67**	**22,390,667.91**	**0.00**	**0.00**	**10,000,000.00**	**86,583,818.67**	**22,390,667.91**
	2 - 511-DEBT SERVICE Total					**86,583,818.67**	**22,390,667.91**	**86,583,818.67**	**22,390,667.91**	**0.00**	**0.00**	**30,000,000.00**	**86,583,818.67**	**22,390,667.91**
40 - 6133-Capital Projects-Prop A	6133 - Lone Star COP - Prop A	AR-0059	State Pool	02/06/24	Open	50,872,206.52	45,480,685.25	50,872,206.52	45,480,685.25	0.00	0.00	556,912,000.00	50,872,206.52	45,480,685.25
	State Pool Total					**50,872,206.52**	**45,480,685.25**	**50,872,206.52**	**45,480,685.25**	**0.00**	**0.00**	**556,912,000.00**	**50,872,206.52**	**45,480,685.25**
	40 - 6133-Capital Projects-Prop A Total					**50,872,206.52**	**45,480,685.25**	**50,872,206.52**	**45,480,685.25**	**0.00**	**0.00**	**556,912,000.00**	**50,872,206.52**	**45,480,685.25**
41 - 6133-Capital Projects-Prop B	6133 - Lone Star COP - Prop B	AR-0060	State Pool	02/06/24	Open	3,126,994.89	2,637,200.80	3,126,994.89	2,637,200.80	0.00	0.00	12,300,000.00	3,126,994.89	2,637,200.80
	State Pool Total					**3,126,994.89**	**2,637,200.80**	**3,126,994.89**	**2,637,200.80**	**0.00**	**0.00**	**12,300,000.00**	**3,126,994.89**	**2,637,200.80**
	41 - 6133-Capital Projects-Prop B Total					**3,126,994.89**	**2,637,200.80**	**3,126,994.89**	**2,637,200.80**	**0.00**	**0.00**	**12,300,000.00**	**3,126,994.89**	**2,637,200.80**
42 - 6133-Capital Projects-Prop C	6133 - Lone Star COP - Prop C	AR-0061	State Pool	02/06/24	Open	39,296.10	39,424.95	39,296.10	39,424.95	0.00	0.00	25,788,000.00	39,296.10	39,424.95
	State Pool Total					**39,296.10**	**39,424.95**	**39,296.10**	**39,424.95**	**0.00**	**0.00**	**25,788,000.00**	**39,296.10**	**39,424.95**
	42 - 6133-Capital Projects-Prop C Total					**39,296.10**	**39,424.95**	**39,296.10**	**39,424.95**	**0.00**	**0.00**	**25,788,000.00**	**39,296.10**	**39,424.95**
37 - 6190 - Capital Projects	6190 - Lone Star COP	AR-0051	State Pool	02/06/20	Open	0.00	0.00	0.00	0.00	0.00	0.00	122,500,000.00	0.00	0.00
	State Pool Total					**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**122,500,000.00**	**0.00**	**0.00**
	37 - 6190 - Capital Projects Total					**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**122,500,000.00**	**0.00**	**0.00**
43 - 6235-Capital Projects- Prop A	6235 - Lone Star COP - Prop A	AR-0062	State Pool	02/04/25	Open	159,914,048.59	141,085,159.91	159,914,048.59	141,085,159.91	0.00	0.00	558,375,000.00	159,914,048.59	141,085,159.91
	State Pool Total					**159,914,048.59**	**141,085,159.91**	**159,914,048.59**	**141,085,159.91**	**0.00**	**0.00**	**558,375,000.00**	**159,914,048.59**	**141,085,159.91**
	43 - 6235-Capital Projects- Prop A Total					**159,914,048.59**	**141,085,159.91**	**159,914,048.59**	**141,085,159.91**	**0.00**	**0.00**	**558,375,000.00**	**159,914,048.59**	**141,085,159.91**
44 - 6235-Capital Projects- Prop B	6235 - Lone Star COP -Prop B	AR-0063	State Pool	02/04/25	Open	10,367,248.25	9,440,389.73	10,367,248.25	9,440,389.73	0.00	0.00	9,775,000.00	10,367,248.25	9,440,389.73
	State Pool Total					**10,367,248.25**	**9,440,389.73**	**10,367,248.25**	**9,440,389.73**	**0.00**	**0.00**	**9,775,000.00**	**10,367,248.25**	**9,440,389.73**
	44 - 6235-Capital Projects- Prop B Total					**10,367,248.25**	**9,440,389.73**	**10,367,248.25**	**9,440,389.73**	**0.00**	**0.00**	**9,775,000.00**	**10,367,248.25**	**9,440,389.73**
45 - 6235-Capital Projects- Prop C	6235 - Lone Star COP -Prop C	AR-0064	State Pool	02/04/25	Open	10,903,957.51	8,998,868.25	10,903,957.51	8,998,868.25	0.00	0.00	31,850,000.00	10,903,957.51	8,998,868.25
	State Pool Total					**10,903,957.51**	**8,998,868.25**	**10,903,957.51**	**8,998,868.25**	**0.00**	**0.00**	**31,850,000.00**	**10,903,957.51**	**8,998,868.25**
	45 - 6235-Capital Projects- Prop C Total					**10,903,957.51**	**8,998,868.25**	**10,903,957.51**	**8,998,868.25**	**0.00**	**0.00**	**31,850,000.00**	**10,903,957.51**	**8,998,868.25**
13 - 6291-Capital Projects	6291-Texas Class	AR-0053	State Pool	12/07/20	Open	831,025.89	792,613.58	831,025.89	792,613.58	0.00	0.00	50,000,000.00	831,025.89	792,613.58
	State Pool Total					**831,025.89**	**792,613.58**	**831,025.89**	**792,613.58**	**0.00**	**0.00**	**50,000,000.00**	**831,025.89**	**792,613.58**
	13 - 6291-Capital Projects Total					**831,025.89**	**792,613.58**	**831,025.89**	**792,613.58**	**0.00**	**0.00**	**50,000,000.00**	**831,025.89**	**792,613.58**
46 - 6336-Capital Projects- Prop A	6336 - Lone Star COP - Prop A	AR-0065	State Pool	02/03/26	Open	275,416,977.92	256,448,633.14	275,416,977.92	256,448,633.14	0.00	0.00	416,600,000.00	275,416,977.92	256,448,633.14
	State Pool Total					**275,416,977.92**	**256,448,633.14**	**275,416,977.92**	**256,448,633.14**	**0.00**	**0.00**	**416,600,000.00**	**275,416,977.92**	**256,448,633.14**
	46 - 6336-Capital Projects- Prop A Total					**275,416,977.92**	**256,448,633.14**	**275,416,977.92**	**256,448,633.14**	**0.00**	**0.00**	**416,600,000.00**	**275,416,977.92**	**256,448,633.14**
47 - 6336-Capital Projects- Prop B	6336 - Lone Star COP - Prop B	AR-0066	State Pool	02/03/26	Open	3,973,619.59	84,169.33	3,973,619.59	84,169.33	0.00	0.00	3,900,000.00	3,973,619.59	84,169.33
	State Pool Total					**3,973,619.59**	**84,169.33**	**3,973,619.59**	**84,169.33**	**0.00**	**0.00**	**3,900,000.00**	**3,973,619.59**	**84,169.33**
	47 - 6336-Capital Projects- Prop B Total					**3,973,619.59**	**84,169.33**	**3,973,619.59**	**84,169.33**	**0.00**	**0.00**	**3,900,000.00**	**3,973,619.59**	**84,169.33**
48 - 6336-Capital Projects- Prop C	6336 - Lone Star COP - Prop C	AR-0067	State Pool	02/03/26	Open	23,745,292.62	21,954,979.40	23,745,292.62	21,954,979.40	0.00	0.00	24,500,000.00	23,745,292.62	21,954,979.40
	State Pool Total					**23,745,292.62**	**21,954,979.40**	**23,745,292.62**	**21,954,979.40**	**0.00**	**0.00**	**24,500,000.00**	**23,745,292.62**	**21,954,979.40**
	48 - 6336-Capital Projects- Prop C Total					**23,745,292.62**	**21,954,979.40**	**23,745,292.62**	**21,954,979.40**	**0.00**	**0.00**	**24,500,000.00**	**23,745,292.62**	**21,954,979.40**
38 - 6392 - Capital Projects	6392 - Lone Star COP	AR-0054	State Pool	02/08/22	Open	1,855,017.11	1,555,472.41	1,855,017.11	1,555,472.41	0.00	0.00	177,000,000.00	1,855,017.11	1,555,472.41
	State Pool Total					**1,855,017.11**	**1,555,472.41**	**1,855,017.11**	**1,555,472.41**	**0.00**	**0.00**	**177,000,000.00**	**1,855,017.11**	**1,555,472.41**

	38 - 6392 - Capital Projects Total					**1,855,017.11**	**1,555,472.41**	**1,855,017.11**	**1,555,472.41**	**0.00**	**0.00**	**177,000,000.00**	**1,855,017.11**	**1,555,472.41**
39 - 6492 - Capital Projects	6492 - Lone Star COP	AR-0055	State Pool	07/07/22	Open	0.00	0.00	0.00	0.00	0.00	0.00	165,070,000.00	0.00	0.00
	6492 - Texas Class	AR-0056	State Pool	08/09/22	Open	21,376,237.68	21,215,496.20	21,376,237.68	21,215,496.20	0.00	0.00	50,000,000.00	21,376,237.68	21,215,496.20
	State Pool Total					**21,376,237.68**	**21,215,496.20**	**21,376,237.68**	**21,215,496.20**	**0.00**	**0.00**	**215,070,000.00**	**21,376,237.68**	**21,215,496.20**
	39 - 6492 - Capital Projects Total					**21,376,237.68**	**21,215,496.20**	**21,376,237.68**	**21,215,496.20**	**0.00**	**0.00**	**215,070,000.00**	**21,376,237.68**	**21,215,496.20**
12 - 6990-Capital projects	6990 - Texas Class	AR-0058	State Pool	01/24/24	Open	0.00	0.00	0.00	0.00	0.00	0.00	1,300,000.00	0.00	0.00
	6990-Lone Star COP	AR-0012	State Pool	06/26/00	Open	4,228,779.86	2,781,448.04	4,228,779.86	2,781,448.04	0.00	0.00	1,490,384.49	4,228,779.86	2,781,448.04
	State Pool Total					**4,228,779.86**	**2,781,448.04**	**4,228,779.86**	**2,781,448.04**	**0.00**	**0.00**	**2,790,384.49**	**4,228,779.86**	**2,781,448.04**
	12 - 6990-Capital projects Total					**4,228,779.86**	**2,781,448.04**	**4,228,779.86**	**2,781,448.04**	**0.00**	**0.00**	**2,790,384.49**	**4,228,779.86**	**2,781,448.04**
36 - 6999-Capital Maintenance Fund	6999-Lone Star COP	AR-0050	State Pool	10/30/19	Open	1,696,058.34	1,696,612.12	1,696,058.34	1,696,612.12	0.00	0.00	20,000,000.00	1,696,058.34	1,696,612.12
	State Pool Total					**1,696,058.34**	**1,696,612.12**	**1,696,058.34**	**1,696,612.12**	**0.00**	**0.00**	**20,000,000.00**	**1,696,058.34**	**1,696,612.12**
	36 - 6999-Capital Maintenance Fund Total					**1,696,058.34**	**1,696,612.12**	**1,696,058.34**	**1,696,612.12**	**0.00**	**0.00**	**20,000,000.00**	**1,696,058.34**	**1,696,612.12**
14 - 753-Self Funded	753-Lone Star COP	AR-0015	State Pool	09/07/00	Open	1,150,860.80	1,106,209.57	1,150,860.80	1,106,209.57	0.00	0.00	750,000.00	1,150,860.80	1,106,209.57
	State Pool Total					**1,150,860.80**	**1,106,209.57**	**1,150,860.80**	**1,106,209.57**	**0.00**	**0.00**	**750,000.00**	**1,150,860.80**	**1,106,209.57**
	14 - 753-Self Funded Total					**1,150,860.80**	**1,106,209.57**	**1,150,860.80**	**1,106,209.57**	**0.00**	**0.00**	**750,000.00**	**1,150,860.80**	**1,106,209.57**
Combined Port	3133EP6K6	24-0008	FFCB 4.50 03/26/27	04/17/24	Open	3,250,000.00	3,250,000.00	3,259,798.75	3,259,022.00	0.00	0.00	3,217,379.75	3,242,393.45	3,243,346.72
	3133ERE23	25-0006	FFCB 4.32 12/02/27	12/03/24	Open	2,550,000.00	2,550,000.00	2,542,819.20	2,542,117.95	0.00	0.00	2,547,450.00	2,548,825.05	2,548,897.74
	FFCB Total					**5,800,000.00**	**5,800,000.00**	**5,802,617.95**	**5,801,139.95**	**0.00**	**0.00**	**5,764,829.75**	**5,791,218.50**	**5,792,244.46**
	3130AWTQ3	24-0001	FHLB 4.625 09/11/26	10/03/23	Open	1,800,000.00	1,800,000.00	1,801,126.80	1,800,354.60	0.00	0.00	1,781,143.20	1,799,252.98	1,799,813.25
	3130AXCP1	24-0004	FHLB 4.875 09/11/26	11/30/23	Open	1,200,000.00	1,200,000.00	1,201,062.00	1,200,271.20	0.00	0.00	1,211,812.80	1,200,498.44	1,200,124.61
	3130AXCP1	24-0002	FHLB 4.875 09/11/26	10/31/23	Open	2,150,000.00	2,150,000.00	2,151,902.75	2,150,485.90	0.00	0.00	2,142,425.55	2,149,690.78	2,149,922.70
	3130AXU63	24-0005	FHLB 4.625 11/17/26	01/17/24	Open	2,900,000.00	2,900,000.00	2,905,982.70	2,904,199.20	0.00	0.00	2,940,257.80	2,904,400.57	2,903,155.13
	FHLB Total					**8,050,000.00**	**8,050,000.00**	**8,060,074.25**	**8,055,310.90**	**0.00**	**0.00**	**8,075,639.35**	**8,053,842.77**	**8,053,015.69**
	199 Woodforest National Bank	AR-0047	Money Market	05/24/18	Open	1,003,286.85	1,003,367.00	1,003,286.85	1,003,367.00	0.00	0.00	30,000,000.00	1,003,286.85	1,003,367.00
	199-Schwab	AR-0042	TD Ameritrade	02/29/16	Open	19,311.90	137,763.65	19,311.90	137,763.65	0.00	0.00	3,500,000.00	19,311.90	137,763.65
	199-Woodforest-IntraFi Network	AR-0057	Money Market	09/01/22	Open	86,481,098.93	86,775,990.32	86,481,098.93	86,775,990.32	0.00	0.00	22,574,052.75	86,481,098.93	86,775,990.32
	511 Woodforest National Bank	AR-0049	Money Market	05/24/18	Open	0.00	0.00	0.00	0.00	0.00	0.00	20,000,000.00	0.00	0.00
	Money Market Total					**87,503,697.68**	**87,917,120.97**	**87,503,697.68**	**87,917,120.97**	**0.00**	**0.00**	**76,074,052.75**	**87,503,697.68**	**87,917,120.97**
	199-Lone Star COP	AR-0033	State Pool	05/22/13	Open	64,573,149.09	70,176,039.33	64,573,149.09	70,176,039.33	0.00	0.00	20,000,000.00	64,573,149.09	70,176,039.33
	199-Lone Star GOF	AR-0001	State Pool	04/25/00	Open	11,198.83	1,715.53	11,198.83	1,715.53	0.00	0.00	8,475,341.70	11,198.83	1,715.53
	199-TEXPOOL	AR-0026	State Pool	08/26/08	Open	6,353,074.53	6,372,917.41	6,353,074.53	6,372,917.41	0.00	0.00	10,000,000.00	6,353,074.53	6,372,917.41
	199-Texas Class	AR-0039	State Pool	12/16/13	Open	1,213,334.00	1,217,291.59	1,213,334.00	1,217,291.59	0.00	0.00	10,000,000.00	1,213,334.00	1,217,291.59
	240-Lone Star COP	AR-0023	State Pool	08/31/06	Open	3,903,224.25	3,916,030.06	3,903,224.25	3,916,030.06	0.00	0.00	2,000,000.00	3,903,224.25	3,916,030.06
	511-Lone Star COP	AR-0035	State Pool	05/22/13	Open	86,583,818.67	22,390,667.91	86,583,818.67	22,390,667.91	0.00	0.00	10,000,000.00	86,583,818.67	22,390,667.91
	6133 - Lone Star COP - Prop A	AR-0059	State Pool	02/06/24	Open	50,872,206.52	45,480,685.25	50,872,206.52	45,480,685.25	0.00	0.00	556,912,000.00	50,872,206.52	45,480,685.25
	6133 - Lone Star COP - Prop B	AR-0060	State Pool	02/06/24	Open	3,126,994.89	2,637,200.80	3,126,994.89	2,637,200.80	0.00	0.00	12,300,000.00	3,126,994.89	2,637,200.80
	6133 - Lone Star COP - Prop C	AR-0061	State Pool	02/06/24	Open	39,296.10	39,424.95	39,296.10	39,424.95	0.00	0.00	25,788,000.00	39,296.10	39,424.95
	6190 - Lone Star COP	AR-0051	State Pool	02/06/20	Open	0.00	0.00	0.00	0.00	0.00	0.00	122,500,000.00	0.00	0.00
	6235 - Lone Star COP - Prop A	AR-0062	State Pool	02/04/25	Open	159,914,048.59	141,085,159.91	159,914,048.59	141,085,159.91	0.00	0.00	558,375,000.00	159,914,048.59	141,085,159.91
	6235 - Lone Star COP -Prop B	AR-0063	State Pool	02/04/25	Open	10,367,248.25	9,440,389.73	10,367,248.25	9,440,389.73	0.00	0.00	9,775,000.00	10,367,248.25	9,440,389.73
	6235 - Lone Star COP -Prop C	AR-0064	State Pool	02/04/25	Open	10,903,957.51	8,998,868.25	10,903,957.51	8,998,868.25	0.00	0.00	31,850,000.00	10,903,957.51	8,998,868.25
	6291-Texas Class	AR-0053	State Pool	12/07/20	Open	831,025.89	792,613.58	831,025.89	792,613.58	0.00	0.00	50,000,000.00	831,025.89	792,613.58
	6336 - Lone Star COP - Prop A	AR-0065	State Pool	02/03/26	Open	275,416,977.92	256,448,633.14	275,416,977.92	256,448,633.14	0.00	0.00	416,600,000.00	275,416,977.92	256,448,633.14
	6336 - Lone Star COP - Prop B	AR-0066	State Pool	02/03/26	Open	3,973,619.59	84,169.33	3,973,619.59	84,169.33	0.00	0.00	3,900,000.00	3,973,619.59	84,169.33
	6336 - Lone Star COP - Prop C	AR-0067	State Pool	02/03/26	Open	23,745,292.62	21,954,979.40	23,745,292.62	21,954,979.40	0.00	0.00	24,500,000.00	23,745,292.62	21,954,979.40
	6392 - Lone Star COP	AR-0054	State Pool	02/08/22	Open	1,855,017.11	1,555,472.41	1,855,017.11	1,555,472.41	0.00	0.00	177,000,000.00	1,855,017.11	1,555,472.41
	6492 - Lone Star COP	AR-0055	State Pool	07/07/22	Open	0.00	0.00	0.00	0.00	0.00	0.00	165,070,000.00	0.00	0.00
	6492 - Texas Class	AR-0056	State Pool	08/09/22	Open	21,376,237.68	21,215,496.20	21,376,237.68	21,215,496.20	0.00	0.00	50,000,000.00	21,376,237.68	21,215,496.20
	6990 - Texas Class	AR-0058	State Pool	01/24/24	Open	0.00	0.00	0.00	0.00	0.00	0.00	1,300,000.00	0.00	0.00
	6990-Lone Star COP	AR-0012	State Pool	06/26/00	Open	4,228,779.86	2,781,448.04	4,228,779.86	2,781,448.04	0.00	0.00	1,490,384.49	4,228,779.86	2,781,448.04
	6999-Lone Star COP	AR-0050	State Pool	10/30/19	Open	1,696,058.34	1,696,612.12	1,696,058.34	1,696,612.12	0.00	0.00	20,000,000.00	1,696,058.34	1,696,612.12
	753-Lone Star COP	AR-0015	State Pool	09/07/00	Open	1,150,860.80	1,106,209.57	1,150,860.80	1,106,209.57	0.00	0.00	750,000.00	1,150,860.80	1,106,209.57
	State Pool Total					**732,135,421.04**	**619,392,024.51**	**732,135,421.04**	**619,392,024.51**	**0.00**	**0.00**	**2,288,585,726.19**	**732,135,421.04**	**619,392,024.51**
	91282CHE4	25-0009	Treasury Note 3.625 05/31/28	06/09/25	Open	2,492,000.00	2,492,000.00	2,462,990.63	2,462,018.75	0.00	0.00	2,466,106.56	2,475,732.58	2,476,461.06
	91282CHY0	24-0010	Treasury Note 4.625 09/15/26	06/20/24	Open	3,200,000.00	3,200,000.00	3,203,001.60	3,201,027.20	0.00	0.00	3,199,750.00	3,199,997.78	3,199,999.31
	91282CJK8	24-0012	Treasury Note 4.625 11/15/26	08/02/24	Open	1,600,000.00	1,600,000.00	1,603,100.80	1,602,124.80	0.00	0.00	1,617,312.50	1,602,274.30	1,601,609.17
	91282CJK8	24-0003	Treasury Note 4.625 11/15/26	11/16/23	Open	1,000,000.00	1,000,000.00	1,001,938.00	1,001,328.00	0.00	0.00	998,320.31	999,829.25	999,879.19
	91282CJN2	26-0002	Treasury Note 4.375 11/30/28	06/22/26	Open	4,474,000.00	4,474,000.00	4,477,668.68	4,473,476.54	0.00	0.00	4,495,321.41	4,494,427.19	4,493,734.17
	91282CKA8	24-0007	Treasury Note 4.125 02/15/27	03/04/24	Open	3,000,000.00	3,000,000.00	3,001,461.00	3,001,836.00	0.00	0.00	2,982,539.06	2,996,658.76	2,997,180.89
	91282CKG5	26-0001	Treasury Note 4.125 03/31/29	06/22/26	Open	4,471,000.00	4,471,000.00	4,445,501.89	4,442,184.41	0.00	0.00	4,465,760.55	4,466,041.98	4,466,260.10
	91282CKV2	25-0004	Treasury Note 4.625 06/15/27	10/18/24	Open	1,700,000.00	1,700,000.00	1,707,022.70	1,706,021.40	0.00	0.00	1,730,679.69	1,710,424.68	1,709,422.83
	91282CKV2	25-0001	Treasury Note 4.625 06/15/27	09/06/24	Open	1,000,000.00	1,000,000.00	1,004,131.00	1,003,542.00	0.00	0.00	1,026,914.06	1,008,755.10	1,007,912.97
	91282CKV2	24-0011	Treasury Note 4.625 06/15/27	07/02/24	Open	1,930,000.00	1,930,000.00	1,937,972.83	1,936,836.06	0.00	0.00	1,931,583.20	1,930,502.03	1,930,453.88
	91282CLL3	25-0002	Treasury Note 3.375 09/15/27	09/17/24	Open	2,910,000.00	2,910,000.00	2,883,856.56	2,885,803.35	0.00	0.00	2,906,021.48	2,908,464.15	2,908,576.84
	91282CLL3	25-0003	Treasury Note 3.375 09/15/27	09/24/24	Open	2,150,000.00	2,150,000.00	2,130,684.40	2,132,122.75	0.00	0.00	2,144,205.08	2,147,751.36	2,147,916.29
	91282CLQ2	25-0005	Treasury Note 3.875 10/15/27	11/07/24	Open	4,160,000.00	4,160,000.00	4,143,102.08	4,142,448.96	0.00	0.00	4,116,287.50	4,141,467.81	4,142,736.66
	91282CMB4	25-0007	Treasury Note 4.00 12/15/27	01/03/25	Open	2,865,000.00	2,865,000.00	2,855,711.67	2,854,591.46	0.00	0.00	2,844,631.64	2,855,241.75	2,855,830.54
	91282CMS7	25-0008	Treasury Note 3.875 03/15/28	03/21/25	Open	3,000,000.00	3,000,000.00	2,981,367.00	2,980,314.00	0.00	0.00	2,995,664.06	2,997,591.41	2,997,712.04
	91282CNU1	25-0010	Treasury Note 3.625 08/15/28	08/27/25	Open	3,328,000.00	3,328,000.00	3,284,190.21	3,282,888.96	0.00	0.00	3,326,310.00	3,326,842.89	3,326,889.42
	Treasury Note Total					**43,280,000.00**	**43,280,000.00**	**43,123,701.05**	**43,108,564.64**	**0.00**	**0.00**	**43,247,407.10**	**43,262,003.02**	**43,262,575.36**
	Combined Port Total					**876,769,118.72**	**764,439,145.48**	**876,625,511.97**	**764,274,160.97**	**0.00**	**0.00**	**2,421,747,655.14**	**876,746,183.01**	**764,416,980.99**



Earnings and Yields Summary

Conroe I.S.D.

Effective Interest - Actual Life

Receipts in Period

08/01/26 - 08/31/26

	Security Description	08/01/26 08/07/26	08/08/26 08/14/26	08/15/26 08/21/26	08/22/26 08/28/26	08/29/26 08/31/26	08/01/26 08/31/26
Combined Port	FFCB	5,189.4800	5,189.4800	5,189.4800	5,189.4800	1,786.0400	22,543.9600
	FHLB	7,209.2600	7,209.2700	7,209.2700	7,209.2700	2,059.7900	30,896.8600
	Money Market	64,561.0300	65,032.6500	65,046.3800	65,051.4500	27,910.4400	287,601.9500
	State Pool	518,489.9300	499,322.3900	437,949.3500	448,057.4100	194,768.8900	2,098,587.9700
	Treasury Note	33,786.0300	33,786.0300	33,709.5800	33,709.5800	14,446.9600	149,438.1800
	Port Total	**629,235.7300**	**610,539.8200**	**549,104.0600**	**559,217.1900**	**240,972.1200**	**2,589,068.9200**
Combined Port	FFCB	4.6398	4.6398	4.6398	4.6398	4.5867	4.6355
	FHLB	4.6029	4.6029	4.6029	4.6029	4.6029	4.6029
	Money Market	3.8471	3.8753	3.8722	3.8711	3.8711	3.8669
	State Pool	3.7995	3.8056	3.8075	3.8077	3.8080	3.8052
	Treasury Note	4.0728	4.0728	4.0633	4.0633	4.0633	4.0676
	Port Total	**3.8316**	**3.8406**	**3.8452**	**3.8445**	**3.8402**	**3.8402**

Maturity Aging

Conroe I.S.D.

Effective Interest - Actual Life

Receipts in Period

8/31/2026

	CUSIP	Invest Number	Security Description	Purchase Date	Days to Maturity	Yield Matur
Cash / Money Market	199 Woodforest National Bank	AR-0047	Money Market	05/24/18	0	4.0400
	199-Lone Star COP	AR-0033	State Pool	05/22/13	0	3.8100
	199-Lone Star GOF	AR-0001	State Pool	04/25/00	0	3.8100
	199-Schwab	AR-0042	TD Ameritrade	02/29/16	0	3.2900
	199-TEXPOOL	AR-0026	State Pool	08/26/08	0	3.6800
	199-Texas Class	AR-0039	State Pool	12/16/13	0	3.8300
	199-Woodforest-IntraFi Network	AR-0057	Money Market	09/01/22	0	3.9700
	240-Lone Star COP	AR-0023	State Pool	08/31/06	0	3.8100
	511 Woodforest National Bank	AR-0049	Money Market	05/24/18	0	5.7700
	511-Lone Star COP	AR-0035	State Pool	05/22/13	0	3.8100
	6133 - Lone Star COP - Prop A	AR-0059	State Pool	02/06/24	0	3.8100
	6133 - Lone Star COP - Prop B	AR-0060	State Pool	02/06/24	0	3.8100
	6133 - Lone Star COP - Prop C	AR-0061	State Pool	02/06/24	0	3.8100
	6190 - Lone Star COP	AR-0051	State Pool	02/06/20	0	4.4300
	6235 - Lone Star COP - Prop A	AR-0062	State Pool	02/04/25	0	3.8100
	6235 - Lone Star COP -Prop B	AR-0063	State Pool	02/04/25	0	3.8100
	6235 - Lone Star COP -Prop C	AR-0064	State Pool	02/04/25	0	3.8100
	6291-Texas Class	AR-0053	State Pool	12/07/20	0	3.8300
	6336 - Lone Star COP - Prop A	AR-0065	State Pool	02/03/26	0	3.8100
	6336 - Lone Star COP - Prop B	AR-0066	State Pool	02/03/26	0	3.8100
	6336 - Lone Star COP - Prop C	AR-0067	State Pool	02/03/26	0	3.8100
	6392 - Lone Star COP	AR-0054	State Pool	02/08/22	0	3.8100
	6492 - Lone Star COP	AR-0055	State Pool	07/07/22	0	4.4300
	6492 - Texas Class	AR-0056	State Pool	08/09/22	0	3.8300
	6990 - Texas Class	AR-0058	State Pool	01/24/24	0	4.4400
	6990-Lone Star COP	AR-0012	State Pool	06/26/00	0	3.8100
	6999-Lone Star COP	AR-0050	State Pool	10/30/19	0	3.8100
	753-Lone Star COP	AR-0015	State Pool	09/07/00	0	3.8100
	Cash / Money Market Total				**0**	**3.8293**
1 - 30 Days	3130AWTQ3	24-0001	FHLB 4.625 09/11/26	10/03/23	11	5.0079
	3130AXCP1	24-0004	FHLB 4.875 09/11/26	11/30/23	11	4.4928
	3130AXCP1	24-0002	FHLB 4.875 09/11/26	10/31/23	11	5.0077
	91282CHY0	24-0010	Treasury Note 4.625 09/15/26	06/20/24	15	4.6256
	1 - 30 Days Total				**13**	**4.7879**
61 - 90 Days	3130AXU63	24-0005	FHLB 4.625 11/17/26	01/17/24	77	4.0991
	91282CJK8	24-0003	Treasury Note 4.625 11/15/26	11/16/23	76	4.6857
	91282CJK8	24-0012	Treasury Note 4.625 11/15/26	08/02/24	76	4.1214
	61 - 90 Days Total				**77**	**4.2111**
91 - 180 Days	91282CKA8	24-0007	Treasury Note 4.125 02/15/27	03/04/24	168	4.3366
	91 - 180 Days Total				**168**	**4.3366**
181 - 364 Days	3133EP6K6	24-0008	FFCB 4.50 03/26/27	04/17/24	206	4.8693
	91282CKV2	24-0011	Treasury Note 4.625 06/15/27	07/02/24	288	4.5942
	91282CKV2	25-0004	Treasury Note 4.625 06/15/27	10/18/24	288	3.9018
	91282CKV2	25-0001	Treasury Note 4.625 06/15/27	09/06/24	288	3.5947
	181 - 364 Days Total				**254**	**4.4314**
1 - 4 Years	3133ERE23	25-0006	FFCB 4.32 12/02/27	12/03/24	458	4.3559
	91282CHE4	25-0009	Treasury Note 3.625 05/31/28	06/09/25	639	3.9986
	91282CJN2	26-0002	Treasury Note 4.375 11/30/28	06/22/26	822	4.1665
	91282CKG5	26-0001	Treasury Note 4.125 03/31/29	06/22/26	943	4.1682
	91282CLL3	25-0002	Treasury Note 3.375 09/15/27	09/17/24	380	3.4234
	91282CLL3	25-0003	Treasury Note 3.375 09/15/27	09/24/24	380	3.4709
	91282CLQ2	25-0005	Treasury Note 3.875 10/15/27	11/07/24	410	4.2586
	91282CMB4	25-0007	Treasury Note 4.00 12/15/27	01/03/25	471	4.2585
	91282CMS7	25-0008	Treasury Note 3.875 03/15/28	03/21/25	562	3.9266
	91282CNU1	25-0010	Treasury Note 3.625 08/15/28	08/27/25	715	3.6429
	1 - 4 Years Total				**608**	**3.9997**
	Investment Total				**30**	**3.8581**

Investment Report
Conroe I.S.D.
08/01/26 - 08/31/26

This report summarizes the investment position of Conroe I.S.D. for the period 08/01/26 to 08/31/26.

	07/31/26	08/31/26
Book Value	876,746,183.01	764,416,980.99
Market Value	876,625,511.97	764,274,160.97
Par Value	876,769,118.72	764,439,145.48
Change in Market Value		-21,377.76
Weighted Average Maturity (in Days)	28	30
Weighted Average Yield-to-Maturity of Portfolio	3.8239%	3.8581%
Yield-to-Maturity of 90 Day T-Bill	3.6900%	3.7400%
Accrued Interest		192,656.22
Received and Accrued Interest		2,588,297.69

This report is presented in accordance with the Texas Government Code Title 10 Section 2256.023. The below signed hereby certify that, to the best of their knowledge on the date this report was created, Conroe I.S.D. is in compliance with the provisions of Government Code 2256 and with the stated policies and strategies of Conroe I.S.D..

Cyndi Westrup
2026.09.02
10:00:33 -05'00'

Receive Report on Cooperative Fees Paid by Conroe ISD 2025-2026

Recommendation:
That the Conroe Independent School District Board of Trustees receive information on cooperative purchasing fees paid by Conroe ISD for fiscal year 2025-2026, as submitted by Mrs. Karen Garza, Chief Financial Officer, Mr. Brian Broussard, Director of Purchasing, and as recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:
State law requires that school districts disclose the amounts spent on purchasing cooperative fees on an annual basis. Specifically, it states:

> Sec. 44.0331. MANAGEMENT FEES UNDER CERTAIN COOPERATIVE PURCHASING CONTRACTS. (a) A school district that enters into a purchasing contract valued at $25,000 or more under Section 44.031(a)(5), under Subchapter F, Chapter 271, Local Government Code, or under any other cooperative purchasing program authorized for school districts by law shall document any contractrelated fee, including any management fee, and the purpose of each fee under the contract. (b) The amount, purpose, and disposition of any fee described by Subsection (a) must be presented in a written report and submitted annually in an open meeting of the board of trustees of the school district. The written report must appear as an agenda item.

The Conroe Independent School District is currently involved with sixteen (16) organizations that provide cooperative purchasing agreements, as follows:

1. **Central Texas Purchasing Alliance (CTPA) –** This alliance is composed exclusively of Texas public school districts (over 250 statewide) and their purchasing representatives and offers various benefits to its members, including but not limited to cost saving opportunities on the purchase of goods and services through shared competitively awarded contracts and the sharing of ideas, information, and resources to create efficiencies and provide professional development opportunities within each district's purchasing organization. Participation in this purchasing alliance currently requires each member district to pay a flat annual administrative fee of $150.
2. **Equalis Group** - Equalis Group is a member-driven cooperative purchasing organization that delivers publicly procured, compliant Master Agreements to public sector entities, including K-12 school districts, higher education institutions, local governments, and non-profits.
3. **Harris County Department of Education (Choice Partners Cooperative)** – The Choice Partners cooperative is a division of Harris County Department of Education (HCDE). Choice Partners is a national purchasing cooperative that offers access to various categories of contracts including facilities planning, a variety of supplies, food products, technology items, and energy conservation contractors. Fees charged by the cooperative range between two to four percent

(2% - 4%) of the cost of purchases by co-op members which are paid to the cooperative by the vendors.

4. **Houston Galveston Area Council (H-GAC)** – H-GAC Buy is a "Government-to-Government" procurement service available nationwide. Governmental entities have been procuring products and services through H-GAC Buy for over 30 years. Fees charged by the cooperative range between fifteen one-hundredths to three percent (0.15% to 3.0%) of total sales based on product type and quantity and are paid to the cooperative by the vendors.
5. **Sourcewell** –Sourcewell is a service cooperative created by the Minnesota legislature as a local unit of government. Sourcewell is governed by locally elected municipal officials and school board members. As a public agency, all Sourcewell employees are government employees and is governed by a Board of Directors. Sourcewell offers Conroe ISD access to a broad range of product and service categories. Sourcewell cooperative collects an administrative fee from its member suppliers that varies per contract and ranges between a quarter percent and two percent (0.25% - 2%) of the total purchases made by each cooperative member under each contract.
6. **OMNIA Partners** – OMNIA Partners is a purchasing and supply chain management company that covers both private and public sectors with over a portfolio of over 60,000 suppliers. OMNIA Partners | Public Sector is comprised of two nationally recognized cooperatives, U.S. Communities and National IPA. OMNIA Partners collect an administrative fee from its member supplies that varies per contract and ranges between one percent and four percent (1% - 4%) of the total purchases made by each cooperative member under each contract.
7. **Region 6 Education Service Center – (EPIC 6)** – EPIC 6, sponsored by Region 6 ESC, is located in Huntsville, TX and currently supports over 56 public school districts. Region 6 ESC provides Conroe ISD access to the many staff development services it offers and/or the purchasing cooperatives it sponsors. EPIC 6 assesses a 1.5% administrative fee to vendors.
8. **Region 19 Education Service Center (Allied States Cooperative)** – Region 19 ESC is located in El Paso, TX and currently supports over 12 independent school districts and over 8 charter schools. Region 19 ESC provides Conroe ISD access to the many services it offers and/or the purchasing cooperatives it sponsors. Conroe ISD entered into an Interlocal agreement with Region 19 ESC in March 2015. Region 19 ESC does not assess membership or administrative fees to its members.
9. **Region 16 Education Service Center (TexBuy) -** Region 16 ESC is located in Amarillo, TX and currently supports over 60 independent school districts and 3 charter schools. Region 16 ESC provides Conroe ISD access to the many services it offers and/or the purchasing cooperatives it sponsors. Conroe ISD entered into an Interlocal agreement with Region 16 ESC in March 2026. Region 16 ESC currently does not assess membership fees to its members. Vendors pay a 2% administrative fee.
10. **School Purchasing Alliance (SPA) –** The School Purchasing Alliance is a procurement and support services purchasing cooperative formed by a group of southeast Texas school districts in

partnership with Marketplace Alliance as a managing consultant and New Caney ISD as the Lead Agency. The main objective of this Interlocal cooperative is to provide volume purchasing power for specific Child Nutrition products and services to its over 35-member school districts located within the Texas Department of Agriculture (TDA) Region 3 commodity distribution area. The SPA cooperative covers its operating costs by administering a vendor fee of three quarters of a percent (0.75%) of total purchases processed by its member school districts.

11. **Texas Association of School Boards (BuyBoard)** – This cooperative is open to all state and local governments. The operation is financed by a two percent (2%) service fee collected from vendors based on purchases made by cooperative members. A sliding scale rate is charged to vendors for single purchase orders over $25,000. A flat fee of $400 is charged to the District for the purchase of motor vehicles and $800 for buses.

12. **Texas Comptroller of Public Accounts (CPA) State of Texas CO-OP Purchasing Program** – Created by legislation in 1979, the Texas Procurement and Support Services (TPASS) cooperative purchasing program (State of Texas CO-OP) awards and manages hundreds of statewide contracts on behalf of more than 200 state agencies and 1,700 local government agencies. Contracts include regular state contracts known as the State of Texas CO-OP Purchasing Program and Texas Multiple Award Schedules (TXMAS) contracts, which are Texas approved versions of federal General Services Administration Contracts. The fee to participate in this program is $100 per year.

13. **Texas Department of Information Resources (DIR)** – DIR negotiates contracts with major IT hardware, software, and service providers based on the combined buying power of state and local government customers and the public education community. DIR has an administrative fee cap of two percent (2%) for the Cooperative Contracts Program, which is paid directly to DIR by vendors based on volume of purchases.

14. **The Interlocal Purchasing System (TIPS) –** TIPS purchasing cooperative began in 2002 as a small regional cooperative of the Region 8 Education Service Center. Region 8 ESC maintains its role as the Lead Agency for this now national cooperative. All TIPS contracts are awarded by the Region 8 ESC seven-member Board of Directors, and each TIPS vendor has met strict Competitive Bidding Process guidelines established by the administration and TIPS legal team and statute Chapter 44.031 of the Texas Education Code. TIPS does not assess membership or administrative fees to its members. TIPS also issues rebates to eligible members.

15. **Texas Educational Employers Benefit Cooperative (TEEBC) –** The TEEBC is a non-profit cooperative solely focused on employee benefit programs for Texas educational entities. Conroe ISD joined the TEEBC in June 2017. The TEEBC does not assess membership or administrative fees to its members.

16. **Region 20 Education Service Center – (PACE) -** PACE was created by Education Service Center, Region 20 in San Antonio, Texas. PACE is administered by Education Service Center, Region 20. Education Service Center, Region 20 was established by the Texas Legislature in

1967 to assist school districts and charter schools in improving efficiencies and student performance. PACE has an administrative fee cap of one and a half percent (1.5%) that is paid by the vendors.

I. Cooperative Fees Paid in 2025– 2026 School Year:

Because the District cannot determine the exact amount of rebates or fees that vendors remit to cooperatives, nor what percentage of these fees the vendor may pass on to the District, we cannot provide exact figures on all fees incurred indirectly by the District in association with each purchasing cooperative. Nevertheless, below is a list of the known fees the District incurred directly as part of participation in the following cooperatives:

ORGANIZATION NAME	FEES PAID
Central Texas Purchasing Alliance (CTPA)	$150.00
Equalis Group	$0.00
Harris County Dept of Education (Choice Partners)	$0.00
Houston Galveston Area Council (H-GAC)	$0.00
Sourcewell	$0.00
OMNIA Partners	$0.00
Education Service Center Region 6 (EPIC 6)	$0.00
Education Service Center Region 19 (Allied States Cooperative)	$0.00
Education Service Center Region 16 (TexBuy)	$0.00
School Purchasing Alliance (SPA)	$0.00
Texas Association of School Boards (BuyBoard)	$0.00
Texas Comptroller of Public Accounts/State of Texas Co-op (CPA)	$100.00
Texas Department of Information Resources (DIR)	$0.00
The Interlocal Purchasing Systems (TIPS)	$0.00

Texas Educational Employers Benefit Cooperative (TEEBC)	$0.00
Education Service Center Region 20 (PACE)	$0.00

Policy Reference: Legal and Local Board Policy CH

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Karen Garza
Chief Financial Officer

Brian Broussard
Director of Purchasing

Receive Human Resources Department Report and Consider Employment of Professional Personnel

Recommendation:
That the Conroe Independent School District Board of Trustees approves the Human Resources report as submitted by Paula Green, Executive Director of Human Resources, and as recommended by Dr. David Vinson, Superintendent of Schools:

Explanation:
As follows, you will find personnel resignations, employment of professional personnel, and employment of substitute teachers:

Personnel Resignations (*Information Only*)

Bozman Intermediate School
Vartuhi Anasa, Bilingual Fifth Grade
Raquel Anton Pinero, Bilingual Fifth Grade
Kiaunna Harden, Language Arts/Social Studies
Jessica Padilla Cedillo, Bilingual Sixth Grade

Bradley Elementary School
Anna Carreno, Academic Interventionist
Samikiya Goggins, Special Education

Caney Creek High School
Holly McCurry, Health Science

Communications Department
Reneau Russell, Communications Specialist

Conroe High School
Bababowale Adeyeye, Robotics

Moorhead Junior High School
Melanie Tarver, Physical Education

Multi-Tiered System of Supports Department
Jennifer Masterson, Multi-Tiered System of Supports Facilitator

Reaves Elementary School
Alyssa Ramierz, Pre-Kindergarten

Stockton Junior High School
Shuntay Cole, Language Arts

York Junior High School
Lesley Pratt, Dyslexia

Employment of Professional Personnel

Armstrong Elementary School
Madalyn Knight, BASS Program Liaison

Caney Creek High School
Angela Archie, Special Education
Jesson Cowart, ISS

Campbell Elementary School
Alyssa Keith, Special Education

Conroe High School
Alicia Sanders, BASS Program Liaison

Cox Intermediate School
Jeremy Stallings, Special Education
Jordan Wofford, Math

DAEP/JJAEP
Bobby Seals, BASS Program Liaison

Eissler Elementary School
Erika Aburto Compean, Special Education

Finance Department
Dain Barron, Staff Accountant

Giesinger Elementary School
Mariah Bubello, Fourth Grade

Grand Oaks High School
Kendrick Holsten, Special Education
Darrian Logic, Physics
Shelly Vodopija, Special Education

Grangerland Intermediate School
Luis Lerma, Bilingual Fifth Grade

Hailey Elementary School
John Fritts, Counselor

Milam Elementary School

Cecelia Fuller, BASS Program Liaison
Jazmin Ortiz, Bilingual Kindergarten

Oak Ridge High School
Mark Matranga, Social Studies

Oak Ridge High School – Ninth Grade Campus
Edward Barrels, BASS Program Liaison

Patterson Elementary School
Kristin Hansel, First Grade

Special Education Department
Viridiana Andrade, Bilingual Speech Language Pathologist Assistant
Madison Lopez, Speech Language Pathologist Assistant
Kellyn Raybon, Speech Language Pathologist Assistant

Technology Department
Helen Wyatt, Student Services Specialist

The Woodlands College Park High School
Vincent Cue, Business

Veterans Memorial Intermediate School
Perla Garcia, Language Arts

Wilkinson Elementary School
Nicole Barrera, Kindergarten
Abbigaile Oppenheimer, Speech Language Pathologist

Employment of Substitute Teachers (*Information Only)*

Raquel Aguare
Maribel Aguilar-Philley
Victoria Anderson
Ann-Hughes Atkins
Miar Bader
Quinn Balla
Esmeralda Barboza
Leon Barfield
Syeda Batool
Laura Bauer
Becky Beach
Charlotte Blackwell
Ashley Bland
Kenzie Blandon
Erika Bonilla
Latrice Burgess
Leonela Campos
Raul Campos
Alicia Carstens
Megan Cavanagh
Steven Chesser
Margaret Chirdo
McKenzie Christensen
Eva Christiansen
Justin Cole
Kristen Consiglio
Brendan Cummings
Jennifer De La Campa Ackerman

Meagan Depugh
Shawna Everett
Alexus Fant
Emily Feliciano Fantozzi
Brittany Flores
David Gaines
Brittney Garcia
Jose Garcia
McKenna Garcia
Mikayla Giacona
John Gray
Dajah Green
Destany Guerrero-Garza
Luisa Guevara
Magdalene Hall
Shelbi Hollingsworth
Nia Hollis
Pamela Hollis
Mianna Howell
Feneshia Humphrey
Madison Hunter
Ashley Hurley
Ketakee Ingle
Nicolas Irene
Emily Isely
Emeri Jarvis
Ginny Joslin
Shaniequa Kelly-Taylor
Regan Knapik
Reagen Kocian
Sumithra Kumarasinghe Arachchilage
Lacey Labelle
Justine Laderer
Meagan Lane
Courtney Litton
Arleen Lona
Luann Mantooth
Nayelin Martinez Rodriguez
Kimberly McDonell
Javier Merino Crisanto
Kayla Milner
Terry Nappier
Lisa Naylor
Valdineia Newkirk
Tondra Nixon
Michelle Nixon
Julie North
Brittany Osborn
Kristine Patrick
Chad Phillips
Lynden Powers
Ona Presto
Melissa Reed
Michelle Reyes
Martin Rojas
Crystal Rubio
Parmin Samaghabadi
En-En Santiago
Laura Savage
Vanessa Seymour
Charles Speice III
Carlette Spells
Kaitlyn Stennett
Cynthia Talley
Canh To
Silvia Vasquez
Celia Villarreal
Stephanie Villegas
Kaylee Weaver
Kole Wenger
Dilini Kaumadi Widana Gamage
Jordan Wofford
Matthew Wright
Mikeitha Wright

Board Acceptance is requested:

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Paula Green
Executive Director of Human Resources

Consider and Approve Texas Teacher Evaluation and Support System (T-TESS) Appraisers

Recommendation:
That the Conroe Independent School District Board of Trustees ratify qualified staff that may serve as a teacher appraiser for the 2026-2027 school year, as submitted by Paula Green, Executive Director of Human Resources, and as recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:
The *Texas Teacher Evaluation and Support System* (T-TESS) is currently the State approved instrument designed to evaluate teachers and establish a system of support. In addition to the three-day T-TESS Appraiser Training, T-TESS appraisers must successfully complete a 36-hour *Instructional Leadership Training* (ILD) or a three day Advancing Educational Leadership (AEL) training. We respectfully submit the following names for your approval.

Policy Reference: Legal and Local DNA

Jennifer Colachico	Amanda McDowell	Leslie Sproat
Katie Hou	Kristen Meeks	

Board Acceptance is requested:

Recommended by:	**Submitted by:**
Dr. David Vinson *Superintendent of Schools*	Paula Green *Executive Director of Human Resources*

Consider and Possibly Approve RFP #26-06-02 HVAC Refrigerants to the Awarded Vendor(s)

Recommendation:
That the Conroe Independent School District Board of Trustees consider awarding **RFP #26-06-02 HVAC Refrigerants** to the vendors listed below for an estimated annual expenditure of approximately $108,000 in this category, and authorize the Superintendent to execute any documents necessary to effectuate the purchase, as submitted by Mrs. Karen Garza, Chief Financial Officer, Mr. Brian Broussard, Director of Purchasing and as recommended by Dr. David Vinson, Superintendent of schools.

For specific line items presented on the tabulation lines one (1) to twenty (20).

Dream Ranch Supply & Procurement	Moore Supply
Summit Refrigerants	

For Shelf or Catalog Discount for supplies not listed on the line item.

Dream Ranch Supply & Procurement	Energy Mechanical Services
Moore Supply	Nordic Systems
Perfect Resource Group LLC	RSI Services Springtime Air
Summit Refrigerants	

Explanation:
The District issued a request for proposal (RFP) to vendors registered through the Districts electronic bidding system for HVAC Refrigerants. Vendors were invited to submit pricing proposals for these services. Proposals were evaluated by Marshall Schroeder, Executive Director of Maintenance and Custodial, Jimmy Alvarez, Coordinator of Maintenance, Cooper Corley, HVAC Supervisor, Keith Moore, Assistant Director of Maintenance and Custodial, James Chittenden, Coordinator Refrigeration/Kitchen Equipment, James Lemley, Refrigeration/Kitchen Equipment Supervisor, and reviewed by the Purchasing Department.

The District recommends issuing execution of offers to the vendors listed above. The first term shall be valid for one year, through September 2027, automatically renewing annually for two (2) additional one-year terms through September 2029. The execution of offer does not constitute a guarantee to do business with any listed vendor. Should the district choose to engage with a specific vendor, all transactions for goods or services must comply with applicable district Board Policies.

Policy Reference: Legal and Local Board Policy CH

Recommended by: **Submitted by:**

Dr. David Vinson
Superintendent of Schools

Karen Garza
Chief Financial Officer

Brian Broussard
Director of Purchasing

Line items on the proposal were evaluated on the following criteria listed below.

The tabulation lists the number of points awarded through the evaluation and scoring process out of 100 total possible points for each line item or grouping

Maintenance

	Description	Points
1	Purchase price;	40
2	Reputation of the Bidder or the Bidder's goods or services;	15
3	Quality of the Bidder's goods or services;	15
4	Extent to which the goods or services meet the needs of the District;	15
5	Bidder's past relationship with the District;	10
6	The impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses;	0
7	Total long-term cost to the District to acquire the goods or services;	5
8	Bidder has its principal place of business in Texas; or employs at least 500 persons in Texas;	0
9	Any Other Relevant Factor	0
	Total Points	100

Child Nutrition

	Description	Points
1	Purchase price of products and/or services	50
2	Reputation of the Bidder or the Bidder's goods or services;	10
3	Quality of the Bidder's goods or services;	15
4	Extent to which the goods or services meet the needs of the District;	15
5	The impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses;	0
6	Total long-term cost to the District to acquire the goods or services;	5
7	Bidder has its principal place of business in Texas; or employs at least 500 persons in Texas;	0
8	Warranty and service of bidder;	5
	Total Points	100

AWARD RFP# 26-06-02 HVAC Refrigerants

The following summary details the recommended vendor for award. The summary also provides the number of points awarded through the evaluation and scoring process. Average scores are out of a possible 100 points for services provided.

		Supplier	Rank	Score	Price	Reputation of the Bidder or the Bidder's goods or services	Quality of Goods or Services	Extent to which the goods or services meet the needs of the District	Bidder's past relationship with the District	Historically Underutilized Business Certification	Total long-term cost to the District to acquire the goods or services	Bidders principal place of business in Texas	Any other factors the District feels necessary
LINES 1-10 MAINTENANCE				**100**	**40**	**15**	**15**	**15**	**10**	**0**	**5**	**0**	**0**
Line 1	**Refrigerant: R-22; 30 lb. Cylinder (MAINTENANCE)**	Dream Ranch Supply & Procureme	1	78	40	10	10	10	5	0	3	0	0
		Summit Refrigerants	2	71	25	12	12	12	7	0	4	0	0
		MEGA WHOLESALE LLC	3	61	23	10	10	10	6	0	3	0	0
		Nordic Systems	4	58	19	10	10	10	6	0	3	0	0
		Energy Mechanical Services	5	52	14	10	10	9	5	0	3	0	0
		Perfect Resource Group LLC	6	51	12	10	10	10	5	0	3	0	0
		RSI Services Springtime Air	7	48	9	10	10	10	6	0	3	0	0
		~~Moore Supply~~	~~8~~	~~NO BID~~	~~NO BID~~	~~11~~	~~11~~	~~11~~	~~6~~	~~0~~	~~3~~	~~0~~	~~0~~
Line 2	**Refrigerant: R-32; 20 lb. Cylinder (MAINTENANCE)**	Summit Refrigerants	1	84	38	12	12	12	7	0	4	0	0
		Moore Supply	2	81	40	11	11	11	6	0	3	0	0
		MEGA WHOLESALE LLC	3	63	24	10	10	10	5	0	3	0	0
		Perfect Resource Group LLC	4	60	21	10	10	10	5	0	3	0	0
		Energy Mechanical Services	5	58	19	10	10	10	6	0	3	0	0
		Nordic Systems	6	56	17	10	10	10	5	0	3	0	0
		Dream Ranch Supply & Procureme	7	55	16	10	10	10	6	0	3	0	0
		RSI Services Springtime Air	8	52	13	10	10	10	5	0	3	0	0
Line 3	**Refrigerant: R-123; 100 lb. Cylinder (MAINTENANCE)**	Summit Refrigerants	1	85	39	12	12	12	7	0	4	0	0
		Dream Ranch Supply & Procureme	2	79	40	10	10	10	5	0	3	0	0
		MEGA WHOLESALE LLC	3	77	38	10	10	10	5	0	3	0	0
		Moore Supply	4	75	33	11	11	11	6	0	3	0	0
		Perfect Resource Group LLC	5	62	23	10	10	10	6	0	3	0	0
		Energy Mechanical Services	6	61	22	10	10	10	5	0	3	0	0
		RSI Services Springtime Air	7	57	18	10	10	10	5	0	3	0	0
		Nordic Systems	8	39	0	10	10	10	5	0	3	0	0
Line 4	**Refrigerant: R-134A; 30 lb. Cylinder (MAINTENANCE)**	Moore Supply	1	82	40	11	11	11	7	0	3	0	0
		Summit Refrigerants	2	82	36	12	12	12	7	0	4	0	0
		MEGA WHOLESALE LLC	3	72	33	10	10	10	5	0	3	0	0
		Perfect Resource Group LLC	4	69	30	10	10	10	5	0	3	0	0
		Energy Mechanical Services	5	60	21	10	10	10	5	0	3	0	0
		Nordic Systems	6	60	21	10	10	10	5	0	3	0	0
		RSI Services Springtime Air	7	56	17	10	10	10	5	0	3	0	0
		Dream Ranch Supply & Procureme	8	54	15	10	10	10	5	0	3	0	0
Line 5	**Refrigerant: R-404A; 24 lb. Cylinder (MAINTENANCE)**	Moore Supply	1	84	40	11	11	11	7	0	3	0	0
		Summit Refrigerants	2	83	37	12	12	12	8	0	4	0	0
		MEGA WHOLESALE LLC	3	69	30	10	10	10	5	0	3	0	0
		Perfect Resource Group LLC	4	67	28	10	10	10	5	0	3	0	0
		Dream Ranch Supply & Procureme	5	66	27	10	10	10	5	0	3	0	0
		Nordic Systems	6	62	23	10	10	10	5	0	3	0	0
		Energy Mechanical Services	7	61	22	10	10	10	5	0	3	0	0
		RSI Services Springtime Air	8	53	14	10	10	10	5	0	3	0	0
Line 6	**Refrigerant: R-407A; 25 lb. Cylinder (MAINTENANCE)**	Moore Supply	1	83	40	11	11	11	6	0	3	0	0
		Summit Refrigerants	2	77	31	12	12	12	7	0	4	0	0
		MEGA WHOLESALE LLC	3	65	26	10	10	10	5	0	3	0	0
		Perfect Resource Group LLC	4	62	23	10	10	10	5	0	3	0	0
		Nordic Systems	5	60	21	10	10	10	5	0	3	0	0
		Dream Ranch Supply & Procureme	6	59	20	10	10	10	5	0	3	0	0
		Energy Mechanical Services	7	57	18	10	10	10	5	0	3	0	0
		RSI Services Springtime Air	8	51	11	11	10	11	6	0	3	0	0
Line 7	**Refrigerant: R-410A; 25 lb. Cylinder (MAINTENANCE)**	Moore Supply	1	83	40	11	11	11	6	0	3	0	0

		Summit Refrigerants	2	81	35	12	12	12	7	0	4	0	0
		MEGA WHOLESALE LLC	3	64	24	11	11	10	6	0	3	0	0
		Nordic Systems	4	61	22	10	10	10	5	0	3	0	0
		Energy Mechanical Services	5	60	21	10	10	10	5	0	3	0	0
		Dream Ranch Supply & Procureme	6	59	20	10	10	10	5	0	3	0	0
		Perfect Resource Group LLC	7	58	19	10	10	10	5	0	3	0	0
		RSI Services Springtime Air	8	55	15	11	10	11	6	0	3	0	0
Line 8	**Refrigerant: R-454A; 25 lb. Cylinder (MAINTENANCE)**	Moore Supply	1	83	40	11	11	11	6	0	3	0	0
		Summit Refrigerants	2	75	30	12	12	12	7	0	4	0	0
		MEGA WHOLESALE LLC	3	68	29	10	10	10	5	0	3	0	0
		Dream Ranch Supply & Procureme	4	68	29	10	10	10	5	0	3	0	0
		Nordic Systems	5	59	20	10	10	10	5	0	3	0	0
		Energy Mechanical Services	6	58	19	10	10	10	5	0	3	0	0
		Perfect Resource Group LLC	7	57	18	10	10	10	5	0	3	0	0
		RSI Services Springtime Air	8	51	11	11	10	11	6	0	3	0	0
Line 9	**Refrigerant: R-448A; 25 lb. Cylinder (MAINTENANCE)**	Summit Refrigerants	1	85	39	12	12	12	7	0	4	0	0
		Moore Supply	2	83	40	11	11	11	7	0	3	0	0
		MEGA WHOLESALE LLC	3	73	34	10	10	10	6	0	3	0	0
		Perfect Resource Group LLC	4	71	32	10	10	10	5	0	3	0	0
		Dream Ranch Supply & Procureme	5	69	30	10	10	10	6	0	3	0	0
		Energy Mechanical Services	6	63	24	10	10	10	6	0	3	0	0
		RSI Services Springtime Air	7	56	16	11	11	11	6	0	3	0	0
		Nordic Systems	~~8~~	~~NO BID~~	~~NO BID~~	~~10~~	~~10~~	~~10~~	~~5~~	~~0~~	~~3~~	~~0~~	~~0~~
Line 10	**Refrigerant: R-513A; 30 lb. Cylinder (MAINTENANCE)**	Moore Supply	1	83	40	11	11	11	6	0	3	0	0
		Summit Refrigerants	2	81	38	12	12	9	7	0	4	0	0
		MEGA WHOLESALE LLC	3	76	36	11	11	11	6	0	3	0	0
		Dream Ranch Supply & Procureme	4	70	30	11	11	11	6	0	3	0	0
		Perfect Resource Group LLC	5	64	25	10	10	10	5	0	3	0	0
		Energy Mechanical Services	6	63	23	11	11	11	6	0	3	0	0
		RSI Services Springtime Air	7	59	19	11	11	11	6	0	3	0	0
		Nordic Systems	~~8~~	~~NO BID~~	~~NO BID~~	~~11~~	~~10~~	~~10~~	~~5~~	~~0~~	~~3~~	~~0~~	~~0~~

AWARD RFP# 26-06-02 HVAC Refrigerants

The following summary details the recommended vendor for award. The summary also provides the number of points awarded through the evaluation and scoring process. Average scores are out of a possible 100 points for services provided.

		Supplier	Rank	Score	Price	Reputation of the Bidder or the Bidder's goods or services	Quality of Goods or Services	Extent to which the goods or services meet the needs of the District	Bidder's past relationship with the District	Historically Underutilized Business Certification	Total long-term cost to the District to acquire the goods or services	Bidders principal place of business in Texas
LINES 11-20 CHILD NUTRITION				**100**	**50**	**10**	**15**	**15**	**0**	**5**	**0**	**5**
Line 11	**Refrigerant: R-22; 30 lb. Cylinder (CHILD NUTRITION)**	Dream Ranch Supply & Procureme	1	93	50	9	13	14	0	4	0	4
		Summit Refrigerants	2	77	32	10	14	14	0	4	0	4
		Energy Mechanical Services	3	63	18	10	14	14	0	4	0	4
		MEGA WHOLESALE LLC	4	63	29	9	9	9	0	3	0	4
		Nordic Systems	5	61	23	9	12	10	0	4	0	4
		RSI Services Springtime Air	6	58	12	10	13	14	0	5	0	5
		Perfect Resource Group LLC	7	50	15	8	10	10	0	4	0	4
		Moore Supply	~~8~~	~~NO BID~~	~~NO BID~~	~~10~~	~~15~~	~~13~~	~~0~~	~~5~~	~~0~~	~~5~~
Line 12	**Refrigerant: R-32; 20 lb. Cylinder (CHILD NUTRITION)**	Moore Supply	1	98	50	10	15	13	0	5	0	5
		Summit Refrigerants	2	95	48	10	14	14	0	5	0	5
		Perfect Resource Group LLC	3	74	26	10	15	14	0	5	0	5
		Energy Mechanical Services	4	70	24	9	14	14	0	5	0	5
		Nordic Systems	5	69	21	10	15	15	0	5	0	5
		MEGA WHOLESALE LLC	6	68	30	9	14	8	0	3	0	4
		Dream Ranch Supply & Procureme	7	66	20	9	14	14	0	5	0	5
		RSI Services Springtime Air	8	62	17	10	13	13	0	5	0	5
Line 13	**Refrigerant: R-123; 100 lb. Cylinder (CHILD NUTRITION)**	Summit Refrigerants	1	93	48	10	13	13	0	5	0	5
		Dream Ranch Supply & Procureme	2	92	50	10	13	11	0	5	0	5
		Moore Supply	3	91	42	10	15	14	0	5	0	5
		MEGA WHOLESALE LLC	4	85	47	9	13	8	0	4	0	5
		Perfect Resource Group LLC	5	73	29	9	15	12	0	4	0	5
		Energy Mechanical Services	6	72	28	9	13	13	0	5	0	5
		RSI Services Springtime Air	7	68	23	10	13	13	0	5	0	5
		Nordic Systems	8	23	0	5	7	7	0	2	0	2
Line 14	**Refrigerant: R-134A; 30 lb. Cylinder (CHILD NUTRITION)**	Moore Supply	1	98	50	10	15	13	0	5	0	5
		Summit Refrigerants	2	90	45	10	13	13	0	5	0	5
		Perfect Resource Group LLC	3	83	38	10	13	13	0	5	0	5
		MEGA WHOLESALE LLC	4	80	41	10	14	8	0	4	0	5
		Nordic Systems	5	71	26	10	13	13	0	5	0	5
		Energy Mechanical Services	6	66	26	10	11	11	0	4	0	5
		RSI Services Springtime Air	7	66	21	10	13	13	0	5	0	5
		Dream Ranch Supply & Procureme	8	64	19	10	13	13	0	5	0	5
Line 15	**Refrigerant: R-404A; 24 lb. Cylinder (CHILD NUTRITION)**	Moore Supply	1	98	50	10	15	13	0	5	0	5
		Summit Refrigerants	2	93	46	10	14	14	0	5	0	5
		Perfect Resource Group LLC	3	80	35	10	13	13	0	5	0	5
		Dream Ranch Supply & Procureme	4	79	34	10	13	13	0	5	0	5
		MEGA WHOLESALE LLC	5	77	38	10	13	8	0	4	0	5
		Nordic Systems	6	74	28	10	14	14	0	5	0	5
		Energy Mechanical Services	7	67	28	10	11	11	0	4	0	5
		RSI Services Springtime Air	8	63	17	10	14	14	0	5	0	5
Line 16	**Refrigerant: R-407A; 25 lb. Cylinder (CHILD NUTRITION)**	Moore Supply	1	86	50	10	15	1	0	5	0	5
		Summit Refrigerants	2	72	39	10	13	1	0	5	0	5
		MEGA WHOLESALE LLC	3	63	32	10	13	1	0	4	0	5
		Perfect Resource Group LLC	4	62	29	10	13	1	0	5	0	5
		Nordic Systems	5	60	27	10	13	1	0	5	0	5
		Dream Ranch Supply & Procureme	6	58	25	10	13	1	0	5	0	5
		Energy Mechanical Services	7	56	23	10	13	1	0	5	0	5
		RSI Services Springtime Air	8	47	14	10	13	1	0	5	0	5
Line 17	**Refrigerant: R-410A; 25 lb. Cylinder (CHILD NUTRITION)**	Moore Supply	1	98	50	10	15	13	0	5	0	5
		Summit Refrigerants	2	87	43	9	14	14	0	4	0	4
		Dream Ranch Supply & Procureme	3	71	25	8	15	15	0	4	0	4
		Nordic Systems	4	71	28	9	14	13	0	4	0	4

		RSI Services Springtime Air	5	65	18	10	15	15	0	4	0	4
		Energy Mechanical Services	6	63	26	8	11	12	0	3	0	4
		MEGA WHOLESALE LLC	7	61	30	7	12	5	0	3	0	4
		Perfect Resource Group LLC	8	60	24	8	10	10	0	4	0	4
Line 18	**Refrigerant: R-454A; 25 lb. Cylinder (CHILD NUTRITION)**	Moore Supply	1	98	50	10	15	13	0	5	0	5
		Dream Ranch Supply & Procureme	2	82	37	10	13	13	0	5	0	5
		Summit Refrigerants	3	77	37	9	12	12	0	4	0	4
		MEGA WHOLESALE LLC	4	73	36	9	13	8	0	3	0	4
		Nordic Systems	5	65	25	9	12	12	0	4	0	4
		Perfect Resource Group LLC	6	63	23	9	12	12	0	4	0	4
		Energy Mechanical Services	7	63	24	10	11	11	0	4	0	5
		RSI Services Springtime Air	8	54	14	9	12	12	0	4	0	4
Line 19	**Refrigerant: R-448A; 25 lb. Cylinder (CHILD NUTRITION)**	Moore Supply	1	98	50	10	15	13	0	5	0	5
		Summit Refrigerants	2	88	48	9	12	12	0	4	0	4
		Perfect Resource Group LLC	3	80	40	9	12	12	0	4	0	4
		Dream Ranch Supply & Procureme	4	78	38	9	12	12	0	4	0	4
		MEGA WHOLESALE LLC	5	77	43	9	12	7	0	3	0	4
		Energy Mechanical Services	6	63	29	9	9	9	0	3	0	4
		RSI Services Springtime Air	7	60	20	9	12	12	0	4	0	4
		Nordic Systems	~~8~~	~~NO BID~~	~~NO BID~~	~~9~~	~~12~~	~~12~~	~~0~~	~~4~~	~~0~~	4
Line 20	**Refrigerant: R-513A; 30 lb. Cylinder (CHILD NUTRITION)**	Moore Supply	1	98	50	10	15	13	0	5	0	5
		Summit Refrigerants	2	87	47	9	12	12	0	4	0	4
		MEGA WHOLESALE LLC	3	78	44	9	12	7	0	3	0	4
		Dream Ranch Supply & Procureme	4	77	37	9	12	12	0	4	0	4
		Perfect Resource Group LLC	5	72	32	9	12	12	0	4	0	4
		Energy Mechanical Services	6	63	29	9	9	9	0	3	0	4
		RSI Services Springtime Air	7	63	23	9	12	12	0	4	0	4
		Nordic Systems	~~8~~	~~NO BID~~	~~NO BID~~	~~9~~	~~12~~	~~12~~	~~0~~	~~4~~	~~0~~	~~4~~

AWARD RFP# 26-06-02 HVAC Refrigerants
SHELF OR CATALOG DISCOUNT

Supplier	SHELF OR CATALOG DISCOUNT	EXCLUSIONS	INCLUDE SHIPPING ?
Dream Ranch Supply & Procureme	10%	N/A	YES
Energy Mechanical Services	0-10%	N/A	YES
Moore Supply	0%	N/A	YES
Nordic Systems	5%	N/A	YES
Perfect Resource Group LLC	0%	N/A	YES
RSI Services Springtime Air	10%	N/A	YES
Summit Refrigerants	0%	N/A	YES

Receive Audit and Investment Committee Update

Recommendation:
That the Conroe ISD Board of Trustees Receive an Audit and Investment Committee Update.

Explanation:
Amy Berhnes Internal Audit Manager will present an Audit and Investment Committee Update to the Board of Trustees.

Recommended by: **Submitted by:**

Dr. David Vinson
Superintendent of Schools

Amy Berhnes
Internal Audit Manager

CONROE INDEPENDENT SCHOOL DISTRICT

Audit & Investment Committee Update

September 15, 2026

Texas Public Funds Investment Act

CONROE INDEPENDENT SCHOOL DISTRICT

Investment Update

Public Funds Investment Act (PFIA)

What It Is & Why It Exists

Enacted in 1995: The Texas Legislature passed the *Public Funds Investment Act* (PFIA) following municipal investment losses nationwide, codifying it under **Texas Government Code Chapter 2256.**

The "Safety Guardrail": PFIA serves as Texas's statutory rulebook governing how public school districts, cities, and counties may invest taxpayer money.

Core Philosophy: Mandating that public funds be kept safe, liquid, and accessible for operations before seeking profit.

CONROE INDEPENDENT SCHOOL DISTRICT

Investment Governance & Strategy

PFIA COMPLIANCE • FY 2026–2027

STATUTORY STRATEGY TRIAD (SEC. 2256.005)

PRIORITY 1

Safety of Principal

Preserving capital and ensuring absolute security of public funds above all other considerations.

PRIORITY 2

Maintenance of Liquidity

Ensuring funds are available to meet all immediate daily operating cash and reserve demands.

PRIORITY 3

Competitive Yield

Optimizing return on investment only after absolute safety and liquidity standards are satisfied.

GOVERNANCE CHECKLIST: REQUIRED ANNUAL ACTIONS

Step 1 Sec. 2256.005(e)

Policy & Strategy Review

ACTION REQUIRED

Review and re-adopt Board Policy CDA Local.

Step 2 Sec. 2256.005(f)

Investment Officers

ACTION REQUIRED

Appoint qualified administrative staff for daily operations.

Step 3 Sec. 2256.008(a)(1)

Training Sources Approval

ACTION REQUIRED

Authorize independent instruction sources for mandatory hours.

Step 4 Sec. 2256.025 & 2256.016

Qualified Brokers & Investment Pools List

ACTION REQUIRED

Adopt authorized list of broker-dealers & investment pools.

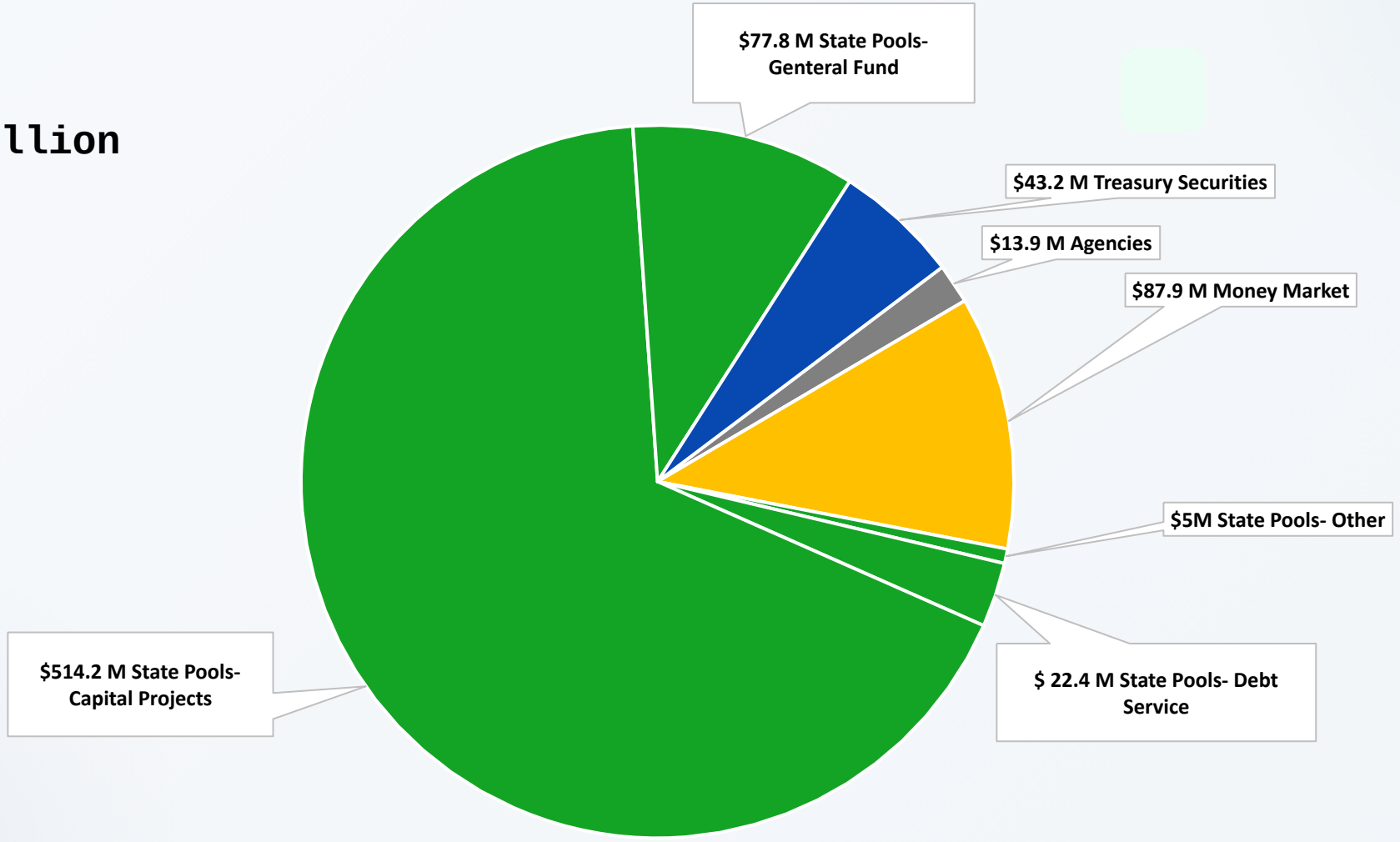
Board Action: The submitted resolutions formally fulfill these statutory obligations for FY 2026–2027.

Texas Public Funds Investment Act

Combined Portfolio Composition

As of August 31, 2026

Combined Portfolio $764.4 Million



Portfolio Yield By Category

Category / Strategy	Yield (@ 08/31/2026)
Investment Pools	3.81%
36 Month Ladder	4.21%
Money Market	3.97%
Combined Portfolio	3.86%
Benchmark 90 day T-Bill	3.74%

Bond Funds By Series

Fund	Balance ($)	% of Total
6133	$48,157,311.00	9.37%
6235	$159,524,417.90	31.02%
6336	$278,487,781.90	54.16%
Older Funds	$28,041,642.35	5.45%
Grand Total	$514,211,153.15	100.00%

CONROE INDEPENDENT SCHOOL DISTRICT

Interest Revenue

Category / Fund	2023	2024	2025	2026
Capital Projects	$13,580,146.48	$25,466,874.96	$36,098,786.06	$25,701,379.61
Debt Service	$2,118,724.45	$2,821,034.35	$2,619,480.02	$2,345,168.03
General Fund	$12,145,960.13	$13,853,113.96	$11,978,906.73	$11,089,636.81
Other Funds	$785,087.43	$1,132,716.80	$519,721.93	$210,977.09
Total	$28,629,918.49	$43,273,740.07	$51,216,894.74	$39,347,161.54

Texas Public Funds Investment Act

Benchmark Analysis

Metric / Benchmark	08/2022	08/2023	08/2024	08/2025	08/2026
90 Day T-Bill	2.800%	5.295%	4.970%	4.010%	3.740%
CISD Portfolio YTM	2.035%	5.113%	5.370%	4.420%	3.860%

CONROE INDEPENDENT SCHOOL DISTRICT

Internal Audit Update

Texas Public Funds Investment Act

FY 2026–2027 Internal Audit Status

COMPLETED + IN PROGRESS

STATUS TRIAD

COMPLETED

Summer 2026 Work

Instrument inventory, bus inventory, and supported external CHS Renovation Audit.

IN PROGRESS

Current Engagements

Maintenance, construction support, and activity-fund work.

UPCOMING

Next Starts

IRS 990 support and Health Services audit.

WORKPLAN CHECKLIST

1 Summer Inventories

COMPLETED

Fine Arts: 2,764 instruments; ~20% obsolete inventory removed. Transportation: 575 buses; fixed-asset and auction-status observations.

2 Maintenance Audit & Construction Support

IN PROGRESS

Performing maintenance fieldwork & Supporting external construction consultants as needed.

3 Activity Funds

IN PROGRESS

Snyder Elem ad hoc audit. Continuous monitoring started 9/1; training held 7/28 & 7/30.

4 Next Deliverables

SCHEDULED

Maintenance report 10/16. IRS 990 seminars 9/28 at Jett; filings due 10/15. Health Services mid-Q4.

Audit Committee Action: Receive summer results and current-year status. No formal resolutions required.

Consider and Adopt Resolution Approving the District's Investment Program

Recommendation:
That the Conroe Independent School District Board of Trustees adopts the resolution approving the investment program as submitted by Karen Garza, Chief Financial Officer and Cyndi Westrup, Director of Finance, and as recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:
In compliance with the Public Funds Investment Act, Section 2256.005(e) of the Texas Government Code, the Board of Trustees shall review the district's investment policy and strategies not less than annually. A copy of the district's legal and local investment policies is attached for your review.

Policy Reference: Legal and Local Board Policy CDA

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Karen Garza
Chief Financial Officer

Cyndi Westrup
Director of Finance

Resolution Approving the Review of Conroe Independent School District's Investment Program

WHEREAS, Section 2256.005(e), of the Public Funds Investment Act (Texas Government Code 2256,) (the "Act") requires the Board of Trustees of Conroe Independent School District to (a) review the district's investment policy and investment strategies set forth in CDA (Local) not less than annually and (b) adopt this resolution reflecting the Board's review and recording any changes made to the investment policy or strategies.

WHEREAS, the District's investment policy for fiscal year 2026-2027 has been presented to the Board for its consideration and approval, as required by the Act; and

WHEREAS, the District's investment policy for fiscal year 2026-2027 includes no changes from the district's investment policy for fiscal year 2025-2026.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Conroe Independent School District has reviewed the district's investment policy and hereby adopts the policy for fiscal year 2026-2027 in compliance with the Act.

Adopted this 15th day of September 2026, by the Board of Trustees.

_____
President, Board of Trustees
Conroe Independent School District

Attest:

_____
Secretary, Board of Trustees
Conroe Independent School District

CONROE INDEPENDENT SCHOOL DISTRICT

Annual Investment Report & Policy Review (FY 2025–2026)

Reporting Period: 2025–2026 Fiscal Year

Statutory & Governance References: Texas Gov't Code Chapter 2256 (Public Funds Investment Act) | Texas Gov't Code Chapter 2257 (Collateral) | Board Policy CDA (Legal) & CDA (Local)

Table of Contents

1. Executive Summary & Overview
2. Legal Framework & Public Funds Investment Act
3. Required Annual Actions by the Board of Trustees
4. Authorized Investment Instruments
5. Investment Risk & Strategy Review
6. Performance Assessment vs. Benchmark
7. Portfolio Composition Analysis
8. Board Resolutions for Adoption

1. Executive Summary & Overview

Conroe Independent School District (CISD) Board Policy CDA (Local) requires that a comprehensive report on the District's investment program and investment activity be presented annually to the Board of Trustees. This report summarizes the strategy, portfolio composition, risk management, and overall investment performance for the 2025–2026 fiscal year compared to our designated primary benchmark, the 90-Day U.S. Treasury Bill.

The primary objectives of the District's investment program, in priority order, are **safety of principal**, **maintenance of liquidity**, and **attainment of a competitive yield**. The designated Investment Officers responsible for executing these strategies are:

- Chief Financial Officer
- Director of Finance
- Assistant Director of Budget & Treasury Services
- Assistant Director of Accounting

2. Legal Framework & Public Funds Investment Act

State and federal statutes govern the investment of public funds by Texas school districts. The **Public Funds Investment Act (PFIA)**, codified in Chapter 2256 of the Texas Government Code, establishes statutory guidelines for political subdivisions. First enacted in 1987 and substantially updated in 1995, 1997, and subsequent legislative sessions, the PFIA ensures prudent oversight, protection of public funds, and transparent reporting.

Public fund investments must also comply with Chapter 45 of the Texas Education Code (bond proceeds), Chapter 2257 of the Texas Government Code (Public Funds Collateral Act), Governmental Accounting Standards Board (GASB) standards, and local Board Policies CDA (Legal) and CDA (Local). CISD maintains local investment rules that are more restrictive than state law.

3. Required Annual Actions by the Board of Trustees

In compliance with Section 2256 of the Texas Government Code, the Board of Trustees must annually review and formally act on four essential components of the District's investment governance:

Statutory Requirement	Action Description	Implementation
Section 2256.005(e)	Annual Policy & Strategy Review	Formal review of Board Policy CDA (Local) and recorded resolution of any strategy modifications.
Section 2256.005(f)	Designation of Investment Officers	Resolution appointing designated administrative staff responsible for daily investment operations.
Section 2256.008(a)(1)	Approval of Training Sources	Resolution authorizing independent instruction sources (TASBO, TASA, HCDE, ESCs) for mandatory officer training.
Section 2256.025	Approval of Qualified Brokers	Annual review and adoption of the authorized list of broker-dealers and financial institutions.

4. Authorized Investment Instruments

While state law authorizes eleven categories of investments under Government Code Chapter 2256, Board Policy CDA (Local) restricts CISD investments to a highly secure subset:

- **Governmental Obligations:** Direct or guaranteed obligations of municipal, state, or federal entities (Govt. Code 2256.009).
- **Certificates of Deposit & Share Certificates:** Insured or fully collateralized CDs (Govt. Code 2256.010).
- **Repurchase Agreements:** Fully collateralized repurchases (Govt. Code 2256.011).
- **Commercial Paper & Banker's Acceptances:** Highly rated short-term commercial debt (Govt. Code 2256.012 - 2256.013).
- **Money Market & Mutual Funds:** AAA-rated no-load funds (Govt. Code 2256.014).
- **Public Funds Investment Pools:** AAA-rated local government pools such as TexPool and Texas CLASS (Govt. Code 2256.016).

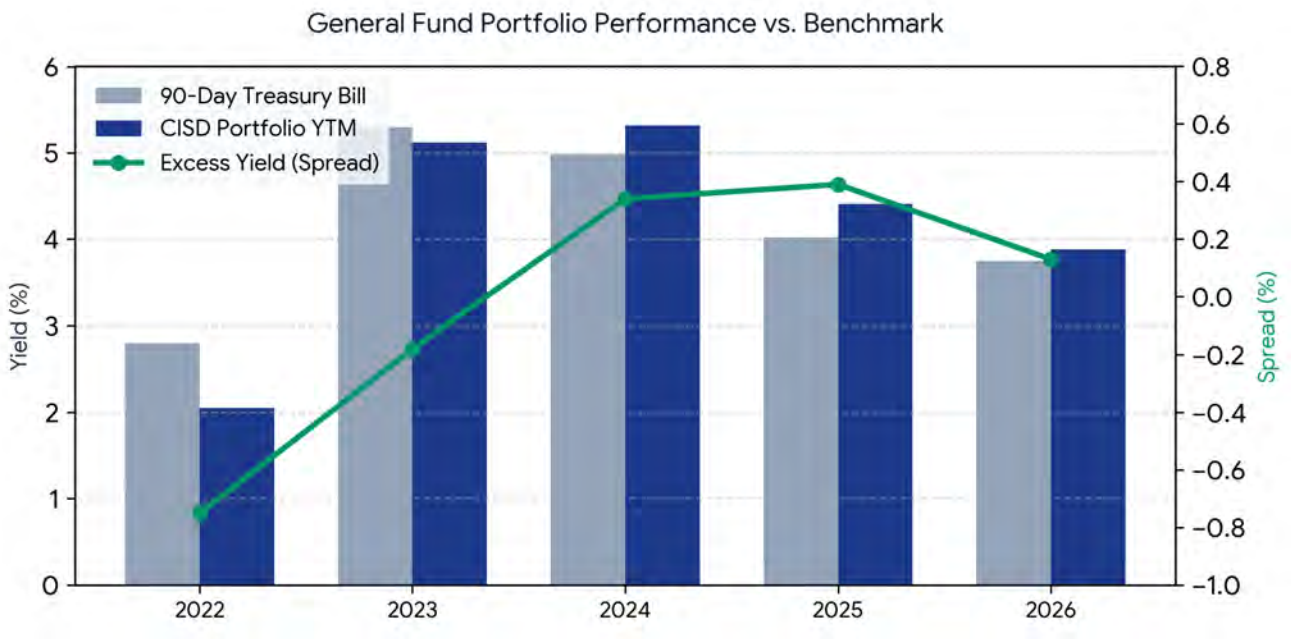
5. Investment Risk & Strategy Review

The District maintains a conservative posture designed to preserve capital while meeting liquidity demands. To manage interest rate volatility and optimize yield on long-term funds, the District maintains a **$50.0 million, 36-month investment ladder** using General Fund unassigned balances managed via HUB Investment Partners.

$222.7M	3.86%	+12 bps
GENERAL FUND PORTFOLIO AS OF 8/31/26	PORTFOLIO YTM AS OF 8/31/26	SPREAD VS BENCHMARK AS OF 8/31/26

6. Performance Assessment vs. Benchmark

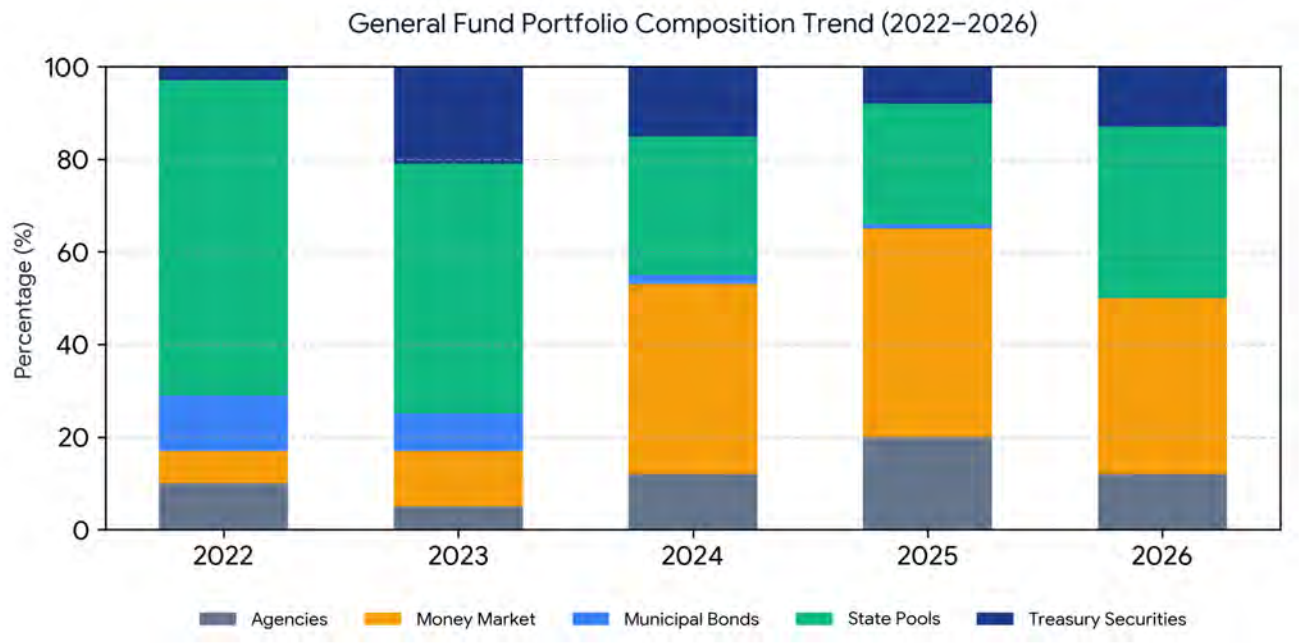
The District's benchmark is the yield to maturity of the **90-Day U.S. Treasury Bill**. During FY 2025–2026, active laddering and strategic placement in high-yielding state pools allowed CISD to outperform the benchmark by 12 basis points (3.86% portfolio yield vs. 3.74% benchmark yield).



7. Portfolio Composition Analysis

As of August 31, 2026, General Fund investments totaled $222.7M, diversified across four primary asset classes to balance immediate liquidity needs with term yield.

Asset Category	Market Value ($M)	Allocation (%)	Primary Liquidity Role
Money Market Accounts	$87.9M	39.5%	Daily Operating Cash & Reserve Liquidity
State Investment Pools	$77.8M	34.9%	Same-Day Cash Management & Yield Enhancement
U.S. Treasury Securities	$43.2M	19.4%	Laddered Core Capital Preservation
U.S. Government Agencies	$13.8M	6.2%	Term Structure Yield Optimization
Total General Fund Portfolio	**$222.7M**	**100.0%**	**Fully Collateralized / Liquid**



8. Board Resolutions for Formal Adoption

RESOLUTION APPROVING REVIEW OF INVESTMENT PROGRAM

WHEREAS, Section 2256.005(e) of the Public Funds Investment Act requires the Board of Trustees of Conroe Independent School District to review the District's investment policy and investment strategies set forth in Board Policy CDA (Local) not less than annually; and

WHEREAS, the District's investment policy for fiscal year 2026-2027 includes minor changes from the district's investment policy for fiscal year 2025-2026 related to distributors of investment pools in that they must be in good standing as already applicable to representatives of brokers/dealers as well as a statement specifying that District funds will be invested in compliance with the Public Funds Investment Act.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Conroe Independent School District has reviewed and hereby adopts the District investment policy for fiscal year 2026-2027.

President, Board of Trustees

Secretary, Board of Trustees

RESOLUTION DESIGNATING DISTRICT INVESTMENT OFFICERS

WHEREAS, Section 2256.005(f) of the Public Funds Investment Act requires the Board of Trustees to designate one or more officers or employees as investment officer(s) responsible for investing District funds;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees designates the **Chief Financial Officer**, **Director of Finance**, **Assistant Director of Budget & Treasury Services**, and **Assistant Director of Accounting** as Investment Officers of Conroe ISD.

President, Board of Trustees **Secretary, Board of Trustees**

RESOLUTION APPROVING INDEPENDENT SOURCES OF INSTRUCTION

WHEREAS, Section 2256.008 of the Texas Government Code requires designated investment officers to attend mandatory statutory training from independent sources approved by the Board;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees approves the Texas Association of School Administrators (TASA), Texas Association of School Business Officials (TASBO) & regional affiliates, Harris County Department of Education (HCDE), and Regional Education Service Centers as approved independent training sources.

President, Board of Trustees **Secretary, Board of Trustees**

RESOLUTION APPROVING AUTHORIZED BROKER-DEALERS & INVESTMENT POOLS

WHEREAS, Government Code Section 2256.025 requires the Board of Trustees to annually review, revise, and adopt a list of qualified brokers authorized to engage in investment transactions with the District;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees adopts the following qualified brokers for FY 2026-2027: Deutsche Bank, BofA Securities, First Financial Equity Corp., Raymond James, Woodforest National Bank, Stifel Nicolaus & Co., HUB Investment Partners, Wells Fargo, and BOK Financial.

WHEREAS, Government Code Section 2256.016 requires the Board of Trustees to annually review, revise, and adopt a list of investment pools that are authorized to be utilized by the district;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees adopts the following investment pools for FY 2026-2027: First Public, TexPool, Texas CLASS, and TexSTAR/LOGIC.

President, Board of Trustees **Secretary, Board of Trustees**

Other Revenues: Investments

Texas Government Code § 2256.026. STATUTORY COMPLIANCE.

All investments made by entities must comply with this subchapter and all federal, state, and local statutes, rules, or regulations.

Texas Government Code § 2256.002. DEFINITIONS.

In this chapter:

(1) "Bond proceeds" means the proceeds from the sale of bonds, notes, and other obligations issued by an entity, and reserves and funds maintained by an entity for debt service purposes.

(2) "Book value" means the original acquisition cost of an investment plus or minus the accrued amortization or accretion.

(3) "Funds" means public funds in the custody of a state agency or local government that:

(A) are not required by law to be deposited in the state treasury; and

(B) the investing entity has authority to invest.

(4) "Institution of higher education" has the meaning assigned by Section 61.003, Education Code.

(5) "Investing entity" and "entity" mean an entity subject to this chapter and described by Section 2256.003.

(6) "Investment pool" means an entity created under this code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are:

(A) preservation and safety of principal;

(B) liquidity; and

(C) yield.

(7) "Local government" means a municipality, a county, a school district, a district or authority created under Section 52(b)(1) or (2), Article III, or Section 59, Article XVI, Texas Constitution, a fresh water supply district, a hospital district, and any political subdivision, authority, public corporation, body politic, or instrumentality of the State of Texas, and any nonprofit corporation acting on behalf of any of those entities.

(8) "Market value" means the current face or par value of an investment multiplied by the net selling price of the security as quoted by a recognized market pricing source quoted on the valuation date.

(9) "Pooled fund group" means an internally created fund of an investing entity in which one or more institutional accounts of the investing entity are invested.

(10) "Qualified representative" means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization, and who is one of the following:

(A) for a business organization doing business that is regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers;

(B) for a state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch of the bank or a person authorized by corporate resolution to act on behalf of and bind the banking institution;

(C) for an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the written instrument on behalf of the investment pool; or

(D) for an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or, if not subject to registration under that Act, registered with the State Securities Board, a person who is an officer or principal of the investment management firm.

(11) "School district" means a public school district.

(12) "Separately invested asset" means an account or fund of a state agency or local government that is not invested in a pooled fund group.

(13) "State agency" means an office, department, commission, board, or other agency that is part of any branch of state government, an institution of higher education, and any nonprofit corporation acting on behalf of any of those entities.

Texas Government Code § 2256.0208. LOCAL GOVERNMENT INVESTMENT OF BOND PROCEEDS AND PLEDGED REVENUE.

(a) In this section, "pledged revenue" means money pledged to the payment of or as security for:

(1) bonds or other indebtedness issued by a local government;

(2) obligations under a lease, installment sale, or other agreement of a local government; or

(3) certificates of participation in a debt or obligation described by Subdivision (1) or (2).

(b) The investment officer of a local government may invest bond proceeds or pledged revenue only to the extent permitted by this chapter, in accordance with:

(1) statutory provisions governing the debt issuance or the agreement, as applicable; and

(2) the local government's investment policy regarding the debt issuance or the agreement, as applicable.

Texas Government Code § 2256.011. AUTHORIZED INVESTMENTS: REPURCHASE AGREEMENTS.

(a) A fully collateralized repurchase agreement is an authorized investment under this subchapter if the repurchase agreement:

(1) has a defined termination date;

(2) is secured by a combination of cash and obligations described by Section 2256.009(a)(1) or 2256.013 or, if applicable, Section 2256.0204;

(3) requires the securities being purchased by the entity or cash held by the entity to be pledged to the entity either directly or through a joint account approved by the entity, held in the entity's name either directly or through a joint account approved by the entity, and deposited at the time the investment is made with the entity or with a third party selected and approved by the entity; and

(4) is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this state.

(a-1) A repurchase agreement made by an investing entity under this section may be submitted for clearing and settlement to a covered clearing agency, as defined by the Securities and Exchange Commission in Rule 17Ad-22 (17 C.F.R. Section 240.17Ad-22).

(b) In this section:

(1) "Joint account" means an account maintained by a custodian bank and established on behalf of two or more parties to engage in aggregate repurchase agreement transactions.

(2) "Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations described by Section 2256.009(a)(1) or

2256.013 or, if applicable, Section 2256.0204, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement.

(c) Notwithstanding any other law, the term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered.

(d) Money received by an entity under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

(e) Section 1371.059(c) applies to the execution of a repurchase agreement by an investing entity.

(f) An investing entity that contracts with an investment management firm under Section 2256.003(b) may authorize the firm to invest the entity's public funds or other funds under the entity's control in repurchase agreements as provided by this section using a joint account.

(g) An investment management firm responsible for managing a repurchase agreement transaction using a joint account on behalf of an investing entity as authorized under Subsection

(f) must ensure that:

(1) accounting and control procedures are implemented to document the investing entity's aggregate daily investment and pro rata share in the joint account;

(2) each party participating in the joint account retains the sole rights of ownership to the party's pro rata share of assets invested in the joint account, including investment earnings on those assets; and

(3) policies and procedures are implemented to prevent a party participating in the joint account from using any part of a balance of the joint account that is credited to another party.

Texas Government Code § 2256.0207. AUTHORIZED INVESTMENTS: PUBLIC JUNIOR COLLEGE DISTRICT FUNDS FROM MANAGEMENT AND DEVELOPMENT OF MINERAL RIGHTS.

(a) In addition to other investments authorized under this subchapter, the governing board of a public junior college district may invest funds received by the district from a lease or contract for the management and development of land owned by the district and leased for oil, gas, or other mineral development in any investment authorized to be made by a trustee under Subtitle B, Title 9, Property Code (Texas Trust Code).

(b) Funds invested by the governing board of a public junior college district under this section shall be segregated and accounted for separately from other funds of the district.

Texas Government Code § 2256.0204. AUTHORIZED INVESTMENTS: INDEPENDENT SCHOOL DISTRICTS.

(a) In this section, "corporate bond" means a senior secured debt obligation issued by a domestic business entity and rated not lower than "AA-" or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that:

(1) on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation; or

(2) is an unsecured debt obligation.

(b) This section applies only to an independent school district that qualifies as an issuer as defined by Section 1371.001.

(c) In addition to authorized investments permitted by this subchapter, an independent school district subject to this section may purchase, sell, and invest its funds and funds under its control in corporate bonds that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

(d) An independent school district subject to this section is not authorized by this section to:

(1) invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or

(2) invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

(e) An independent school district subject to this section may purchase, sell, and invest its funds and funds under its control in corporate bonds if the governing body of the district:

(1) amends its investment policy to authorize corporate bonds as an eligible investment;

(2) adopts procedures to provide for:

(A) monitoring rating changes in corporate bonds acquired with public funds; and

(B) liquidating the investment in corporate bonds; and

(3) identifies the funds eligible to be invested in corporate bonds.

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

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

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

(g) Repealed by Acts 2019, 86th Leg., R.S., Ch. 1133 (H.B. 2706), Sec. 5, eff. September 1, 2019.

Texas Government Code § 2256.005. INVESTMENT POLICIES; INVESTMENT STRATEGIES; INVESTMENT OFFICER.

(a) The governing body of an investing entity shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control.

(b) The investment policies must:

(1) be written;

(2) primarily emphasize safety of principal and liquidity;

(3) address investment diversification, yield, and maturity and the quality and capability of investment management; and

(4) include:

(A) a list of the types of authorized investments in which the investing entity's funds may be invested;

(B) the maximum allowable stated maturity of any individual investment owned by the entity;

(C) for pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date for the portfolio;

(D) methods to monitor the market price of investments acquired with public funds;

(E) a requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and

(F) procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Section 2256.021.

(c) The investment policies may provide that bids for certificates of deposit be solicited:

(1) orally;

(2) in writing;

(3) electronically; or

(4) in any combination of those methods.

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

(1) understanding of the suitability of the investment to the financial requirements of the entity;

(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.

(e) The governing body of an investing entity shall review its investment policy and investment

strategies not less than annually. The governing body shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

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

(g) Subsection (f) does not apply to a state agency, local government, or investment pool for which an officer of the entity is assigned by law the function of investing its funds.

Text of subsec. (h) as amended by Acts 1997, 75th Leg., ch. 685, Sec. 1

(h) An officer or employee of a commission created under Chapter 391, Local Government Code, is ineligible to be an investment officer for the commission under Subsection (f) if the officer or employee is an investment officer designated under Subsection (f) for another local government.

Text of subsec. (h) as amended by Acts 1997, 75th Leg., ch. 1421, Sec. 3

(h) An officer or employee of a commission created under Chapter 391, Local Government Code, is ineligible to be designated as an investment officer under Subsection (f) for any investing entity other than for that commission.

(i) An investment officer of an entity who has a personal business relationship with a business organization offering to engage in an investment transaction with the entity shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the investment officer's entity shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity. For purposes of this subsection, 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.

(j) The governing body of an investing entity may specify in its investment policy that any investment authorized by this chapter is not suitable.

(k) A written copy of the investment policy shall be presented to any business organization offering to engage in an investment transaction with an investing entity. For purposes of this subsection and Subsection (l), "business organization" means an investment pool or investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio that has accepted authority granted by the entity under the contract to exercise investment discretion in regard to the investing entity's funds. Nothing in this subsection relieves the investing entity of the responsibility for monitoring the investments made by the investing entity to determine that they are in compliance with the investment policy. The qualified representative of the business organization offering to engage in an investment transaction with an investing entity shall execute a written instrument in a form acceptable to the investing entity and the business organization substantially to the effect that the business organization has:

(1) received and reviewed the investment policy of the entity; and

(2) acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the entity

and the organization that are not authorized by the entity's investment policy, except to the extent that this authorization:

(A) is dependent on an analysis of the makeup of the entity's entire portfolio;

(B) requires an interpretation of subjective investment standards; or

(C) relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

(l) The investment officer of an entity may not acquire or otherwise obtain any authorized investment described in the investment policy of the investing entity from a business organization that has not delivered to the entity the instrument required by Subsection (k).

(m) An investing entity other than a state agency, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the entity's established investment policies.

(n) Except as provided by Subsection (o), at least once every two years a state agency shall arrange for a compliance audit of management controls on investments and adherence to the agency's established investment policies. The compliance audit shall be performed by the agency's internal auditor or by a private auditor employed in the manner provided by Section 321.020. Not later than January 1 of each even-numbered year a state agency shall report the results of the most recent audit performed under this subsection to the state auditor. Subject to a risk assessment and to the legislative audit committee's approval of including a review by the state auditor in the audit plan under Section 321.013, the state auditor may review information provided under this section. If review by the state auditor is approved by the legislative audit committee, the state auditor may, based on its review, require a state agency to also report to the state auditor other information the state auditor determines necessary to assess compliance with laws and policies applicable to state agency investments. A report under this subsection shall be prepared in a manner the state auditor prescribes.

(o) The audit requirements of Subsection (n) do not apply to assets of a state agency that are invested by the comptroller under Section 404.024.

Texas Government Code § 2256.003. AUTHORITY TO INVEST FUNDS; ENTITIES SUBJECT TO THIS CHAPTER.

(a) Each governing body of the following entities may purchase, sell, and invest its funds and funds under its control in investments authorized under this subchapter in compliance with investment policies approved by the governing body and according to the standard of care prescribed by Section 2256.006:

(1) a local government;

(2) a state agency;

(3) a nonprofit corporation acting on behalf of a local government or a state agency; or

(4) an investment pool acting on behalf of two or more local governments, state agencies, or a combination of those entities.

(b) In the exercise of its powers under Subsection (a), the governing body of an investing entity may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under authority of this subsection may not be for a term longer than two years. A renewal or extension of the contract must be made by the governing body of the investing entity by order, ordinance, or resolution.

(c) This chapter does not prohibit an investing entity or investment officer from using the entity's employees or the services of a contractor of the entity to aid the investment officer in the execution of the officer's duties under this chapter.

Texas Government Code § 2256.008. INVESTMENT TRAINING; LOCAL GOVERNMENTS.

(a) Except as provided by Subsections (a-1), (b), (b-1), (e), and (f), the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a local government shall:

(1) attend at least one training session from an independent source approved by the governing

body of the local government or a designated investment committee advising the investment officer as provided for in the investment policy of the local government and containing at least 10 hours of instruction relating to the treasurer's or officer's responsibilities under this subchapter within 12 months after taking office or assuming duties; and

(2) attend an investment training session not less than once in a two-year period that begins on the first day of that local government's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than 10 hours of instruction relating to investment responsibilities under this subchapter from an independent source approved by the governing body of the local government or a designated investment committee advising the investment officer as provided for in the investment policy of the local government.

(a-1) Except as provided by Subsection (g), the treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a school district or a municipality, in addition to the requirements of Subsection (a)(1), shall attend an investment training session not less than once in a two-year period that begins on the first day of the school district's or municipality's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under this subchapter from an independent source approved by the governing body of the school district or municipality, or by a designated investment committee advising the investment officer as provided for in the investment policy of the school district or municipality.

(b) An investing entity created under authority of Section 52(b), Article III, or Section 59, Article XVI, Texas Constitution, that has contracted with an investment management firm under Section 2256.003(b) and has fewer than five full-time employees or an investing entity that has contracted with another investing entity to invest the entity's funds may satisfy the training requirement provided by Subsection (a)(2) by having an officer of the governing body attend four hours of appropriate instruction in a two-year period that begins on the first day of that local government's fiscal year and consists of the two consecutive fiscal years after that date. The treasurer or chief financial officer of an investing entity created under authority of Section 52(b), Article III, or Section 59, Article XVI, Texas Constitution, and that has fewer than five full-time employees is not required to attend training required by this section unless the person is also the investment officer of the entity.

(b-1) A housing authority created under Chapter 392, Local Government Code, may satisfy the training requirement provided by Subsection (a)(2) by requiring the following person to attend, in each two-year period that begins on the first day of that housing authority's fiscal year and consists of the two consecutive fiscal years after that date, at least five hours of appropriate instruction:

(1) the treasurer, or the chief financial officer if the treasurer is not the chief financial officer, or the investment officer; or

(2) if the authority does not have an officer described by Subdivision (1), another officer of the authority.

(c) Training under this section must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with this chapter.

(d) Not later than December 31 each year, each individual, association, business, organization, governmental entity, or other person that provides training under this section shall report to the comptroller a list of the governmental entities for which the person provided required training under this section during that calendar year. An individual's reporting requirements under this subsection are satisfied by a report of the individual's employer or the sponsoring or organizing entity of a training program or seminar.

(e) This section does not apply to a district governed by Chapter 36 or 49, Water Code.

(f) Subsection (a)(2) does not apply to an officer of a municipality or housing authority if the municipality or housing authority:

(1) does not invest municipal or housing authority funds, as applicable; or

(2) only deposits those funds in:

(A) interest-bearing deposit accounts; or

(B) certificates of deposit as authorized by Section 2256.010.

(g) Subsection (a-1) does not apply to the treasurer, chief financial officer, or investment officer of a school district if:

(1) the district:

(A) does not invest district funds; or

(B) only deposits those funds in:

(i) interest-bearing deposit accounts; or

(ii) certificates of deposit as authorized by Section 2256.010; and

(2) the treasurer, chief financial officer, or investment officer annually submits to the agency a sworn affidavit identifying the applicable criteria under Subdivision (1) that apply to the district.

Texas Government Code § 2256.006. STANDARD OF CARE.

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

(1) preservation and safety of principal;

(2) liquidity; and

(3) yield.

(b) In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

(1) the investment of all funds, or funds under the entity's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and

(2) whether the investment decision was consistent with the written investment policy of the entity.

Texas Government Code § 2256.023. INTERNAL MANAGEMENT REPORTS.

(a) Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of investment transactions for all funds covered by this chapter for the preceding reporting period.

(b) The report must:

(1) describe in detail the investment position of the entity on the date of the report;

(2) be prepared jointly by all investment officers of the entity;

(3) be signed by each investment officer of the entity;

(4) contain a summary statement of each pooled fund group that states the:

(A) beginning market value for the reporting period;

(B) ending market value for the period; and

(C) fully accrued interest for the reporting period;

(5) state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;

(6) state the maturity date of each separately invested asset that has a maturity date;

(7) state the account or fund or pooled group fund in the state agency or local government for which each individual investment was acquired; and

(8) state the compliance of the investment portfolio of the state agency or local government as it relates to:

(A) the investment strategy expressed in the agency's or local government's investment policy; and

(B) relevant provisions of this chapter.

(c) The report shall be presented not less than quarterly to the governing body and the chief executive officer of the entity within a reasonable time after the end of the period.

(d) If an entity invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

Texas Government Code § 2256.025. SELECTION OF AUTHORIZED BROKERS.

The governing body of an entity subject to this subchapter or the designated investment committee of the entity shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the entity.

Texas Government Code § 2256.009. AUTHORIZED INVESTMENTS: OBLIGATIONS OF OR GUARANTEED BY GOVERNMENTAL ENTITIES.

(a) Except as provided by Subsection (b), the following are authorized investments under this subchapter:

(1) obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

(2) direct obligations of this state or its agencies and instrumentalities;

(3) collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;

(4) other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective 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;

(5) obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;

(6) bonds issued, assumed, or guaranteed by the State of Israel;

(7) interest-bearing banking deposits that are guaranteed or insured by:

(A) the Federal Deposit Insurance Corporation or its successor; or

(B) the National Credit Union Share Insurance Fund or its successor; and

(8) interest-bearing banking deposits other than those described by Subdivision (7) if:

(A) the funds invested in the banking deposits are invested through:

(i) a broker with a main office or branch office in this state that the investing entity selects from a list the governing body or designated investment committee of the entity adopts as required by Section 2256.025; or

(ii) a depository institution with a main office or branch office in this state that the investing entity selects;

(B) the broker or depository institution selected as described by Paragraph (A) arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the investing entity's account;

(C) the full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and

(D) the investing entity appoints as the entity's custodian of the banking deposits issued for the entity's account:

(i) the depository institution selected as described by Paragraph (A);

(ii) an entity described by Section 2257.041(d); or

(iii) a clearing broker dealer registered with the Securities and Exchange Commission and operating under Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

(b) The following are not authorized investments under this section:

(1) obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;

(2) obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;

(3) collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and

(4) collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Texas Government Code § 2256.010. AUTHORIZED INVESTMENTS: CERTIFICATES OF DEPOSIT AND SHARE CERTIFICATES.

(a) A certificate of deposit or share certificate is an authorized investment under this subchapter if the certificate is issued by a depository institution that has its main office or a branch office in this state and is:

(1) guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;

(2) secured by obligations that are described by Section 2256.009(a), including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities of the nature described by Section 2256.009(b); or

(3) secured in accordance with Chapter 2257 or in any other manner and amount provided by law for deposits of the investing entity.

(b) In addition to the authority to invest funds in certificates of deposit under Subsection (a), an investment in certificates of deposit made in accordance with the following conditions is an authorized investment under this subchapter:

(1) the funds are invested by an investing entity through:

(A) a broker that has its main office or a branch office in this state and is selected from a list adopted by the investing entity as required by Section 2256.025; or

(B) a depository institution that has its main office or a branch office in this state and that is selected by the investing entity;

(2) the broker or the depository institution selected by the investing entity under Subdivision (1) arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the investing entity;

(3) the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and

(4) the investing entity appoints the depository institution selected by the investing entity under Subdivision (1), an entity described by Section 2257.041(d), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the investing entity with respect to the certificates of deposit issued for the account of the investing entity.

Texas Government Code § 2256.0115. AUTHORIZED INVESTMENTS: SECURITIES LENDING PROGRAM.

(a) A securities lending program is an authorized investment under this subchapter if it meets the conditions provided by this section.

(b) To qualify as an authorized investment under this subchapter:

(1) the value of securities loaned under the program must be not less than 100 percent collateralized, including accrued income;

(2) a loan made under the program must allow for termination at any time;

(3) a loan made under the program must be secured by:

(A) pledged securities described by Section 2256.009;

(B) pledged irrevocable letters of credit issued by a bank that is:

(i) organized and existing under the laws of the United States or any other state; and

(ii) continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or

(C) cash invested in accordance with Section:

(i) 2256.009;

(ii) 2256.013;

(iii) 2256.014; or

(iv) 2256.016;

(4) the terms of a loan made under the program must require that the securities being held as collateral be:

(A) pledged to the investing entity;

(B) held in the investing entity's name; and

(C) deposited at the time the investment is made with the entity or with a third party selected by or approved by the investing entity;

(5) a loan made under the program must be placed through:

(A) a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003; or

(B) a financial institution doing business in this state; and

(6) an agreement to lend securities that is executed under this section must have a term of one year or less.

Texas Government Code § 2256.012. AUTHORIZED INVESTMENTS: BANKER'S ACCEPTANCES.

A bankers' acceptance is an authorized investment under this subchapter if the bankers' acceptance:

(1) has a stated maturity of 270 days or fewer from the date of its issuance;

(2) will be, in accordance with its terms, liquidated in full at maturity;

(3) is eligible for collateral for borrowing from a Federal Reserve Bank; and

(4) is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating agency.

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Government Code § 2256.013. AUTHORIZED INVESTMENTS: COMMERCIAL PAPER.

Commercial paper is an authorized investment under this subchapter if the commercial paper:

(1) has a stated maturity of 365 days or fewer from the date of its issuance; and

(2) is rated not less than A-1 or P-1 or an equivalent rating by at least:

(A) two nationally recognized credit rating agencies; or

(B) one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

Texas Government Code § 2256.014. AUTHORIZED INVESTMENTS: MUTUAL FUNDS.

(a) A no-load money market mutual fund is an authorized investment under this subchapter if the mutual fund:

(1) is registered with and regulated by the Securities and Exchange Commission;

(2) provides the investing entity with a prospectus and other information required by the Securities Exchange Act of 1934 (15 U.S.C. Section 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.); and

(3) complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

(b) In addition to a no-load money market mutual fund permitted as an authorized investment in Subsection (a), a no-load mutual fund is an authorized investment under this subchapter if the mutual fund:

(1) is registered with the Securities and Exchange Commission;

(2) has an average weighted maturity of less than two years; and

(3) either:

(A) has a duration of one year or more and is invested exclusively in obligations approved by this subchapter; or

(B) has a duration of less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

(c) An entity is not authorized by this section to:

(1) invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Subsection (b);

(2) invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Subsection (b); or

(3) invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Subsection (a) or (b) in an amount that exceeds 10 percent of the total assets of the mutual fund.

Texas Government Code § 2256.015. AUTHORIZED INVESTMENTS: GUARANTEED INVESTMENT CONTRACTS.

(a) A guaranteed investment contract is an authorized investment for bond proceeds under this subchapter if the guaranteed investment contract:

(1) has a defined termination date;

(2) is secured by obligations described by Section 2256.009(a)(1), excluding those obligations described by Section 2256.009(b), in an amount at least equal to the amount of bond proceeds invested under the contract; and

(3) is pledged to the entity and deposited with the entity or with a third party selected and approved by the entity.

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

(c) To be eligible as an authorized investment:

(1) the governing body of the entity must specifically authorize guaranteed investment contracts as an eligible investment in the order, ordinance, or resolution authorizing the issuance of bonds;

(2) the entity must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;

(3) the entity must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;

(4) the price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and

(5) the provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

(d) Section 1371.059(c) applies to the execution of a guaranteed investment contract by an investing entity.

Texas Government Code § 2256.016. AUTHORIZED INVESTMENTS: INVESTMENT POOLS.

(a) An entity may invest its funds and funds under its control through an eligible investment pool if the governing body of the entity by rule, order, ordinance, or resolution, as appropriate, authorizes investment in the particular pool. An investment pool shall invest the funds it receives from entities in authorized investments permitted by this subchapter. An investment pool may invest its funds in

money market mutual funds to the extent permitted by and consistent with this subchapter and the investment policies and objectives adopted by the investment pool.

(b) To be eligible to receive funds from and invest funds on behalf of an entity under this chapter, an investment pool must furnish to the investment officer or other authorized representative of the entity an offering circular or other similar disclosure instrument that contains, at a minimum, the following information:

(1) the types of investments in which money is allowed to be invested;

(2) the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool;

(3) the maximum stated maturity date any investment security within the portfolio has;

(4) the objectives of the pool;

(5) the size of the pool;

(6) the names of the members of the advisory board of the pool and the dates their terms expire;

(7) the custodian bank that will safekeep the pool's assets;

(8) whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation;

(9) whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment;

(10) the name and address of the independent auditor of the pool;

(11) the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool;

(12) the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios; and

(13) the pool's policy regarding holding deposits in cash.

(c) To maintain eligibility to receive funds from and invest funds on behalf of an entity under this chapter, an investment pool must furnish to the investment officer or other authorized representative of the entity:

(1) investment transaction confirmations; and

(2) a monthly report that contains, at a minimum, the following information:

(A) the types and percentage breakdown of securities in which the pool is invested;

(B) the current average dollar-weighted maturity, based on the stated maturity date, of the pool;

(C) the current percentage of the pool's portfolio in investments that have stated maturities of more than one year;

(D) the book value versus the market value of the pool's portfolio, using amortized cost valuation;

(E) the size of the pool;

(F) the number of participants in the pool;

(G) the custodian bank that is safekeeping the assets of the pool;

(H) a listing of daily transaction activity of the entity participating in the pool;

(I) the yield and expense ratio of the pool, including a statement regarding how yield is calculated;

(J) the portfolio managers of the pool; and

(K) any changes or addenda to the offering circular.

(d) An entity by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds.

(e) In this section, for purposes of an investment pool for which a $1.00 net asset value is maintained, "yield" shall be calculated in accordance with regulations governing the registration of open-end management investment companies under the Investment Company Act of 1940, as promulgated from time to time by the federal Securities and Exchange Commission.

(f) To be eligible to receive funds from and invest funds on behalf of an entity under this chapter:

(1) a public funds investment pool that uses amortized cost or fair value accounting must mark its portfolio to market daily; and

(2) if the investment pool uses amortized cost:

(A) the investment pool must, to the extent reasonably possible, stabilize at a $1.00 net asset value, when rounded and expressed to two decimal places;

(B) the governing body of the investment pool must, if the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, take action as the body determines necessary to eliminate or reduce to the extent reasonably practicable any dilution or unfair

result to existing participants, including a sale of portfolio holdings to attempt to maintain the ratio between 0.995 and 1.005; and

(C) the investment pool must, in addition to the requirements of its investment policy and any other forms of reporting, report yield to its investors in accordance with regulations of the federal Securities and Exchange Commission applicable to reporting by money market funds.

(g) To be eligible to receive funds from and invest funds on behalf of an entity under this chapter, a public funds investment pool must have an advisory board composed:

(1) equally of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for a public funds investment pool created under Chapter 791 and managed by a state agency; or

(2) of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for other investment pools.

(h) To maintain eligibility to receive funds from and invest funds on behalf of an entity under this chapter, an investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

(i) If the investment pool operates an Internet website, the information in a disclosure instrument or report described in Subsections (b), (c)(2), and (f) must be posted on the website.

(j) To maintain eligibility to receive funds from and invest funds on behalf of an entity under this chapter, an investment pool must make available to the entity an annual audited financial statement of the investment pool in which the entity has funds invested.

(k) If an investment pool offers fee breakpoints based on fund balances invested, the investment pool in advertising investment rates must include either all levels of return based on the breakpoints provided or state the lowest possible level of return based on the smallest level of funds invested.

Texas Government Code § 2256.019. RATING OF CERTAIN INVESTMENT POOLS.

A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

Texas Government Code § 2256.0206. AUTHORIZED INVESTMENTS: HEDGING TRANSACTIONS.

(a) In this section:

(1) "Eligible entity" means a political subdivision that has:

(A) a principal amount of at least $250 million in:

(i) outstanding long-term indebtedness;

(ii) long-term indebtedness proposed to be issued; or

(iii) a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and

(B) outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

(2) "Eligible project" has the meaning assigned by Section 1371.001.

(3) "Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

(b) This section prevails to the extent of any conflict between this section and:

(1) another law; or

(2) an eligible entity's municipal charter, if applicable.

(c) The governing body of an eligible entity shall establish the entity's policy regarding hedging transactions.

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

(e) An eligible entity may pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.

(f) Section 1371.059(c) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

(g) An eligible entity may credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

(h) An eligible entity's cost of or payment under a hedging contract or agreement may be considered:

(1) an operation and maintenance expense of the eligible entity;

(2) an acquisition expense of the eligible entity;

(3) a project cost of an eligible project; or

(4) a construction expense of the eligible entity.

Texas Government Code § 2256.017. EXISTING INVESTMENTS.

Except as provided by Chapter 2270, an entity is not required to liquidate investments that were authorized investments at the time of purchase.

Texas Government Code § 2256.021. EFFECT OF LOSS OF REQUIRED RATING.

An investment that requires a minimum rating under this subchapter does not qualify as an authorized investment during the period the investment does not have the minimum rating. An entity shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating.

Texas Education Code § 45.107. INVESTMENT OF GIFTS, DEVISES, AND BEQUESTS.

A gift, devise, or bequest made to a school district to provide college scholarships for graduates of the district may be invested by the board of trustees of the district as provided by Section 117.004, Property Code, unless otherwise specifically provided by the terms of the gift, devise, or bequest.

Texas Government Code § 2256.004. APPLICABILITY.

(a) This subchapter does not apply to:

(1) a public retirement system as defined by Section 802.001;

(2) state funds invested as authorized by Section 404.024;

(3) an institution of higher education having total endowments of at least $150 million in book value on September 1, 2017;

(4) funds invested by the Veterans' Land Board as authorized by Chapter 161, 162, or 164, Natural Resources Code;

(5) registry funds deposited with the county or district clerk under Chapter 117, Local Government Code; or

(6) a deferred compensation plan that qualifies under either Section 401(k) or 457 of the Internal Revenue Code of 1986 (26 U.S.C. Section 1 et seq.), as amended.

(b) This subchapter does not apply to an investment donated to an investing entity for a particular purpose or under terms of use specified by the donor.

Texas Government Code § 2256.051. ELECTRONIC FUNDS TRANSFER.

Any local government may use electronic means to transfer or invest all funds collected or controlled by the local government.

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

Approved Investment Instruments

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

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

Investment Management

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

Liquidity And Maturity

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 18 months. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed three years from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

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

Diversity

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

Monitoring Market Prices

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

Monitoring Rating Changes

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Funds/Strategies

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

Operating Funds

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

Custodial Funds

Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Proprietary Funds	Investment strategies for proprietary funds shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. Maturities longer than one year are authorized provided legal limits are not exceeded.

Safekeeping And Custody

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

Sellers Of Investments

Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]

Representatives of brokers/dealers and of distributors of investment pools shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA). Distributors of investment pools shall also be a registrant in good standing with the Municipal Securities Rulemaking Board (MSRB).

Soliciting Bids For CDs

In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

Interest Rate Risk

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

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

Internal Controls

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

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

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

Collateralization

Collateralization shall be required on two types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level for repurchase agreements will be 102 percent of market value of principal and accrued interest.

The District has chosen to limit collateral to those items that are listed as approved investment instruments. The District reserves the right to refuse any collateral it does not consider acceptable.

Collateral shall always be held by an independent third party with whom the District has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) shall be supplied to the District and retained. The District grants the right of collateral substitution, with prior notice and consent of the District.

Annual Review

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

Annual Audit

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

Other Revenues:
Investments

Consider and Adopt Resolution Approving the Sources of Instruction Relating to Investment Responsibilities

Recommendation:
That the Conroe Independent School District Board of Trustees adopt the resolution approving sources of instruction relating to investment responsibilities, as submitted by Karen Garza, Chief Financial Officer and Cyndi Westrup, Director of Finance, and as recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:
In compliance with the Public Funds Investment Act, Section 2256.008(a) and 2256.008(a-1) of the Texas Government Code, within 12 months of taking office or assuming duties, investment officers are required to attend investment training from an independent source approved by the Board of Trustees. The initial training must contain at least 10 hours of instruction relating to their respective responsibilities. After the initial training is complete, the investment officers for the district are required to attend investment training not less than once in a two-year period and receive not less than 8 hours of instruction relating to investment responsibilities. The recommended sources of instruction are TASA, TASBO, any locally associated TASBO affiliates, HCDE, and region education service centers.

Policy Reference: Legal and Local Board Policy CDA

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Karen Garza
Chief Financial Officer

Cyndi Westrup
Director of Finance

Resolution Approving Independent Sources of Instruction
Relating to Investment Responsibilities

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

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

WHEREAS, the Texas Association of School Administrators ("TASA"), the Texas Association of School Business Officials ("TASBO"), any locally associated TASBO affiliates, Harris County Department of Education ("HCDE"), and region education service centers provide investment training sessions relating to investment responsibilities, and

WHEREAS, the Board of Trustees of Conroe Independent School District wish to approve TASA, TASBO, any locally associated TASBO affiliates, HCDE and region education service centers as independent sources of instruction to provide investment training sessions required by Section 2256.008(a) and Section 2256.008(a-1);

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Conroe Independent School District that TASA, TASBO, any locally associated TASBO affiliates, HCDE, and region education service centers be approved as independent sources of instruction relating to investment responsibilities for the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of this local government, as required by Section 2256.008(a) and Section 2256.008(a-1), Texas Government Code, as amended.

Adopted this 15th day of September 2026 by the Board of Trustees.

_____

President, Board of Trustees
Conroe Independent School District

Attest:

_____

Secretary, Board of Trustees
Conroe Independent School District

Consider and Adopt Resolution Designating the District's Investment Officers

Recommendation:
That the Conroe Independent School District Board of Trustees adopt the resolution designating the district's investment officers as submitted by Karen Garza, Chief Financial Officer and Cyndi Westrup, Director of Finance, and as recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:

Designate Investment Officers
In compliance with the Public Funds Investment Act, Section 2256.005(f), of the Texas Government Code, the Board of Trustees is required to designate one or more employees as investment officer of the district. We recommend that the Board adopt the resolution that designates the Chief Financial Officer, Director of Finance, Assistant Director of Budget and Treasury Services, and the Assistant Director of Accounting to serve as the investment officers of the district.

Policy Reference: Legal and Local Board Policy CDA

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Karen Garza
Chief Financial Officer

Cyndi Westrup
Director of Finance

Resolution of the Board to Designate Investment Officers

WHEREAS, Section 2256.005(f), of the Public Funds investment Act (Texas Government Code Chapter 2256) requires the Board of Trustees of Conroe Independent School District to designate one or more officers or employees as investment officer of the district; and

WHEREAS the investment officer is responsible for the investment of the district's funds consistent with the district's investment policy;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Conroe Independent School District designates the Chief Financial Officer, Director of Finance, Assistant Director of Budget and Treasury Services and the Assistant Director of Accounting to serve as the investment officers of the district to invest District funds as directed by the Board.

The authority of the investment officer granted by this resolution is effective until rescinded by the district or the termination of the named individuals' employment by the district.

Adopted this 15th day of September 2026, by the Board of Trustees.

_____
President, Board of Trustees
Conroe Independent School District

Attest:

_____
Secretary, Board of Trustees
Conroe Independent School District

Consider and Adopt Resolution Approving the List of Qualified Investment Brokers

Recommendation:
That the Conroe Independent School District Board of Trustees adopts the resolution approving the list of qualified investment brokers and investment pools as submitted by Karen Garza, Chief Financial Officer and Cyndi Westrup, Director of Finance, and as recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:

List of Qualified Investment Brokers & Investment Pools
In compliance with the Public Funds Investment Act (Texas Government Code Sections 2256.025 and 2256.016), the Board of Trustees shall conduct an annual review and adoption of the district's authorized list of qualified investment brokers and investment pools.

Policy Reference: Legal and Local Board Policy CDA

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Karen Garza
Chief Financial Officer

Cyndi Westrup
Director of Finance

Resolution Approving the List of Qualified Brokers & Investment Pools

WHEREAS, Government Code Section 2256.025, of the Public Funds Investment Act (Texas Government Code 2256,) (the "Act") requires the board to at least annually, review, revise and adopt a list of qualified brokers that are authorized to engage in investment transactions with the district;

BE IT FURTHER RESOLOVED that the Board of Trustees of Conroe Independent School District adopts the following list of qualified brokers for fiscal year 2026-2027 in compliance with the Act.

Deutsche Bank, BofA Securities, First Financial Equity Corporation, Raymond James, Woodforest National Bank, Stifel Nicolaus & Co. Inc., HUB Investment Partners, Wells Fargo, and BOK Financial.

WHEREAS, Government Code Section 2256.016, of the Public Funds Investment Act (Texas Government Code 2256,) (the "Act") requires the board to at least annually, review, revise and adopt a list of investment pools that are authorized to be utilized by the district;

BE IT FURTHER RESOLOVED that the Board of Trustees of Conroe Independent School District adopts the following list of investment pool for fiscal year 2026-2027 in compliance with the Act.

First Public, Texpool, Texas Class, and TexStar\Logic

Adopted this 15th day of September 2026, by the Board of Trustees.

_____
President, Board of Trustees
Conroe Independent School District

Attest:

_____
Secretary, Board of Trustees
Conroe Independent School District

Receive Fine Arts Department Review

Recommendation:
That the Conroe Independent School District Board of Trustees receive the Fine Arts Department Review as submitted by Dr. Mark Murrell, Assistant Superintendent for High Schools, and recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:
The Conroe ISD contracted with the Docentus Group to review and evaluate the Fine Arts Department. The review examined facilities and capital planning, staffing and resource allocations, alignment and UIL compliance, purchasing and travel, and communications and operations. Docentus visiting our campuses and facilities, met with groups of directors, parents and students to discuss information to the related topics. The review revealed the positive aspects of CISD Fine Arts programs as well as the areas for growth.

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Dr. Mark Murrell
Assistant Superintendent for High Schools

CONROE INDEPENDENT SCHOOL DISTRICT: FINE ARTS SYSTEMS & PROCESS REVIEW

FROM INDIVIDUAL EFFORT TO SYSTEMIC EXCELLENCE.

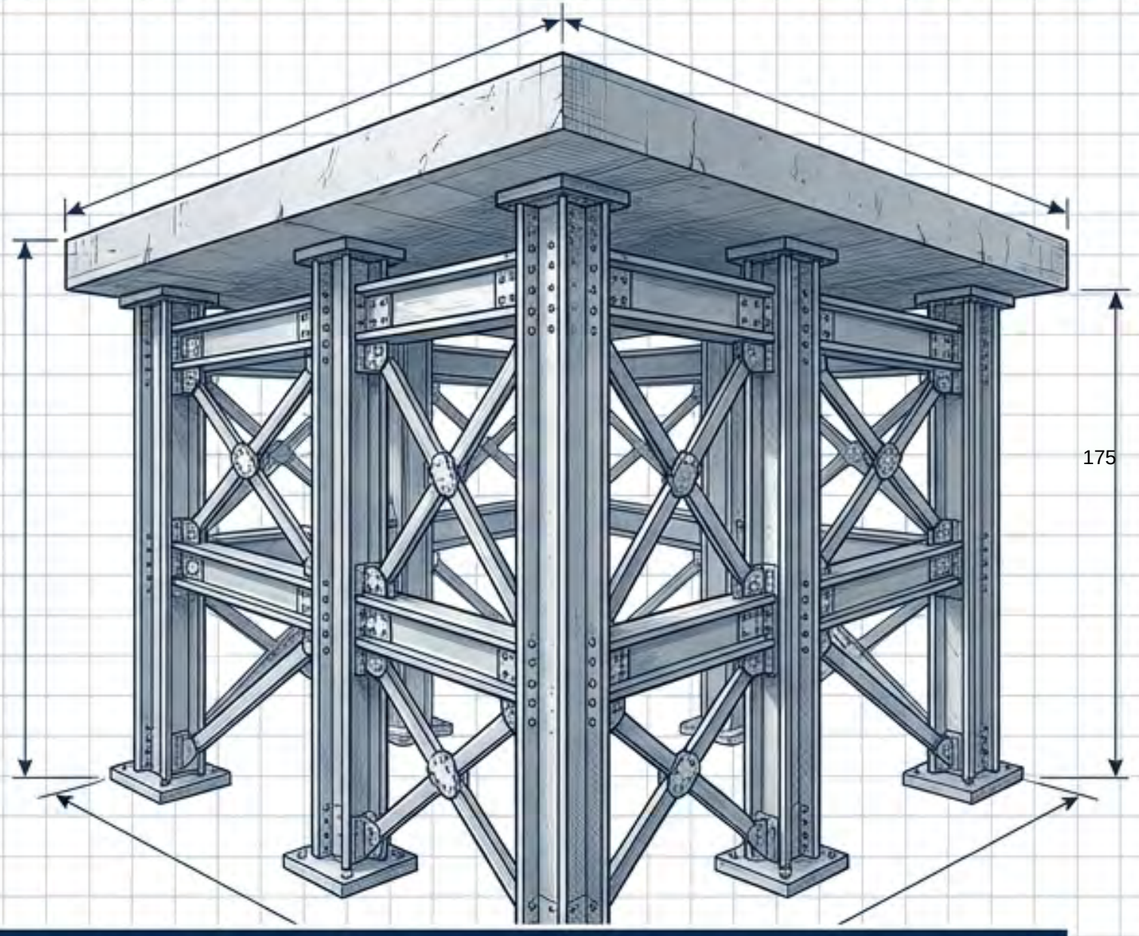
MAY - JULY 2026 | PREPARED BY THE DOCENTUS GROUP

Gemini Notebook

Current State: Individual Effort

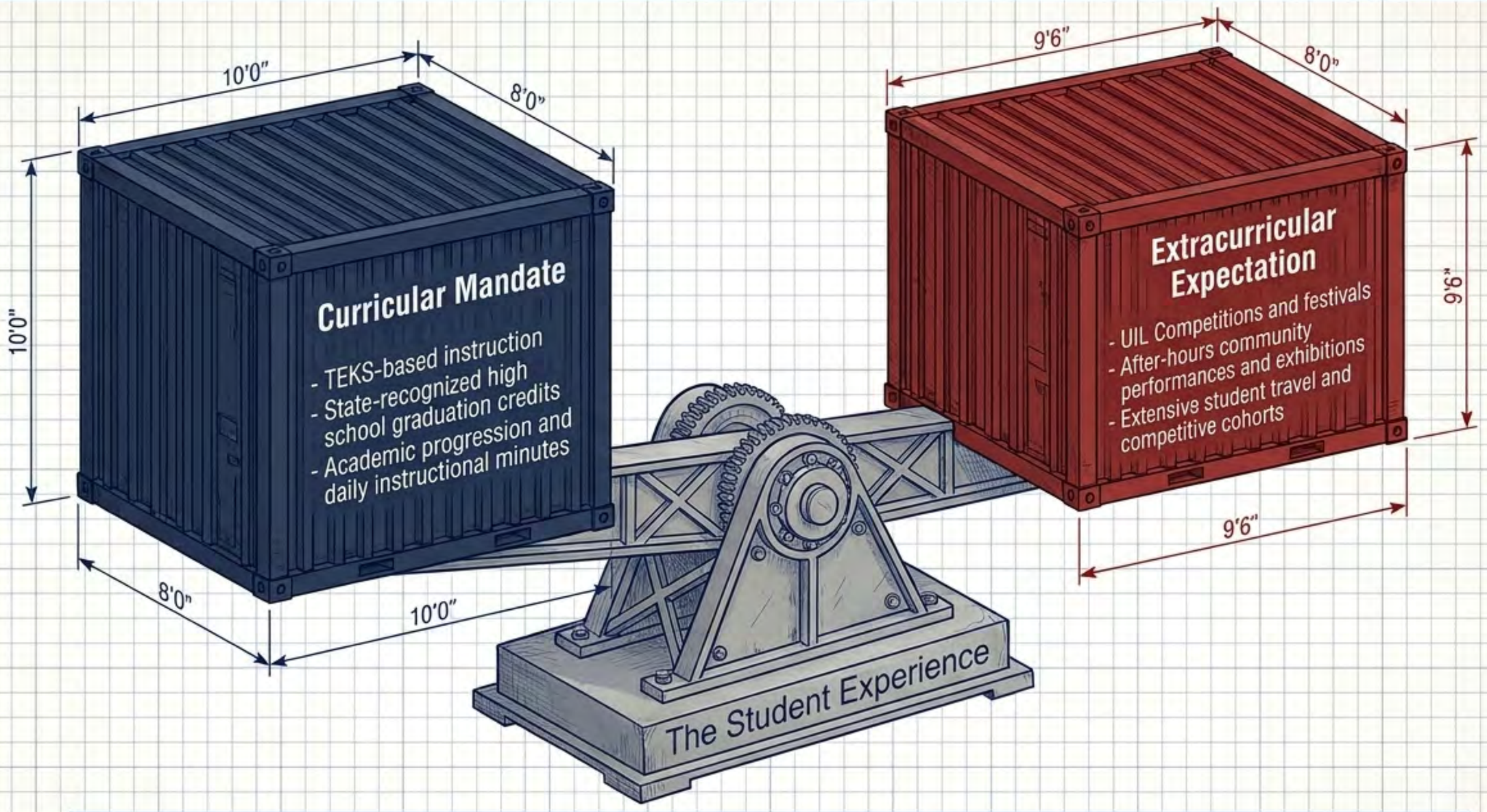


Target State: Systemic Support



Exceptional people have built exceptional programs.
But the next stage of growth cannot rely on individual heroics.
It requires strengthening the organizational systems that support these educators.

Gemini Notebook



Decisions regarding staffing, scheduling, facilities, and resources must account for Fine Arts occupying both realities simultaneously.

Gemini Notebook

71,312

Participating Students

~70

Campuses (Pre-K to 12th)

375

Campus Fine Arts Staff

The scale of operation rivals the total enrollment of mid-sized Texas cities. With new campuses under construction, the district has outgrown systems reliant on informal communication.

Gemini Notebook

Where the System Strains

Diagnostic Heatmap

The Structural Strengths
(The Culture)

Safety, Compliance & Risk
(84.7% Agreement)

Communication & Culture
(73.5% Agreement)

Staff clearly understand safety protocols and maintain high professional trust and morale.

The Structural Strains
(The Infrastructure)

Resources, Facilities & Assets
(34.1% - 43.0% Agreement)

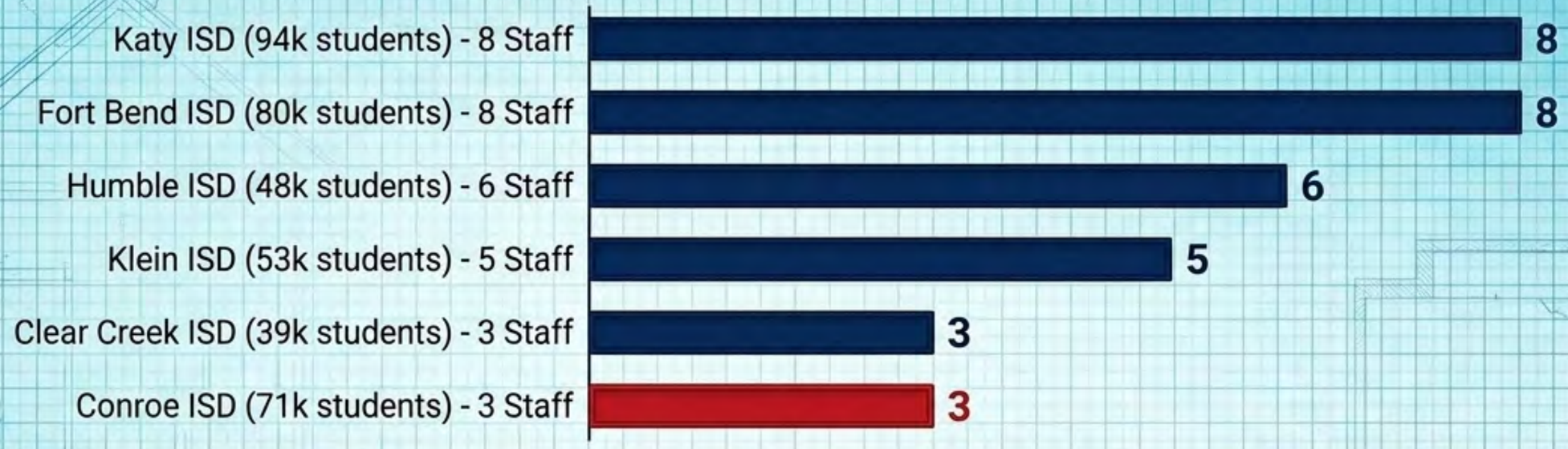
Human Capital & Staffing Allocations
(36.0% Agreement)

Strategic Sustainability
(37.7% Agreement)

The culture is thriving; the infrastructure is stressed. Educators are currently bridging the gap through unsustainable personal effort.

Gemini Notebook

Central Staffing Deficit: Peer Comparison



1 : 9,800

Extended Peer Average
(Central Staff-to-Student Ratio)

1 : 23,667

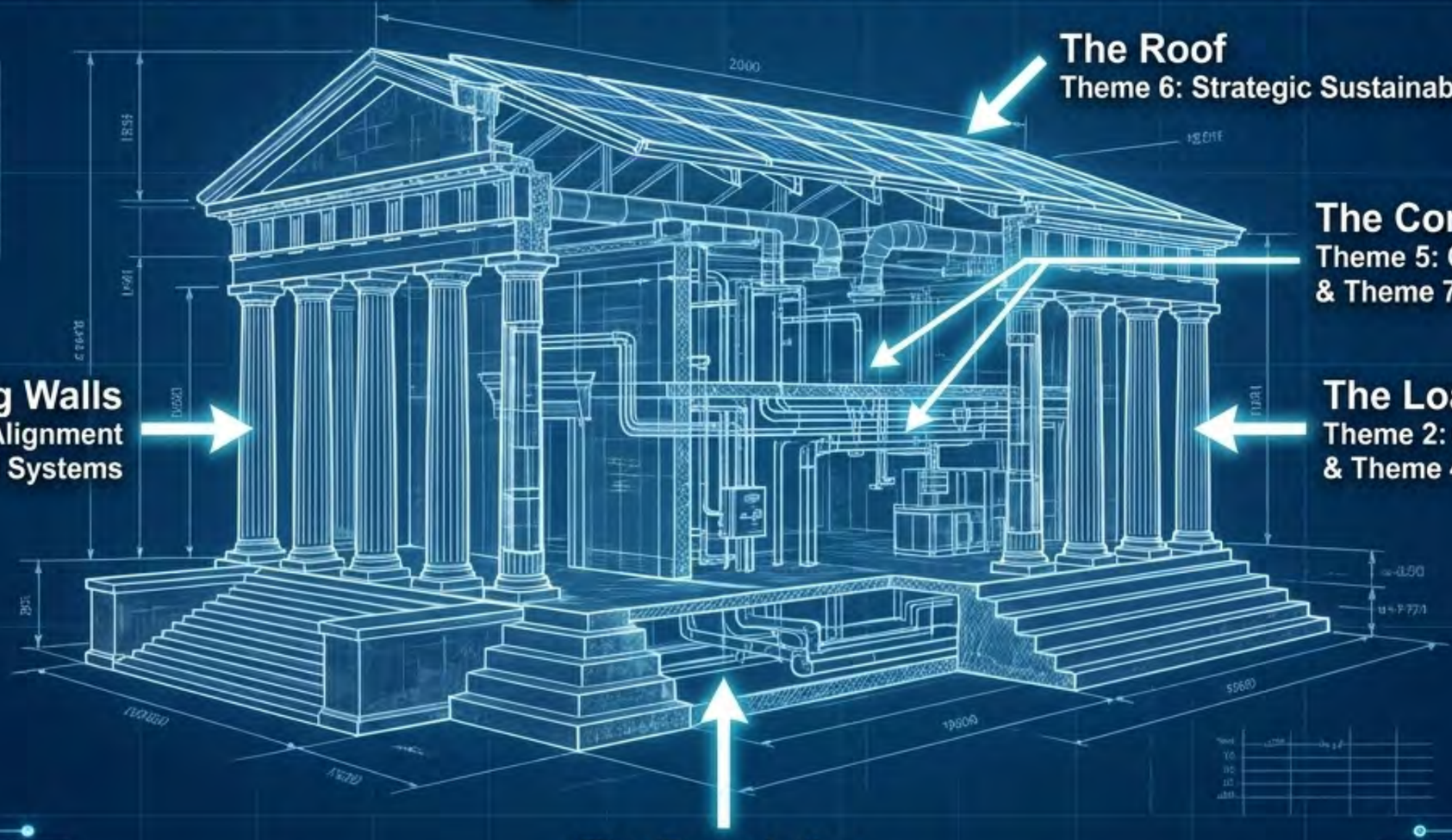
Conroe ISD Ratio

⚠ More than **2.4x** the peer ratio workload.

Even against mid-sized peers, Conroe operates with severe central leadership deficits that constrain district-wide support and force the burden onto individual campus educators.

Gemini Notebook

Architectural Blueprint — Synthesizing the 7 Themes of Organizational Structures



The Roof
Theme 6: Strategic Sustainability

The Connective Tissue
Theme 5: Communication/Culture & Theme 7: Community Advocacy

The Load-Bearing Walls
Theme 2: Instructional Alignment & Theme 4: Operational Systems

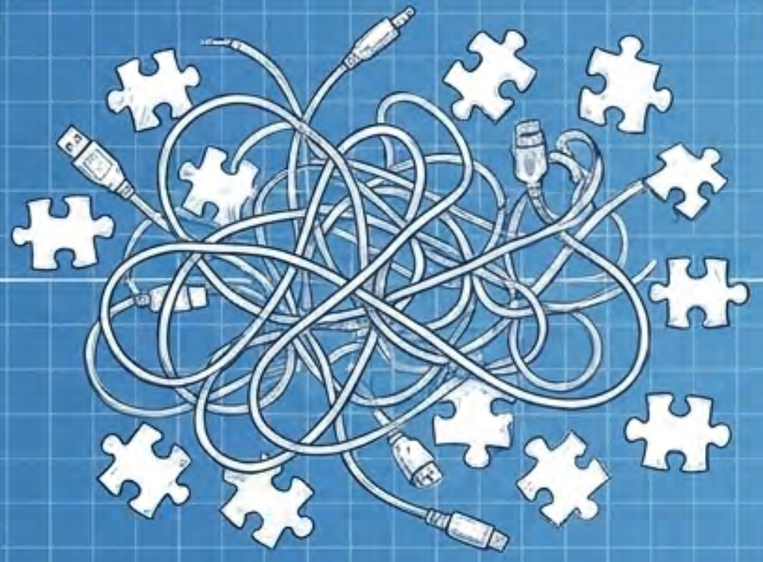
The Load-Bearing Walls
Theme 2: Instructional Alignment & Theme 4: Operational Systems

The Foundation
Theme 1: Leadership Capacity & Theme 3: Resources/Facilities

Gemini Notebook

Priority 1: Redefining Leadership & Operations

Current State: The Ad-Hoc System



- Heavy reliance on individual institutional knowledge.
- Vague division of authority between campus and district leadership.
- Highly site-based, isolated program handbooks lacking alignment.

Target State: The Engineered System

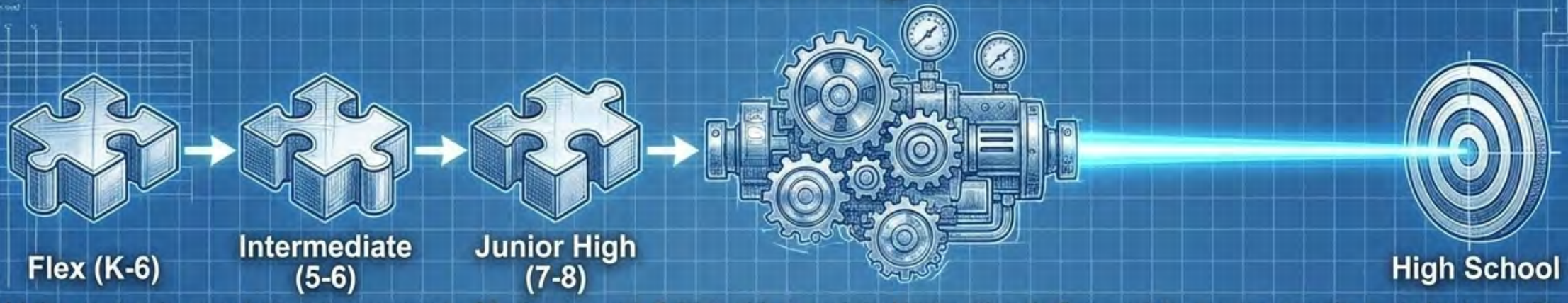


- Documented Standard Operating Procedures (SOPs) for purchasing, travel, and events.
- Clear delineation of campus vs. district roles.
- Expanded central fine arts staff aligned with peer benchmarks to actively support the ~80 campuses.

Gemini Notebook

Priority 2: Alignment & Resource Equity

Instructional Alignment



Bridging systemic gaps between campuses. Moving toward district-wide templated instructional alignment to ensure seamless student transitions.

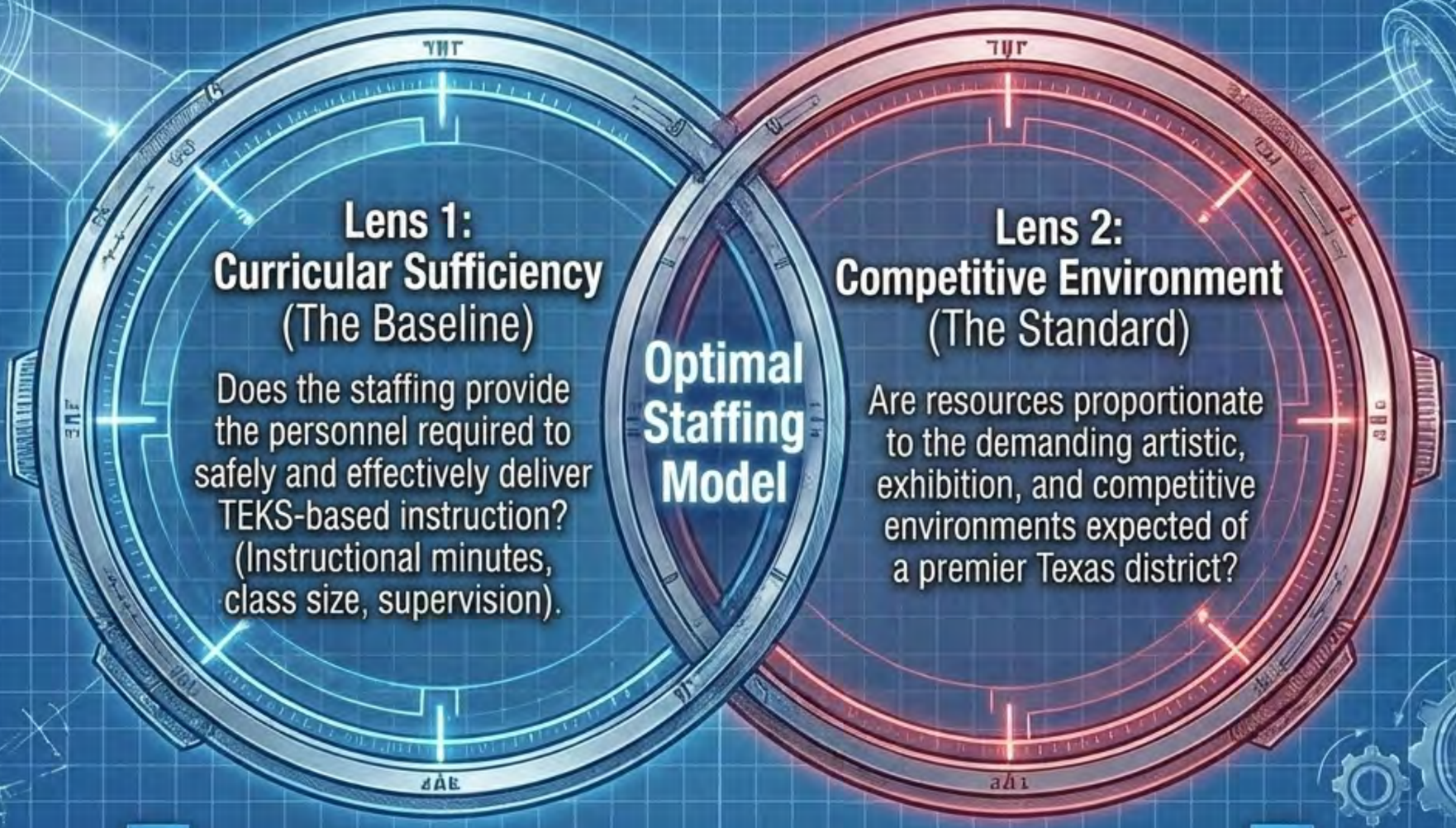
Resource Equity



1. Establishing district-wide replacement schedules for aging equipment.
2. Standardizing specialized instructional spaces.
3. Auditing and expanding facility storage capacity (instruments, costumes, scenery).

Gemini Notebook

Priority 3: The Dual-Lens Staffing Strategy



Staffing decisions cannot be a false choice between curriculum and competition. They must satisfy both lenses.

Gemini Notebook

Implementation Roadmap

Phase 1



Phase 1: Immediate Horizon

- Clarify district vs. campus leadership roles.
- Update staffing guidelines using competitive cohort data.
- Audit critical facility deficiencies.

Phase 2



Phase 2: Intermediate Horizon

- Implement standardized program handbooks.
- Establish district-wide equipment replacement cycles.
- Create cross-campus collaborative structures.

Phase 3



Phase 3: Long-Term Horizon

- Develop a 5-10 year Comprehensive Fine Arts Strategic Plan linking instruction, facilities, and financial planning.

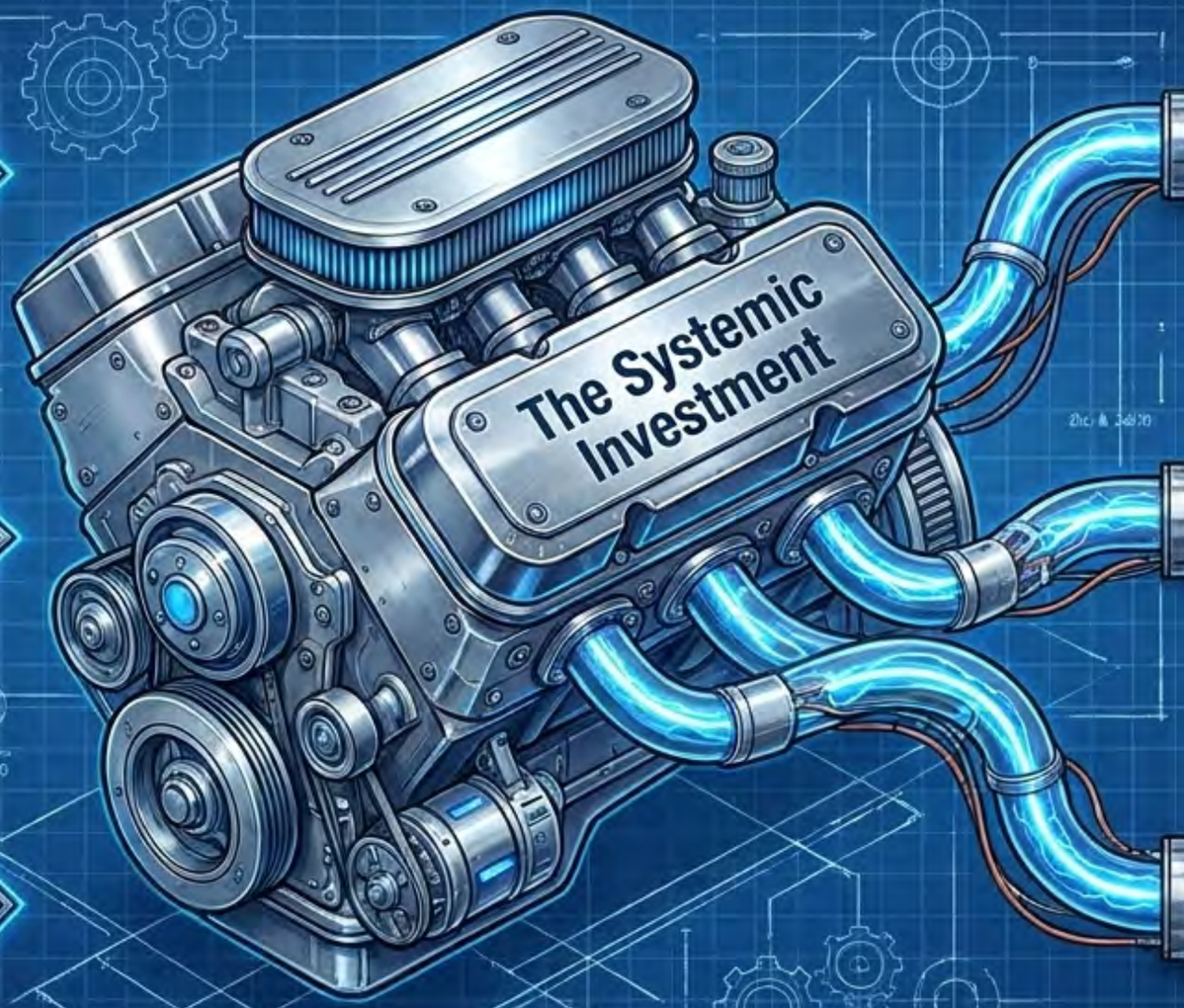
Gemini Notebook

Expected Organizational Impact

Clear Expectations

Structural Adjustments

Resource Equity



For Educators

Reduced administrative burden, clear expectations, and a sustainable, fair workload.

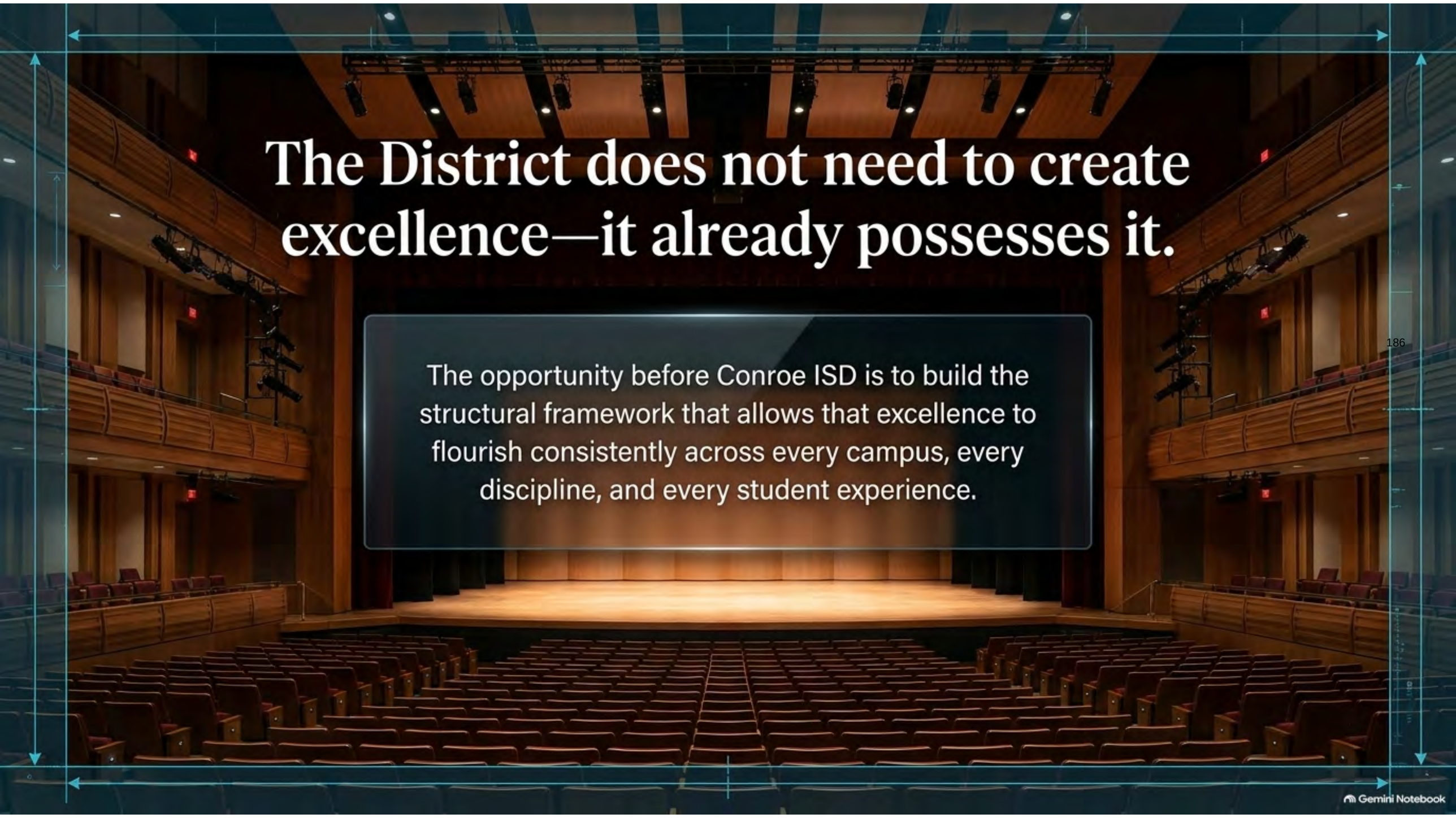
For the District

Efficient resource stewardship, risk mitigation, and the capacity for sustainable growth without organizational fracturing.

For Students

Equitable access to high-quality instruction and seamless artistic progression from elementary school to graduation.

Gemini Notebook


The District does not need to create excellence—it already possesses it.
The opportunity before Conroe ISD is to build the structural framework that allows that excellence to flourish consistently across every campus, every discipline, and every student experience.
186
Gemini Notebook

Receive Information Regarding the Implementation of High-Quality Instructional Materials for Mathematics Grades K through 12 and Elementary Language Arts K-5

Recommendation:
That the Conroe Independent School District Board of Trustees receive an update regarding the implementation of high-quality instructional materials (HQIM) for Mathematics grades K through 12 and Elementary Language Arts K-5, as submitted by Dr. Ted Landry, Deputy Superintendent, and as recommended by Dr. David Vinson Superintendent of Schools.

Explanation:
In response to HB 1605 of the 88th Texas Legislature and the subsequent State Board of Education (SBOE) approval of High Quality Instructional Materials (HQIM), Conroe ISD is actively advancing its curriculum initiatives for the 2026-2027 school year. Currently, the District is actively implementing the newly adopted Savvas Envision+ Math (K-Algebra II) materials while simultaneously continuing into year two of the Bluebonnet ELAR K-5 HQIM rollout.

To date, the District has focused on comprehensive preparation, resource distribution, and capacity building to ensure a smooth transition. Initial professional development sessions have been conducted for campus math leads/department chairs, administrators, and mathematics teachers to familiarize them with the new HQIM resources, digital platforms, and aligned pedagogical approaches.

Following the successful district-wide deployment of physical and digital materials, our curriculum teams and PLCs are now working collaboratively to embed these Tier 1 resources directly into daily instruction.

Policy Reference: EF & EFA Legal and EFA Local

Recommended by:

Dr. David Vinson
Superintendent of Schools

Submitted by:

Dr. Ted Landry
Deputy Superintendent

DRAFT

HIGH QUALITY INSTRUCTIONAL MATERIALS UPDATE

Mathematics and Language Arts

September 15, 2026

Mathematics Savvas Envision+ Texas K-Algebra II

Scope and Adoption

Actively implementing **Savvas Envision+ Math** for grades **K through Algebra II**. Full district-wide deployment for the 2026-2027 school year.

Professional Learning

Comprehensive sessions conducted for **campus leads, department chairs, and administrators** to ensure leadership readiness.

Teacher Capacity

Initial PD focused on **new HQIM resources, digital platforms**, and aligned pedagogical approaches for all mathematics teachers.

Resource Distribution

Successful deployment of both **physical and digital materials** across all campuses, ensuring day-one readiness.

DRAFT

ELAR Bluebonnet Learning K-5

Conroe ISD is entering **Year Two** of the Bluebonnet ELAR K-5 rollout.

The focus has shifted from initial adoption to **deep implementation** and instructional refinement.

Implementation Phase	Status
Resource Distribution	Complete
Initial PD (Year 1)	Complete
Year 2 Rollout	Complete
PLC Integration	Active

Focus: Tier 1 instructional alignment and student engagement with high-quality texts.

DRAFT

DRAFT

THANK YOU!

Discuss and Possibly Approve Change Order to the Job Order Contract for the South District Warehouse Renovation Project

Recommendation:
That the Conroe Independent School District Board of Trustees approve a change order to the Job Order Contract for the South District Warehouse Renovation Project and delegate authority to the Superintendent to complete negotiations and execute the contract documents as submitted by Easy Foster, Executive Director of Planning and Construction, and as recommended by Dr. David Vinson, Superintendent of Schools.

Explanation:
Nash Industries, is the Job Order Contract (JOC) Vendor approved for the South District Warehouse Renovation Project. The estimated cost approved by the Board on May 12, 2026 for materials and services was $1,600,000.00, funded from the Capital Projects Fund. If approved by the Board, the JOC for the project will increase by $872,430.15 and the new cost will not exceed $2,390,417.20.

During the initial permit review, it was discovered that the South District Warehouse, as it is being used and with the increased storage intended, is operating above the maximum allowable storage without fire suppression systems. This increase in cost will account for necessary building system upgrades to maximize storage capacity within the codes enforced by the Authority Having Jurisdiction.

Policy Reference: Legal and Local Board Policy CV; Legal Board Policy CVD

Recommended by:	**Submitted by:**
Dr. David Vinson *Superintendent of Schools*	Easy Foster *Executive Director of Planning & Construction*

Job Order Contract Change Order

Board Policy CV (Local)

Project Description	**South Warhouse HVAC Expansion**
Location	27075 Geffert Wright Road
Architect of Record	Stantec
Contractor	Nash Industries
Board Approval of Original Contract	May 12, 2026
Original Contract Amount	$ 1,517,987.05
Previous Changes	$ -
Current Contract Amount	$ 1,517,987.05
Amount of this Change	**$ 872,430.15**
Contract Amount After This Change	$ 2,390,417.20
JOC - Gordian Fee as a result of This Change	$ 17,274.12
Original Completion Date	December 4, 2026
Anticipated Completion Date After This Change	February 17, 2027
Description of Change	
During the Permit review for our, Board Approved, South Warehouse Renovation project, the City is requiring the addition of fire suppression systems on the site, the building, and the storage racks within the warehouse. The design team and contractor have been working with the City to address this in the most economical way possible. The review for permit revealed that the City has had the Warehouse listed as non compliant for an extended period of time and is requiring the upgrades. Some of the necessary equipment for the building fire suppression system require approximately 20 weeks to manufacture and deliver to the site or installation. The Anticipated completion date is an estimate and will be confirmed upon confirmation from the manufacturer, following approval of this change order.	

PCO #004

Nash Industries Inc
6610 Supply Row
Houston, Texas 77011
Phone: 281-829-4815
Fax: 281-783-2458

Project: CIS-26-040 - Conroe ISD South District Warehouse Renovation (CIS-26-040)
27075 Geffert Wright Dr.
Oak Ridge North, Texas 77386

Prime Contract Potential Change Order #004: PCO-004 Riser Room, Fire Sprinkler and Pump with Fire Alarm

TO:	Conroe Independent School District 3205 W. Davis St. Conroe, Texas 77304	**FROM:**	Nash Industries, Inc. 6610 Supply Row Houston, Texas 77011
PCO NUMBER/REVISION:	004 / 0	**CONTRACT:**	Need Contract - Conroe ISD-South District Warehouse
REQUEST RECEIVED FROM:		**CREATED BY:**	Amanda Hard **(Nash Industries, Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	9/2/2026
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$872,430.15

POTENTIAL CHANGE ORDER TITLE: PCO-004 Riser Room, Fire Sprinkler and Pump with Fire Alarm

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #004 - PCO-004 Riser Room, Fire Sprinkler and Pump with Fire Alarm
Changes in scope to meet updated codes and permitting.

ATTACHMENTS:
2026-303 R2 Conroe ISD Door Keying.pdf , _Conroe ISD Warehouse DG2662 revised Diesel and tank-1.pdf , _RE External Sender Conroe ISD Warehouse ROM .msg , _Conroe ISD Warehouse_Proposal-1.pdf , _CISD - S. Warehouse - Fire Alarm and BDA Proposal-1.pdf

#	Budget Code	Description	Amount
1	01-013100.OH Project Management and Coordin.Overhead	OH&P	$105,816.62
2	01-013000.O Bonds/Insurance/CP Fees.Other	Bonds & Insurance	$32,450.43
3	01-013100.OH Project Management and Coordin.Overhead	General Conditions	$20,609.10
4	03-030100.S Maintenance of Concrete.Commitment	Concrete	$5,500.00
5	08-080100.M Doors/Frames/Hardware.Materials	Doors Frames & Hardware for Riser Room Only	$4,789.00
6	09-092000.S Drywall/Patching/Insulation.Commitment	CMU & Drywall	$15,750.00
7	26-260100.S Electrical.Commitment	Electrical	$25,000.00
8	28-284600.S Fire Alarm.Commitment	Fire Alarm	$106,372.00
9	32-323000.S Pavement Markings.Commitment	Striping	$13,200.00
10	21-211300.S Fire Sprinkler.Commitment	Fire Sprinkler	$434,500.00
11	21-211000.S Fire Hydrant.Commitment	Fire Line & Hydrants	$53,590.00
12	22-220100.S Plumbing.Commitment	Plumbing	$20,898.00
13	05-055900.S Metal Specialties.Commitment	Railing	$5,236.00

PCO #004

#	Budget Code	Description	Amount
14	08-080100.S Doors/Frames/Hardware.Commitment	Re-Keying	$28,719.00
		Grand Total:	**$872,430.15**

Conroe Independent School District
3205 W. Davis St.
Conroe, Texas 77304

Nash Industries, Inc.
6610 Supply Row
Houston, Texas 77011

SIGNATURE **DATE**

SIGNATURE **DATE**

SIGNATURE **DATE**

TEC §39.008: Certification of Compliance with Certain Laws Required

Section 1: School System Information

Name of School District or Charter School: **Conroe Independent School District**

County-District Number (CDN): **170907**

Superintendent/CEO Name: **Dr. David Vinson**

Certification School Year: **2026-2027**

Section 2: Description of Required Policies and Procedures

Board Policy and District Procedure Copies are attached.	**Provide a description or attach a copy of the policies and procedures required by TEC, §§11.005(c) and 28.0022(h) and describe how employees and contractors were notified of these policies and procedures.** **§ 11.005(c):** A school district **shall adopt a policy and procedure** for the **appropriate discipline, including termination**, of a district employee or contractor who intentionally or knowingly engages in or assigns to another person diversity, equity, and inclusion duties. The **district shall provide a physical and electronic copy of the policy and procedure** to each district employee or contractor. **§ 28.0022(h):** A school district or open-enrollment charter school shall **adopt a policy and procedure** for the **appropriate discipline, including termination**, of a district or school employee or contractor who intentionally or knowingly engages in or assigns to another person an act prohibited by this section. The district or school **shall provide a physical and electronic copy of the policy and procedure** to each district or school employee or contractor.
EMB(LOCAL)	**EMB(LOCAL) is Conroe ISD's core SB 12 compliance and implementation Board Policy, and many Board Policies cross reference to EMB to ensure compliance.** The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board's Policy Manual and can be viewed here: EMB

§ 11.005(c) Compliance — DEI Duties Discipline Policy

- The policy applies to Subject Persons, including employees and contractors.
- The "Diversity, Equity, And Inclusion / Definitions" section restates § 11.005(a)'s six-part definition of "diversity, equity, and inclusion duties" (hiring influence, differential treatment, mandated race/sex-stereotyping training, policies/programs referencing race/color/ethnicity/gender identity/sexual orientation, equity audits, and DEI offices/positions).
- The "Prohibition" section states the District "(1) may not assign diversity, equity, and inclusion duties to any person; and (2) shall prohibit a district employee, contractor, or volunteer from engaging in diversity, equity, and inclusion duties at, for, or on behalf of the district."
- **The "Discipline For Violations" section states that a District employee "who knowingly engages in a violation of this Board policy or assigning to another person an act prohibited by this policy shall be cause for appropriate discipline, including termination."**
- **"Subject Persons, who are not district employees and contractors "may be immediately terminated or removed by the Superintendent or designee."**
- "Policy Distribution" states the District "shall make available a copy of this policy to all District Subject Persons."

§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy

- The policy applies to Subject Persons, including employees and contractors.
- The "Certain Instructional Requirements And Prohibitions" section sets out a ten-item list of prohibited instruction (race/sex superiority, inherent racism/sexism by virtue of race or sex, discrimination based on race/sex, moral worth tied to race/sex, inherited guilt, meritocracy-as-oppression, slavery-as-true-founding, anti-American sentiment).
- The policy covers the 1619 Project and CRT/SDI prohibitions. The policy bars teaching, instructing, or requiring understanding of "The 1619 Project" and anything connected to "Critical Race Theory or systemic discrimination ideologies," a defined term.
- **The "Discipline For Violations" clause covers "a violation of this Board policy" and includes discipline including termination for employees and contractors who violate the policy.**
- "Policy Distribution" states the District "shall make available a copy of this policy to all District Subject Persons."

District Procedure:

Employees: Board Policy EMB was implemented in the Employee Handbook (a District Procedure).

- On page 35 is the anti-DEI requirement;
- On page 36 is the Instructional Prohibitions Discipline requirement; and
- On page 41 are discipline and termination procedures

The Employee Manual is online and is provided to all employees electronically each year and they must sign to acknowledge review and receipt. District employees were also provided "email" newsletter reminders of changes to the Employee Handbook related to SB 12, and certain employees received training.

Contractors: The District provides a direct link to Board Policy EMB(LOCAL) within its Professional Services Agreements (PSAs) and Purchase Orders (POs), so that contractors have direct access to the Board Policy.

Additionally, the District changed procedures to require certain vendors to sign a Professional Service Agreement with the following language:

- **Compliance with Laws and Owner Policies** - Consultant shall observe and comply with all applicable Federal, State, County and City laws, rules, ordinances and regulations that in any manner affect the provision of services and performance of all obligations undertaken pursuant to this Agreement. Consultant's instruments of service shall be prepared in accordance with applicable laws and codes of all authorities having jurisdiction over the Project, and Consultant shall be responsible for all remedial costs incurred by Owner resulting from Consultant's failure to design and/or perform the service (s) contemplated by this Agreement in accordance with applicable laws and codes in effect at the time the service(s) are performed. **Consultant shall comply with Board Policies, particularly those set forth in CH (Local), EFA (Local), EFB (Local), EMB (Local) and EMI (Local). The failure to adhere to these legal and board policy requirements will constitute grounds for a breach of contract and/or the immediate termination of the Agreement. (See Exhibit B).**

The District adopted a District Procedure in its Administrative Procedures Manual that provides the following:

- In compliance with Texas Education Code § 28.0022, all contractors, vendors, and subject persons providing goods or services to the District shall comply with all applicable federal, state, and local laws, as well as all Board Policies and District Procedures. A compliance reminder and direct link to Board Policy EMB(LOCAL) will be included on all Purchase Service Agreements (PSAs) and Purchase Orders issued to contractors and vendors. **Any contractors, vendors, or subject persons that violated EMB(LOCAL) shall be notified in**

	writing of the violation by the District and shall be evaluated immediately for termination or removal by the Superintendent or designee or other appropriate measures.
CH(LOCAL)	The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board's Policy Manual and can be viewed here: CH **§ 11.005(c) Compliance — DEI Duties Discipline Policy** • The policy applies to service providers and vendors and requires compliance with related Board policy. CH(LOCAL) states that all service providers and vendors shall comply with EMB(LOCAL). EMB(LOCAL) defines diversity, equity, and inclusion duties, prohibits service providers and vendors from engaging in diversity, equity, and inclusion duties, and provides for discipline, including termination, of any service provider or vendor who violates the prohibition. **§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy** • The policy applies to service providers and vendors and requires compliance with related Board policy. CH(LOCAL) states all service providers and vendors shall comply with EMB(LOCAL). EMB(LOCAL) sets out the instructional prohibitions under § 28.0022, including the prohibitions on Critical Race Theory or Systemic Discrimination Ideologies and The 1619 Project, and provides for discipline, including termination, of any service provider or vendor who violates those prohibitions. **District Procedures:** **Contractors:** The District provides a direct link to Board Policy EMB(LOCAL) within the Professional Services Agreements (PSAs) and Purchase Orders (POs), so that contractors have direct access to the Board Policy. Additionally, the District changed procedures to require certain vendors to sign a Professional Service Agreement with the following language: o **Compliance with Laws and Owner Policies** - Consultant shall observe and comply with all applicable Federal, State, County and City laws, rules, ordinances and regulations that in any manner affect the provision of services and performance of all obligations undertaken pursuant to this Agreement. Consultant's instruments of service shall be prepared in accordance with applicable laws and codes of all authorities having jurisdiction over the Project, and Consultant shall be responsible for all remedial costs incurred by Owner resulting from Consultant's failure to design and/or perform the service (s) contemplated by this Agreement in accordance with applicable laws and codes in effect at the time the service(s) are performed. **Consultant shall comply**

	with Board Policies, particularly those set forth in CH (Local), EFA (Local), EFB (Local), EMB (Local) and EMI (Local). The failure to adhere to these legal and board policy requirements will constitute grounds for a breach of contract and/or the immediate termination of the Agreement. (See Exhibit B). The District adopted a District Procedure in its District Administrative Procedures Manual that provides the following: In compliance with Texas Education Code § 28.0022, all contractors, vendors, and subject persons providing goods or services to the District shall comply with all applicable federal, state, and local laws, as well as all Board Policies and District Procedures. A compliance reminder and direct link to Board Policy EMB(LOCAL) will be included on all Purchase Service Agreements (PSAs) and Purchase Orders issued to contractors and vendors. **Any contractors, vendors, or subject persons that violated EMB(LOCAL) shall be notified in writing of the violation by the District and shall be evaluated immediately for termination or removal by the Superintendent or designee or other appropriate measures.**
CJ(LOCAL)	The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board's Policy Manual and can be viewed here: CJ **§ 11.005(c) Compliance — DEI Duties Discipline Policy** • The policy applies to service providers and requires compliance with related Board policy. CJ(LOCAL) states "The District shall adopt procedures to help ensure all service providers comply with applicable provisions of Texas Education Code Sections 22A.051 and 22A.052, and applicable Board Policies, including... EMB(LOCAL)." EMB(LOCAL) defines diversity, equity, and inclusion duties, prohibits service providers from engaging in diversity, equity, and inclusion duties, and provides for discipline, including termination, of any service provider who violates the prohibition. **§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy** • The policy applies to service providers and requires compliance with related Board policy. CJ(LOCAL) states "The District shall adopt procedures to help ensure all service providers comply with applicable provisions of Texas Education Code Sections 22A.051 and 22A.052, and applicable Board Policies, including... EMB(LOCAL). EMB(LOCAL) sets out the instructional prohibitions under § 28.0022, including the prohibitions on Critical Race Theory or Systemic Discrimination Ideologies and The 1619 Project, and provides for discipline, including termination, of any service provider who violates those prohibitions.

	Contractors: The District provides a direct link to Board Policy EMB(LOCAL) within the Professional Services Agreements (PSAs) and Purchase Orders (POs), so that contractors have direct access to the Board Policy. **District Procedures:** Additionally, the District changed procedures to require certain vendors to sign a Professional Service Agreement with the following language: o **Compliance with Laws and Owner Policies** - Consultant shall observe and comply with all applicable Federal, State, County and City laws, rules, ordinances and regulations that in any manner affect the provision of services and performance of all obligations undertaken pursuant to this Agreement. Consultant's instruments of service shall be prepared in accordance with applicable laws and codes of all authorities having jurisdiction over the Project, and Consultant shall be responsible for all remedial costs incurred by Owner resulting from Consultant's failure to design and/or perform the service (s) contemplated by this Agreement in accordance with applicable laws and codes in effect at the time the service(s) are performed. **Consultant shall comply with Board Policies, particularly those set forth in CH (Local), EFA (Local), EFB (Local), EMB (Local) and EMI (Local). The failure to adhere to these legal and board policy requirements will constitute grounds for a breach of contract and/or the immediate termination of the Agreement. (See Exhibit B).** The District adopted a District Procedure in its District Administrative Procedures Manual that provides the following: In compliance with Texas Education Code § 28.0022, all contractors, vendors, and subject persons providing goods or services to the District shall comply with all applicable federal, state, and local laws, as well as all Board Policies and District Procedures. A compliance reminder and direct link to Board Policy EMB(LOCAL) will be included on all Purchase Service Agreements (PSAs) and Purchase Orders issued to contractors and vendors. Any contractors, vendors, or subject persons that violated EMB(LOCAL) shall be notified in writing of the violation by the District and shall be evaluated immediately for termination or removal by the Superintendent or designee or other appropriate measures.
DF(LOCAL)	The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board's Policy Manual and can be viewed here: DF **§ 11.005(c) Compliance — DEI Duties Discipline Policy** • The policy applies to district employees and prohibits diversity, equity, and inclusion duties. DF(LOCAL) states "District employees shall be prohibited from intentionally or knowingly engaging in or assigning to another person diversity, equity, and inclusion duties as defined in EMB(Local)."

	• DF(LOCAL) states "A violation of this prohibition shall be cause for appropriate discipline, including termination." • DF(LOCAL) states "A contract employee disciplined under this policy must receive adequate due process and an opportunity to appeal disciplinary actions, including termination, in the same manner provided for other disciplinary actions." • DF(LOCAL) states "The District shall make available a physical and electronic copy of this Policy and procedure to each district or school employee or contractor." **§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy** • The policy applies to employees and contractors and prohibits acts under Texas Education Code Section 28.0022. DF(LOCAL) states "an employee or contractor shall not intentionally or knowingly engage in or assigns to another person an act prohibited by Texas Education Code Section 28.0022 or EMB (Local)." • The policy applies to contract employees and provides for due process. DF(LOCAL) states "A contract employee disciplined under this policy must receive adequate due process and an opportunity to appeal disciplinary actions, including termination, in the same manner provided for other disciplinary actions." • The policy applies to district or school employees and contractors and provides for distribution. DF(LOCAL) states "The District shall make available a physical and electronic copy of this Policy and procedure to each district or school employee or contractor." **District Procedure:** **Employees:** Board Policy DF was implemented in the Employee Handbook (a District Procedure). • On page 35 is the anti-DEI requirement; • On page 36 is the Instructional Prohibitions Discipline requirement; and • On page 41 are discipline and termination procedures The Employee Manual is online and is provided to all employees electronically each year and they must sign to acknowledge review and receipt. District employees were also provided “email” newsletter reminders of changes to the Employee Handbook related to SB 12, and certain employees received training.
EFA(LOCAL)	The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board’s Policy Manual and can be viewed here: EFA **§ 11.005(c) Compliance — DEI Duties Discipline Policy**

	• The policy applies to District professional staff and requires compliance with related Board policy. EFA(LOCAL) states "District professional staff shall avoid classroom assignments which utilize Instructional Materials that teach prohibited concepts under the Texas Essential Knowledge and Skills and Board Policy... EMB Local... [See EMB]," which defines diversity, equity, and inclusion duties, prohibits engaging in diversity, equity, and inclusion duties, and provides for discipline, including termination, of any employee who violates the prohibition. **§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy** • The policy applies to District professional staff and requires compliance with related Board policy. EFA(LOCAL) states "District professional staff shall avoid classroom assignments which utilize Instructional Materials that teach prohibited concepts under the Texas Essential Knowledge and Skills and Board Policy... EMB Local... [See EMB]," which sets out the instructional prohibitions under § 28.0022, including the prohibitions on Critical Race Theory or Systemic Discrimination Ideologies and The 1619 Project, and provides for discipline, including termination, of any employee who violates those prohibitions. **District Procedure:** The District's Administrative Procedures Manual was updated. The **Instructional Resources: Instructional Materials (EFA) — Administrative Procedures Manual** provides as follows: **§ 11.005(c) Compliance — DEI Duties Discipline Policy** • The District's Administrative Procedures Manual ensures review in accordance with EMB(Local) when a book is challenged. Under "Committee Review," the reconsideration committee "review[s] the instructional material in its entirety" based on "compliance with TEKS and CISD Board Policies included EMB(LOCAL). **§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy** • The District's Administrative Procedures Manual ensures review in accordance with EMB(Local) when a book is challenged. Under "Committee Review," the reconsideration committee "review[s] the instructional material in its entirety" based on "compliance with TEKS and CISD Board Policies EMB(LOCAL).
EFB(LOCAL)	The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board's Policy Manual and can be viewed here: EFB

	§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy • EFB(LOCAL) references EMB's pornographic-material definitions and controversial-issues instruction. **District Procedure:** The District's Administrative Procedures Manual was updated. **Instructional Resources: Library Materials (EFB) — Administrative Procedures Manual** provides as follows: **§ 11.005(c) Compliance — DEI Duties Discipline Policy** • The District's Administrative Procedures Manual ensures review in accordance with EMB(Local) when selecting or weeding library materials. Under "Library Materials Requirements," materials must align with Board Policy including EMB(LOCAL). Under "Deselection/Weeding of Library Materials," librarians must remove books that "violate Board Policy (EFB/EMB)," and review for compliance with Board Policies EFB and EMB(LOCAL) "is and will continue to be a top priority." **§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy** • The District's Administrative Procedures Manual ensures review in accordance with EMB(Local) when selecting or weeding library materials. Under "Library Materials Requirements," materials must align with Board Policy including EMB(LOCAL). Under "Deselection/Weeding of Library Materials," librarians must remove books that "violate Board Policy (EFB/EMB)," and review for compliance with Board Policies EFB and EMB(LOCAL) "is and will continue to be a top priority."
GKDA(LOCAL)	The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board's Policy Manual and can be viewed here: GKDA **§ 11.005(c) Compliance — DEI Duties Discipline Policy** • GKDA(LOCAL) references EMB(Local) by prohibiting distribution of nonschool literature that "promote[s] concepts described in the prohibited concepts of Board Policies... EMB (Local)..."

	§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy • GKDA(LOCAL) references EMB(Local) by prohibiting distribution of nonschool literature that "promote[s] concepts described in the prohibited concepts of Board Policies... EMB (Local)..."
GKD(LOCAL)	The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board's Policy Manual and can be viewed here: GKD **§ 11.005(c) Compliance — DEI Duties Discipline Policy** • GKD(LOCAL) references EMB(Local) by permitting Facility Users to use District Facilities only for activities that do not conflict with "Board Policies, including Board Policy EMB (Local)," and by requiring "Facility Users must review and agree to comply with this Board Policy, Board Policy EMB (Local)... as a condition of approval." **§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy** • GKD(LOCAL) references EMB(Local) by permitting Facility Users to use District Facilities only for activities that do not conflict with "Board Policies, including Board Policy EMB (Local)," and by requiring "Facility Users must review and agree to comply with this Board Policy, Board Policy EMB (Local)... as a condition of approval."
GKB(LOCAL)	The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board's Policy Manual and can be viewed here: GKB **§ 11.005(c) Compliance — DEI Duties Discipline Policy** • GKB(LOCAL) references EMB(Local) by stating "Advertising shall be rejected if not aligned and consistent with district values and in compliance with EMB Local... " **§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy** • GKB(LOCAL) references EMB(Local) by stating "Advertising shall be rejected if not aligned and consistent with district values and in compliance with EMB Local... "

FNAA(LOCAL)	The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board's Policy Manual and can be viewed here: FNAA **§ 11.005(c) Compliance — DEI Duties Discipline Policy** • FNAA(LOCAL) references EMB(Local) by stating nonschool literature shall not be distributed by students on District property if "The materials promote concepts described in the prohibited concepts of Board Policies... EMB (Local)..." **§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy** • FNAA(LOCAL) references EMB(Local) by stating nonschool literature shall not be distributed by students on District property if "The materials promote concepts described in the prohibited concepts of Board Policies... EMB (Local)..."
DH(LOCAL)	The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board's Policy Manual and can be viewed here: DH **§ 11.005(c) Compliance — DEI Duties Discipline Policy** • DH(LOCAL) references EMB(Local) by requiring "All employees shall comply with relevant provisions of Board Policies regarding student safety, including... EMB(LOCAL)..." **§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy** • DH(LOCAL) references EMB(Local) by requiring "All employees shall comply with relevant provisions of Board Policies regarding student safety, including... EMB(LOCAL)..."
DF(LOCAL)	The Board Policy was placed on the School Board agenda and adopted at a public Board meeting. It was placed online in the Board's Policy Manual and can be viewed here: DF **§ 11.005(c) Compliance — DEI Duties Discipline Policy**

	• DF(LOCAL) states "District employees shall be prohibited from intentionally or knowingly engaging in or assigning to another person diversity, equity, and inclusion duties as defined in EMB(Local)." • **DF(LOCAL) states "A violation of this prohibition shall be cause for appropriate discipline, including termination."** • DF(LOCAL) states "A contract employee disciplined under this policy must receive adequate due process and an opportunity to appeal disciplinary actions, including termination, in the same manner provided for other disciplinary actions." • DF(LOCAL) states "The District shall make available a physical and electronic copy of this Policy and procedure to each district or school employee or contractor." **§ 28.0022(h) Compliance — Instructional Prohibitions Discipline Policy** • DF(LOCAL) states "an employee or contractor shall not intentionally or knowingly engage in or assigns to another person an act prohibited by Texas Education Code Section 28.0022 or EMB (Local)." • **DF(LOCAL) states "A contract employee disciplined under this policy must receive adequate due process and an opportunity to appeal disciplinary actions, including termination, in the same manner provided for other disciplinary actions."** • DF(LOCAL) states "The District shall make available a physical and electronic copy of this Policy and procedure to each district or school employee or contractor." **District Procedure Changes:** **Employees:** Board Policy EMB was implemented in the Employee Handbook (a District Procedure). • On page 35 is the anti-DEI requirement; • On page 36 is the Instructional Prohibitions Discipline requirement; and • On page 41 are discipline and termination procedures The Employee Manual is online and is provided to all employees electronically each year and they must sign to acknowledge review and receipt. District employees were also provided “email” newsletter reminders of changes to the Employee Handbook related to SB 12, and certain employees received training.

Section 3: Policy or Program Changes

Were any existing policies, programs, procedures, or trainings altered to ensure compliance with TEC, §§39.008, 11.005, and 28.0022? X Yes ☐ No
If yes, describe or attach a copy of the changes below.

Copies of the following documents are attached to this certification.

Board Policies:

To comply with SB 12, the following Board Policies were placed on the agenda and adopted at public Board meetings. They were then placed online in the Board's Policy Manual and can be viewed here: Conroe ISD Policy Manual

Please see Section 2 for detailed analysis of each Board Policy and compliance with SB 12.

EMB(LOCAL) (Note: This is the core SB 12 Policy adopted by the Board)
CH(LOCAL)
CJ(LOCAL)
DF(LOCAL)
EFA(LOCAL)
EFB(LOCAL)
GKDA(LOCAL)
GKB(LOCAL)
FNAA(LOCAL)
DH(LOCAL)
DF(LOCAL)

District Procedures:

- **Employees:** Conroe ISD modified its Employee Handbook to align with SB 12 and Board Policy EMB(LOCAL). The Employee Handbook is online and can be viewed here: Conroe ISD Employee Handbook. Please see pages 35-36 and 41.
- **Contractors:** The District changed procedures to require certain vendors to sign a Professional Service Agreement with the following language:

- **Compliance with Laws and Owner Policies** - Consultant shall observe and comply with all applicable Federal, State, County and City laws, rules, ordinances and regulations that in any manner affect the provision of services and performance of all obligations undertaken pursuant to this Agreement. Consultant's instruments of service shall be prepared in accordance with applicable laws and codes of all authorities having jurisdiction over the Project, and Consultant shall be responsible for all remedial costs incurred by Owner resulting from Consultant's failure to design and/or perform the service (s) contemplated by this Agreement in accordance with applicable laws and codes in effect at the time the service(s) are performed. Consultant shall comply with Board Policies, particularly those set forth in CH (Local), EFA (Local), EFB (Local), EMB (Local) and EMI (Local). The failure to adhere to these legal and board policy requirements will constitute grounds for a breach of contract and/or the immediate termination of the Agreement. (See Exhibit B).

The District's Administrative Procedure Manual was altered as follows:

- **Library Materials (EFB)**
- **Instructional Materials (EFA)**
- **Related to CH(LOCAL) and CH(LOCAL)**

Trainings regarding SB 12 compliance:

- August 4, 2025, Principal and Director Update Agenda
- July 23, 2025, Principal Meeting Agenda

Section 4: Cost Savings

Were there any cost savings resulting from actions taken to comply with TEC, §39.008? ☐ Yes **X No**
Total cost savings: **$ 0.00**
If yes, describe or attach a copy of the cost savings.

Section 5: Board Approval

Date of Board/Governing Body Meeting: 9/15/2026

Meeting notice was posted on LEA website at least seven days in advance: **X Yes** ☐ No

Public testimony opportunity provided during meeting: **X Yes** ☐ No

Certification approved by majority vote: **X Yes** ☐ No

Section 6: Certification Statement

By signing below, the undersigned certifies that the information contained in this document is true and correct and that the district or charter school is in compliance with the requirements of Texas Education Code §§39.008, 11.005(c), and 28.0022(h).

Superintendent/CEO Signature:

Date: 9/15/2026

SWORN TO AND SUBSCRIBED before me on this 15th day of September, 2026.

_____

Notary Public, State of Texas

Board Secretary Email Templates — SB 12 Compliance Certification

Texas Education Code § 39.008 · Certification due to TEA September 30, 2026

Two versions follow. Use Version A when the district already has a September board meeting on the calendar. Use Version B when no meeting is scheduled and a date still has to be set. Replace all bracketed placeholders before sending, and delete the trustee reporting paragraph if the secretary is not the person who maintains that information.

These are drafted to be copied and pasted directly into an email. This document intentionally carries no letterhead so that nothing extra travels with the text.

VERSION A — September board meeting already scheduled

Subject: SB 12 Certification — Item for Your September Board Meeting (Website Notice Must Post 7 Days Ahead)

Good morning,

There is a new item that needs to go on the agenda for the District's September board meeting, and it carries a notice requirement that is longer than the one you normally use. I wanted to get this to you early so it doesn't get squeezed.

WHAT IT IS

Senate Bill 12 from the 2025 legislative session added Texas Education Code § 39.008. It requires the District to file a certification with TEA confirming compliance with two provisions of the Education Code — § 11.005, on diversity, equity, and inclusion duties, and § 28.0022, on instructional requirements. This is the first year the requirement applies, so there is no prior year to copy from.

The filing is due to TEA no later than September 30, 2026. The Board has to approve the certification before it can be filed, which is why this has to be on the September agenda.

THE NOTICE DEADLINE — PLEASE READ THIS PART

For this item, notice of the meeting must be posted on the District's website at least seven calendar days before the meeting date. That is longer than the three-business-day posting the District ordinarily uses.

For a meeting on [DATE], notice needs to be posted no later than [DATE MINUS 7 DAYS].

If the District posts the full agenda in one shot, the simplest approach is to post the entire September agenda at the seven-day mark. Please also save a screenshot or a website log entry showing the date and time the notice went up. TEA's certification form asks for specific information about the meeting, and the posting date is something we want documented in the file rather than reconstructed later.

WHAT GOES ON THE AGENDA

This needs to be a standalone action item. It cannot go on the consent agenda. Here is caption language you can use:

> Consideration of and possible action to approve the District's annual certification of compliance with Texas Education Code §§ 11.005 (Prohibition on Diversity, Equity, and Inclusion Duties) and

28.0022 (Certain Instructional Requirements and Prohibitions), as required by Texas Education Code § 39.008, and to authorize the Superintendent to submit the certification and supporting documentation to the Texas Education Agency.

The statute also requires that the meeting include an opportunity for public testimony on this item specifically. Since public comment now occurs at the beginning of the meeting, that will normally be covered, but please make sure the agenda reflects that members of the public may address the Board on this item.

A NOTE ON THE UNDERLYING POLICIES

The local policies implementing SB 12 should already have been adopted by the Board as part of TASB Policy Update 126. If your district has not adopted them, or deferred any of them, please reach out to us before the agenda posts. The adoption item needs to be on the same agenda and voted before the certification, and we are glad to help you get that language in place.

WHAT THE MINUTES NEED TO SHOW

Three things:

1. That the presiding officer opened the floor for public testimony on the item — and if no one signed up, that the opportunity was offered and no one spoke. Either way, it needs to appear.
2. The motion, the second, and the vote count.
3. That the motion carried by a majority of the Board.

AFTER THE MEETING

Once the Board approves it, the Superintendent files the certification through the AskTED portal. If you handle the signed original and the approved minutes, please route both to [SUPERINTENDENT / DESIGNEE] promptly — everything has to be uploaded as a single PDF, and we would rather not be assembling it on September 30.

WHAT I NEED FROM YOU

— The date of the September board meeting, if it isn't already set

— Your agenda item submission deadline, so I can get you the packet materials in time

— A draft of the agenda before it posts, so I can review the caption

One more item, separate from the above and not a board vote: the District also has to report trustee information to TEA through AskTED by December 1 — each trustee's name, public email address, and term begin and end dates, plus identifying the board chair. If you are the person who maintains that information, it would be worth pulling it together now while this is in front of you.

Happy to jump on a call if any of this is easier to talk through. Just let me know.

Best regards,

VERSION B — No board meeting scheduled yet

Subject: URGENT — SB 12 Certification Due Sept. 30: District Needs a Board Meeting Date This Week

Good morning,

I need to flag a deadline that requires a board meeting before September 30, and the notice requirement means we are already working against the clock.

THE SHORT VERSION

Senate Bill 12 added Texas Education Code § 39.008, which requires the District to file a certification with TEA confirming compliance with Education Code §§ 11.005 and 28.0022. The filing is due no later than September 30, 2026. The Board must approve the certification at a public meeting before it can be filed.

Because notice of that meeting has to be posted on the District's website at least seven calendar days in advance — longer than the three business days the District normally uses — the last workable posting date for a September 30 meeting is September 23.

WHAT I NEED FROM YOU THIS WEEK

Please confirm whether the Board has a September meeting scheduled. If it does, send me the date and I will work backward from it. If it does not, the District needs to call a special meeting, and we should pick the date now rather than at mid-month.

Keep in mind two constraints when picking a date: the meeting has to be held outside typical work hours, and the District's agenda item submission deadline may require items ten calendar days out. Those two together can eat the calendar faster than it looks.

AGENDA LANGUAGE

This must be a standalone action item, not a consent item:

> Consideration of and possible action to approve the District's annual certification of compliance with Texas Education Code §§ 11.005 (Prohibition on Diversity, Equity, and Inclusion Duties) and 28.0022 (Certain Instructional Requirements and Prohibitions), as required by Texas Education Code § 39.008, and to authorize the Superintendent to submit the certification and supporting documentation to the Texas Education Agency.

The meeting must include an opportunity for public testimony on this item.

ONE THING TO CHECK ON YOUR END

The local policies implementing SB 12 should already have been adopted as part of TASB Policy Update 126. If any were deferred or never came before the Board, let us know right away — the adoption item has to be on the same agenda and voted before the certification. We can help you sort out what is missing and draft the language.

DOCUMENTATION

Please save a timestamped screenshot or website log entry showing when the notice was posted. TEA's certification form asks for specific information about the board meeting, and the posting date needs to be documented rather than recalled.

The minutes should show that the floor was opened for public testimony — including if no one spoke — along with the motion, second, and vote count.

AFTER THE MEETING

The Superintendent files through AskTED. Please route the signed certification and approved minutes to [SUPERINTENDENT / DESIGNEE] as soon as the minutes are approved, since everything uploads as a single PDF.

Could you get back to me with a meeting date by [DATE]? Once I have it, I will send you the packet materials and a draft agenda caption to drop in.

Best regards,

O'HANLON, DEMERATH & CASTILLO
ATTORNEYS AND COUNSELORS AT LAW
426 W. CAFFERY AVE
PHARR, TX 78577
PHONE: (956) 318-0555
FAX: (956) 318-1955

Austin Office
808 West Ave
Austin, Texas 78701

Fort Worth Office
209 West 8th Street
Fort Worth, Texas 76102

Rio Grande Valley Office
426 West Caffery Ave
Pharr, Texas 78577

San Antonio Office
117 West Craig Place
San Antonio, Texas 78212

SB 12 POLICY ADOPTION VERIFICATION CHECKLIST
Annual Certification of Compliance — Texas Education Code § 39.008

District: _____ Reviewing Attorney: _____ Date of Review: _____

Purpose. A district cannot certify compliance it has not achieved. Before a board votes on the § 39.008 certification, confirm that the policies and procedures required by TEC §§ 11.005(c) and 28.0022(h) have in fact been adopted and are being implemented. Work this checklist against the district's actual manual on Policy Online, not against the TASB packet alone.

Scope note. The policies below reflect TASB Policy Update 126, which implements the 89th Regular Legislative Session. Update 126 packets are localized, so the exact set of LOCAL policies in a district's packet depends on the contents of its manual. Cross-check against the TASB Policy Service Policy Alert of May 28, 2026, "Senate Bill 12 Compliance Certification," available through Policy Online.

How to use. Part 1 lists the LOCAL policies the board actually votes on — these are the adoption items. Part 2 lists LEGAL framework documents, which are not adopted by the board but which the district must be operating in compliance with. If any Part 1 item is unadopted or was deferred, the adoption item must be placed on the same agenda as the certification and voted before it.

Policy Code	Policy Title	What to Verify	Adopted (Date)	Notes / Gaps
PART 1 — LOCAL POLICIES REQUIRING BOARD ADOPTION | Supporting TEC § 11.005 (Prohibition on DEI Duties)				
CJ(LOCAL)	Contracted Services	Contractors are prohibited from intentionally or knowingly engaging in, or assigning to another individual, DEI duties or instruction prohibited by law. Violation results in termination of the contract, with appeal under GF(LOCAL).		
DFBB(LOCAL)	Term Contracts: Nonrenewal	Engaging in or assigning DEI duties, and engaging in or assigning prohibited instruction, were added as grounds for nonrenewal of a term contract. Confirm both items appear in the district's numbered list of reasons.		
DH(LOCAL)	Employee Standards of Conduct	New sections on Prohibited Classroom Instruction or Activities; Prohibited Diversity, Equity, and Inclusion Duties; and Social Transitioning.		
DGBA(LOCAL)	Employee Complaints / Grievances	All recommended revisions stem from SB 12. Frequently deferred by boards pending broader review of the district's dispute resolution process — check for deferral.		
PART 1 (cont.) — LOCAL POLICIES | Supporting TEC § 28.0022 (Instructional Requirements and Prohibitions)				

Policy Code	Policy Title	What to Verify	Adopted (Date)	Notes / Gaps
EEP(LOCAL)	Instructional Arrangements: Lesson Plans [NEW]	New local policy adopting SB 12 language on disclosure of instructional plans and course syllabi. Confirm the district adopted the new code, not merely the legal framework.		
EFA(LOCAL)	Instructional Resources: Instructional Materials	New section on Parent Request for Instructional Material Review. The superintendent must develop administrative regulations allowing parents to request review individually or by petition with other parents.		
EIA(LOCAL)	Academic Achievement: Grading / Progress Reports	Each parent must be afforded the opportunity for at least two in-person conferences with the student's teacher per year.		
PART 1 (cont.) — LOCAL POLICIES | Governance, Parent Rights, and Grievance Provisions				
BE(LOCAL)	Board Meetings	SB 12 requires board meetings to be held outside typical work hours. Also confirm the HB 1522 three-business-day agenda posting and the SB 413 record vote language were picked up.		
BED(LOCAL)	Board Meetings: Public Participation	Public comment must occur at the beginning of the meeting, before any items are considered, including consent items. This provision also governs the public testimony opportunity required for the certification vote itself.		
FA(LOCAL)	Parent Rights and Responsibilities [NEW]	New local policy establishing the parent portal on the district website through which parents may submit comments to administrators or the board. Confirm the portal is actually live, not merely adopted on paper.		
FNG(LOCAL)	Student and Parent Complaints / Grievances	Substantial SB 12 revisions. Commonly deferred alongside DGBA and GF — check for deferral.		
GF(LOCAL)	Public Complaints	All recommended revisions stem from SB 12. Commonly deferred alongside DGBA and FNG — check for deferral.		

Policy Code	Policy Title	What to Verify	Confirmed (Date)	Notes / Gaps
PART 2 — LEGAL FRAMEWORK | No board vote required; verify the district is operating in compliance				
BT(LEGAL)	Prohibition on Diversity, Equity, and Inclusion Activities [NEW]	New policy code housing the SB 12 DEI prohibition, including definitions, prohibited activities, and certification requirements. Confirm it is in the manual and that the section B table of contents was updated.		
BF(LEGAL)	Board Policies	New Compliance section reflecting SB 12's requirement that districts implement and comply with the policies they are required to adopt. Adoption alone is not compliance.		
BJA(LEGAL)	Superintendent: Qualifications and Duties	Reflects that SB 12 requires board approval of the superintendent's certification relating to the DEI prohibitions, plus a new section on testimony before the SBOE.		
EMB(LEGAL)	Teaching About Controversial Issues	Revised throughout for SB 12. This is the principal framework document for the TEC 28.0022 half of the certification.		
CQA(LEGAL)	Technology Resources: District, Campus, and Classroom Websites	SB 12 set a deadline for updating board information online and added annual updating to TEA (Required Trustee Information). Additional required website		

Policy Code	Policy Title	What to Verify	Confirmed (Date)	Notes / Gaps
		postings also come from SB 12 and SB 13. Ties to the December 1 AskTED trustee reporting deadline.		
DF(LEGAL)	Termination of Employment	Sections on Prohibition on DEI and Prohibited Classroom Instruction added; SBEC sanctions for encouraging a child to withhold evidence.		
DH(LEGAL)	Employee Standards of Conduct	Sections on Retaliation Against Grievant and Social Transitioning added pursuant to SB 12.		
FA(LEGAL)	Parent Rights and Responsibilities	New Policy on Parental Engagement section: internet portal for parent comments, board must prioritize public comments by presenting them at the beginning of the meeting, and meetings must be held outside typical work hours.		
FFA(LEGAL)	Student Welfare: Wellness and Health Services	Substantially revised throughout for SB 12 (parental consent for health services).		
FFEB(LEGAL)	Counseling and Mental Health: Mental Health	Changes at Consent to Examinations, Tests, and Treatment, and a cross-reference on parental consent for psychological and psychiatric exams.		
FFF(LEGAL)	Student Welfare: Student Safety	New section on Notice of Suspected Criminal Offense.		
FL(LEGAL)	Student Records	Changes relating to Access by Parents, and a cross-reference to FFA at Disclosure with Consent.		
FM(LEGAL)	Student Activities	Revisions at Parental Notice and Consent.		
FNAB(LEGAL)	Student Expression: Use of School Facilities for Nonschool Purposes	New Student Clubs section implementing the SB 12 restriction on certain student clubs.		
EHAA(LEGAL)	Required Instruction (All Levels)	New Parent Consent subsection within Human Sexuality Instruction; cross-reference to EEP(LEGAL) added at Scope and Sequence.		
EHA(LEGAL) / EHBAF(LEGAL) / FO(LEGAL)	Recording and Monitoring Provisions	"Contractor" added at the videotape, recording, and video/audio monitoring provisions in each of these codes.		
AF(LEGAL)	Innovation Districts	A District of Innovation plan can no longer be used to exempt the district from certain requirements affected by SB 12, HB 2, and HB 6. Confirm the district's DOI plan does not purport to exempt it from an SB 12 requirement.		

Authority	Requirement	What to Verify	Confirmed (Date)	Notes / Gaps
PART 3 — RELATED DEADLINES TO CONFIRM WHILE REVIEWING THE FILE				
TEC 11.1518	Trustee Information Reporting	Name, public email address, and term begin and expiration dates for each trustee, plus identification of the board chair, reported through AskTED. Due December 1, 2026, and within 30 days after a new trustee is sworn in.		
SB 204 / TEC 11.159(b-2)	Trustee Parental Rights Training	Trustees who took the oath before January 1, 2026 had to complete the SBOE course on TEA Learn by September 1, 2026. New trustees have 120 days. The district must maintain proof of completion for each trustee.		

Authority	Requirement	What to Verify	Confirmed (Date)	Notes / Gaps
SB 11 — DG / FNA(LEGAL)	Designated Time for Prayer and Religious Reading	The board was required to vote on whether to permit this activity before March 1, 2026. If no vote was taken, the district is already past the statutory deadline. Not an SB 12 item, but it surfaces in the same update.		

Common gap to look for: boards frequently adopt most of Update 126 but defer the grievance trio — DGBA(LOCAL), FNG(LOCAL), and GF(LOCAL) — pending a broader review of the district's dispute resolution process. All three carry SB 12 revisions. A district that deferred them has not completed adoption.

Reviewing attorney's conclusion: ☐ All required policies adopted — district may proceed to certification. ☐ Gaps identified — adoption item required on the certification agenda, voted first.

Signature: _____ Date: _____

TEXAS 2025 LEGISLATIVE UPDATE

Izzy Anderson

Spalding Nichols Lamp Langlois



POST-SESSION STATEMENT FROM GOVERNOR ABBOTT

"Working with Lieutenant Governor Dan Patrick, Speaker Dustin Burrows, and leaders in the Texas Legislature, we delivered historic conservative legislation that will benefit Texans for generations to come. I look forward to signing these bills into law to make Texas stronger, safer, and more prosperous than ever in the history of our great state." – Governor Abbott

TEXAS TRIBUNE SUMMARY

What changed for public education during the 2025 Texas Legislature

- Texas creates one of the largest school voucher programs in the country
- Cash-strapped schools get $8.5 billion for teacher raises, special ed and more
- Efforts to change STAAR test fall apart in the final stretch
- Schools can now manage classroom disruptions with more discipline
- Texas' youngest children get help with math and reading
- Ten Commandments bill continues push to inject more religion in public schools
- Lawmakers extend Texas DEI ban to K-12 schools
- Parents, school boards will have more control over school library materials
- Students will be barred from using their cellphones during the school day

NOTABLE BILLS THAT DID NOT PASS

- SB240: Bathroom bill
- HB186: Banning social media for minors without parent consent
- SB4: STAAR overhaul
- HB4125: PROTECT Act
- HB54: Furries Bill

STATS RE 89TH LEGISLATIVE SESSION

- "Lawmakers filed more bills this session (**8,719**) than they have in over three decades, but passed the smallest percentage of them (**13.8%**) when compared with the sessions during that same period."



Photos by Jay Janner/Austin American-Statesman

Rep. Joe Moody, D-El Paso, wears a clock Monday as the Texas House adjourns. Bills on school vouchers and teacher raises were among those legislators passed.

A look at key bills that passed, failed

By Taylor Goldenstein, Isaac Yu, Megan Kimble, Benjamin Wermund, Edward McKinley, Jeremy Wallace and Neena Satija

AUSTIN BUREAU

The 89th legislative session came to a close last week, and while it was an exceedingly good one for Gov. Greg Abbott and Lt. Gov. Dan Patrick, there were a number of surprise failures as well.

Lawmakers filed more bills this session (8,719) than they have in over three decades but passed the smallest percentage of them (13.8%) when compared with the sessions during that same period, according to political lawyer Andy Cates. The average rate is

Session continues on A10



Before adjourning, House members cheer their spouses. Legislators filed over 8,700 bills this session

WHAT WILL WE TALK ABOUT

What impacts you on a daily basis as an administrator.

There is a lot more we will not talk about today.

EMPLOYEES

HB 4623: LIABILITY FOR CERTAIN ACTS OR OMISSIONS

- (a) A public school that is grossly negligent or reckless, or engages in intentional misconduct, in hiring, supervising, or employing a professional school employee is liable for an act or omission that is committed by the employee against a student enrolled in the school and that is:
  - sexual misconduct; or
  - failure to report suspected child abuse or neglect.
- (b) In an action against a public school under this chapter, the professional school employee who committed the act or omission on which the claim is based must be named as a defendant.

Effective: September 1, 2025

HB 4623: LIABILITY FOR CERTAIN ACTS OR OMISSIONS

- Professional School Employee includes:
  - a superintendent or administrator serving as educational leader and CEO of the school;
  - principal or equivalent COO;
  - teacher (including a substitute teacher, supervisor, social worker, school counselor, nurse, and teacher's aide);
  - a teacher employed by a company that contracts with a public school to provide the teacher's services to the school;
  - a student in an education preparation program participating in a field experience or internship; and
  - a school bus driver certified in accordance with standards and qualifications adopted by the DPS.

HB 4623: LIABILITY FOR CERTAIN ACTS OR OMISSIONS

- A public school's governmental immunity to suit and from liability is waived to the extent of liability created by this chapter.
- A professional school employee may not assert official immunity under Subchapter B, Chapter 22, Education Code, the common law, or any other law in an action brought under this chapter.

HB 3372: PROHIBITION ON "MOONLIGHTING" FOR ADMINISTRATORS

- Prohibits outside work by all administrators for vendors
- Prohibits outside work by superintendents and assistant superintendents for curriculum and administrative service providers and other educational entities; and
- Permits limited outside work by administrators other than superintendents and assistant superintendents with notice and approval of school board.
  - Notice and approval includes providing contract with other entity to school board for approval.
- An administrator who violates this section is liable to the state for a civil penalty of up to $10,000 for each violation.
- Administrator: a person who has significant administrative duties relating to the operation of a school district, including the operation of a campus, program, or other subdivision of the district.

Effective: Immediately

SB 571: EMPLOYEE/CONTRACTOR MISCONDUCT

- Adds Chapter 22A of the Texas Education Code "Employee and Service Provider Misconduct"
- **Remember: Principal must notify Superintendent in writing.**
- Requirement to Report Educator Misconduct to Board: The Superintendent of an educational entity shall notify TEA if:
  - an educator employed by or seeking employment has a criminal record and the entity obtained information about the educator's criminal record by a means other than the criminal history clearinghouse;
  - an educator's employment at the entity was terminated and there is evidence that the educator:
    a) abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury;
    b) was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor;
    c) engaged in inappropriate communications with a student minor;
    d) failed to maintain appropriate boundaries with a student minor;
    e) (e) – (h) remain unchanged.
  - the educator resigned and there is evidence that the educator engaged in misconduct;
  - the superintendent becomes aware of evidence that an educator employed by the entity engaged in misconduct described above; or
  - the educator engaged in conduct that violated the assessment instrument security procedures established under Section 39.0301.

Effective: Immediately

SB 571: EMPLOYEE/CONTRACTOR MISCONDUCT

- Changes timeline for reporting:
  - Old timeline: Not later than seven business days after the educator's separation or the principal knew of the criminal record
  - New timeline:
    - Not later than 48 hours after the **principal** becomes aware of:
      a) abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury;
      b) was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor;
      c) engaged in inappropriate communications with a student minor;
      d) failed to maintain appropriate boundaries with a student minor.

231

Effective: Immediately

SB 571: EMPLOYEE/CONTRACTOR MISCONDUCT

- Same reporting requirements for a service provider or employee who does not hold a Chapter 21 certificate
- Reminder that parent must also be notified of:
  - The alleged conduct
  - Whether the employee was terminated
  - Whether a report was made to TEA
- It is a state jail felony for:
  - A principal to fail to report the Superintendent
  - The Superintendent to fail to report to TEA

Effective: Immediately

SB 571: EMPLOYEE/CONTRACTOR MISCONDUCT

- A person applying for employment or who will act as a service provider:
  - Must consent for release of the person's employment records
  - And complete an affidavit stating whether they have ever been (and disclose all relevant facts)
    - Investigated by law enforcement or CPS, charged with, adjudicated for, or convicted of an offense for which reporting would be required
    - Investigated by a licensing authority or had their license, certificate, or permit denied suspended, revoked or subject to another sanction in this state or another state
    - Included in the registry
    - Employed or currently employed by or acting or has acted as a service provider for a public or private school
    - Terminated, discharged or resigned in lieu of being terminated or discharged from a public or private school

Effective: Immediately

SB 571: EMPLOYEE/CONTRACTOR MISCONDUCT

- If it is determined that an allegation disclosed was false, the person may be employed
- If it is determined the information is not false, the person cannot be employed or provide services and is grounds for termination.

- TEA may revoke the certificate of an administrator if it is determined the administrator employed/allowed to work a person despite being aware the person knowingly failed to disclose
- Failure to disclose is a Class B misdemeanor.
- Each year, Superintendent must certify compliance.

Effective: Immediately

SB 571: EMPLOYEE/CONTRACTOR MISCONDUCT

- District shall discharge/refuse to hire anyone if the applicant
  - Was convicted or placed on deferred adjudication for certain offenses
    - Register as a sex offender
    - Offense under 21.12 or 43.24 Penal Code
    - Felony under chapter 43 Penal Code Felony involving school property
    - Equivalent in another state/federal law
  - Convicted of certain other offenses
    - Title V felony
    - Equivalent in another state/federal law

Effective: Immediately

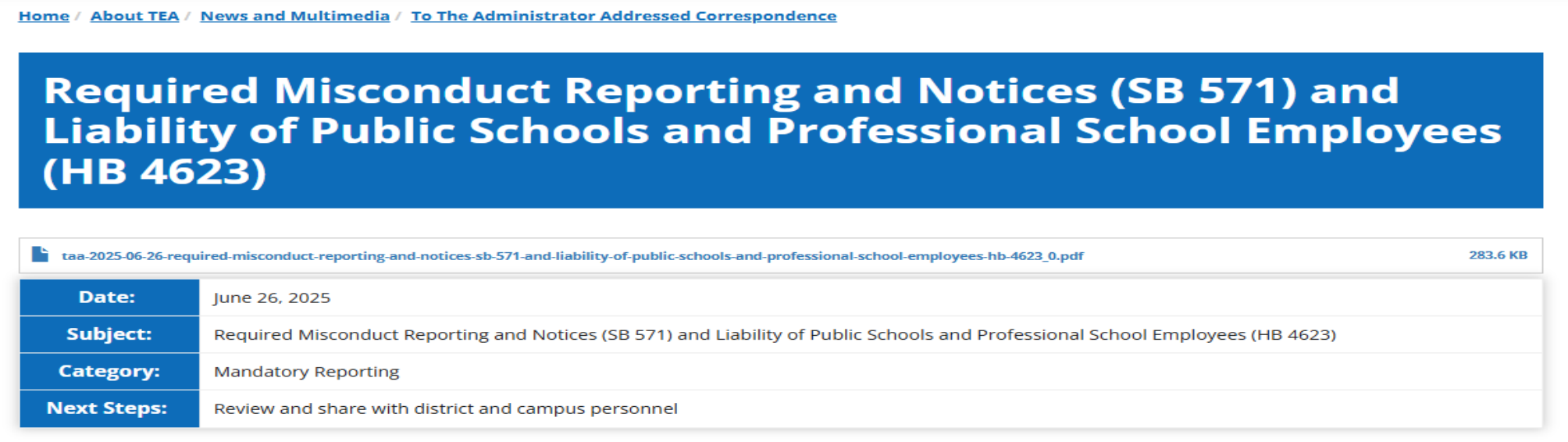
SB 571: CHILD ABUSE REPORTING

- Definition of abuse amended to add "improper relationship between educator and student"
  - ***already included "encouraging child to engage in sexual conduct"
- Child abuse reporting requirements are now 24 hours, not 48 hours
- Reports made to TDFPS (CPS) **or** law enforcement agency…But
  - Reports made to law enforcement agencies must be made to law enforcement agencies of a municipality, county, or state
    - ISD law enforcement is not acceptable.

Effective: Immediately

SB 571: SUMMARY

- https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/required-misconduct-reporting-and-notices-sb-571-and-liability-of-public-schools-and-professional-school-employees-hb-4623



Home / About TEA / News and Multimedia / To The Administrator Addressed Correspondence

Required Misconduct Reporting and Notices (SB 571) and Liability of Public Schools and Professional School Employees (HB 4623)

taa-2025-06-26-required-misconduct-reporting-and-notices-sb-571-and-liability-of-public-schools-and-professional-school-employees-hb-4623_0.pdf 283.6 KB

Date:	June 26, 2025
Subject:	Required Misconduct Reporting and Notices (SB 571) and Liability of Public Schools and Professional School Employees (HB 4623)
Category:	Mandatory Reporting
Next Steps:	Review and share with district and campus personnel

Effective: Immediately

SB 965: PRAYER BY EMPLOYEES

- The right of an employee of a school district to engage in religious speech or prayer while on duty may not be infringed on by the district.



Supreme Court Sides with "Praying Coach" Kennedy, Upholding ...



Effective: September 1, 2025

SCHOOL SAFETY

HB 33: UVALDE STRONG ACT

- Requires security review of facilities (constructs, acquires, renovates, improves) to confirm compliance and identify vulnerabilities based on rules set by Commissioner, in consultation with DPS, TDEM, and TxSSC;
- Requires every campus to have a breaching tool and ballistic shield;
- Requires ALERRT to create training for law enforcement and medical personnel and template for debriefing active shooter incidents;
- Requires every school district and law enforcement unit to have PIO (communicating with the public after a disaster) to be certified in emergency communications;
- Provides for DPS to lead tabletop exercises and in person drills with schools and for mutual aid agreements;
- Requires all counties to have annual meetings related to school safety coordination; and
- Provides mental health support to first responders involved in critical incidents.

Effective: September 1, 2025

HB 121: SCHOOL SAFETY

- If there is not an "armed security officer" on each campus from arrival through dismissal, school district must renew good cause exception each year.
  - Armed security officer means: a school district peace officer, a school resource officer, a commissioned peace officer, a reserved or retired deputy/police officer
- If good cause exception is claimed, school marshal, district employee, or the person with whom the district contracts that has been appointed as a security officer must:
  - complete school safety training provided by a qualified handgun instructor certified in school safety or
  - not later than the 90th day after the date on which the employee or persons begins duties as a security officer, complete training deemed appropriate by the district, in consultation with the district's police department.

241

Effective: September 1, 2025

HB 121: SCHOOL SAFETY

- If a student in a special education program is the subject of a threat assessment, the team conducting the threat assessment must include at least one of the following persons who has specific knowledge of that student's disability and disability's manifestations:
  - a special education teacher who provides instruction to the student;
  - a behavior analyst licensed under Chapter 506, Occupations Code;
  - a clinical or master social worker licensed under Chapter 505, Occupations Code, or
  - a specialist in school psychology licensed under Chapter 501, Occupations Code.

SB 57: IEP OR 504 SAFETY PLAN

- Requires the committee or team of a student with an IEP or a Section 504 plan to consider whether the student's disabilities or impairments require the district to provide any specific accommodations for the student during a mandatory school drill or a disaster or emergency situation.

Effective: Immediately

SB 865: CPR TRAINING AND CERTIFICATION

- Each school district shall develop and implement a cardiac emergency response plan.
- In developing the plan, the district shall:
  - work directly with local emergency services providers to integrate the plan with the provider's protocols; and
  - incorporate evidence-based practices of a nationally recognized, guidelines-based organization focused on cardiovascular care.
- The following must participate in the instruction in CPR and the use of AED and must receive and maintain certification in both:
  - school nurse/assistant school nurse;
  - athletic coach or sponsor;
  - physical education instructor;
  - marching band director;
  - cheerleader coach;
  - any other school employee specified by the commissioner; and
  - each student who serves as an athletic trainer

244

Effective: Immediately

HB 549: AIRWAY CLEARANCE DEVICE

- Requires each school district to make available at each campus at least one airway clearance device appropriate for use on the majority of students enrolled at the campus.
  - Only if the district could obtain an airway clearance device through donation of the device in the original packaging or purchase or lease of the device using appropriated or donated money.
- Airway Clearance Device: a noninvasive device capable of removing or assisting with the removal of a person's foreign-body airway obstruction.

245

Effective: Immediately

SB 1177: SAFETY INSPECTION

- A fire safety inspection of a public or private school, required by a state or local law, rule, regulation or ordinance must include an examination of each automated external defibrillator on the school campus.

246

Effective: September 1, 2025

SB 991: CHRONICALLY ABSENT STUDENT

- Includes chronically absent students and truant students as students at risk of dropping out of school.
- Chronically absent: a student who was absent from school for more than 10 percent of the school's required operation and instructional time within a school year or an enrollment period that exceeds 30 instructional days.

Effective: September 1, 2025

PARENTAL RIGHTS/ POLICY CHANGES

SJR 34: PARENTAL RIGHTS

"To enshrine truths that are deeply rooted in this nation's history and traditions, the people of Texas hereby affirm that a parent has the responsibility to nurture and protect the parent's child and the corresponding fundamental right to exercise care, custody, and control of the parent's child, including the right to make decisions concerning the child's upbringing."

Proceeding to the voters for approval at November 4, 2025 election.

SB 12: PARENTAL RIGHTS

- Except as required by state or federal law, a school district:
  - May not assign diversity, equity, and inclusion duties to any person.
  - Shall prohibit a district employee, contractor, or volunteer from engaging in diversity, and inclusion duties at, for, or on behalf of the district.
  - Shall adopt a policy and procedure for the appropriate discipline, including termination, of a district employee or contractor who intentionally or knowingly engages in or assigns to another person DEI duties.
  - Shall provide a physical and electronic copy of policy to each employee and contractor.

250

Effective: 2025-2026 school year

SB 12: PARENTAL RIGHTS

- Definition of diversity, equity, inclusion:
  - influencing hiring or employment practices with respect to race, sex, color, or ethnicity except as necessary to comply with state or federal antidiscrimination laws;
  - promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity;
  - developing or implementing policies, procedures, trainings, activities, or programs that reference race, color, ethnicity, gender identity, or sexual orientation (exceptions for college and university recruitment efforts & state or federal law compliance apply); and
  - compelling, requiring, inducing, or soliciting any person to provide a diversity, equity, and inclusion statement or giving preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement.

Effective: 2025-2026 school year

SB 12: PARENTAL RIGHTS

- Assistance with social transitioning is prohibited
  - Definition: a person's transition from the person's biological sex at birth to the opposite biological sex through the adoption of a different name, different pronouns, or other expressions of gender that deny or encourage a denial of the person's biological sex at birth.
  - The board of trustees of a school district shall adopt a policy prohibiting an employee of the district from assisting a student enrolled in the district with social transitioning.

Effective: 2025-2026 school year

SB 12: PARENTAL RIGHTS

- Each board of trustees shall develop a plan of parental participation to improve parent/teacher cooperation, including in the areas of homework, school attendance, discipline.

253

- Must provide to a parent on enrollment and beginning of each year information about parental rights and options, including right to withhold consent for or exempt child from certain activities and instruction as follows:

Effective: September 1, 2025

SB 12: PARENTAL RIGHTS

- Child's course of study and supplemental services
- Instructional and library materials
- Health education instruction
- Instruction regarding sexual orientation and gender identity
- School options including virtual and remote
- Immunizations
- Gifted and talented program
- Promotion, retention, graduation
- Grade, class rank attendance

- State standards and requirements
- Data collection practices
- Health care services including required notice and consent
- Grievance procedure
- Special education and bilingual education and special language programs

- ***TEA to provide form
  - Form must be posted on district website

Effective: September 1, 2025

SB 12: PARENTAL RIGHTS

- District must post on home page of website a notice stating that parent of a student enrolled is entitled to review instructional materials
- District shall adopt a policy to make available on the district's website at the beginning of each semester an instructional plan or course syllabus for each class offered in the district for that semester. 255
  - Teacher must provide course syllabus to district administration and parent of each student enrolled before the beginning of each semester

Effective: 2025-2026 school year

SB 12: PARENTAL RIGHTS

- District must adopt parental engagement policy
  - Internet portal through which parents of students may submit comments to campus or district administration and the board
  - Board to place public comments at the beginning of the meeting

256

- District must notify parents not later than one business day after a district employee first suspects that a criminal offense has been committed against the parent's child.

Effective: 2025-2026 school year

SB 12: PARENTAL RIGHTS

- Right to information regarding mental, emotional, and physical health and health-related services
  - The agency shall adopt a procedure for school districts to notify the parent of a student enrolled in the district regarding any change in services provided to or monitoring of the student related to the student's mental, emotional, or physical health or well-being.
  - School district may not adopt contrary procedures
- Before the first day of each school year, district must provide parents written notice of each health-related service at the district campus where child attends.
  - Notice must include a statement of the parent's right to withhold consent or decline service
- Before administration of a well-being questionnaire, district must provide copy to parent and obtain parent consent
- Before the first day of each school year, district must provide to parent written notice of actions district may take involving collection, use or storage of student's health or medical information or biometric identifiers
  - Signed and returned

Effective: 2025-2026 school year

SB 12: PARENTAL RIGHTS

- A district must obtain the written consent of the student's parent before a student may be provided with human sexuality instruction. The consent:
  - May not be included with any other notification or request for written consent provided to the parent; and
  - Must be provided to the parent not later than the 14th day before the date on which the human sexuality instruction begins.
  - Opt-in; not opt-out

Effective: 2025-2026 school year

SB 12: PARENTAL RIGHTS

- New required Student (?) Grievance Policy (new Chapter 26A of TEC)
  - The policy must provide the following levels of review:
  - Level 1: Principal or designee; or an administrator at the district's central office if the grievance arises from a subject matter unrelated to a campus
    - 60 days from date of incident/90 days (or 30 days after policy provided) if informal attempts
  - *(Level 2: Administrator at the school district's central office if established by policy*
    - *20 days to appeal; 10 days to hold hearing; 20 days for decision) (optional)*
  - Level 3: Superintendent or designee
    - 20 days to appeal; 10 days to hold hearing; 20 days for decision
  - Level 4: Board of Trustees/Committee of Board
    - 20 days to appeal; 60 days to hold hearing; 30 days for decision

CALENDAR DAYS????

Effective: 2025-2026 school year

SB 12: PARENTAL RIGHTS

- Must post policy/procedures on website with forms and include in student handbook
- Must allow electronic filing on the website page
- Policy must prohibit retaliation
- Policy requires recusal if the grievance is about the person
- Policy requires decision on the merits
- Policy must allow for supplemental documents or additional claims
- District must submit annual report on grievances to TEA
  - TEA posts on website
  - If Commissioner finds against a district in 5 grievances during a year, superintendent must appear testify before SBOE

Effective: 2025-2026 school year

SB 12: PARENTAL RIGHTS

- District must have at least two opportunities for in-person parent/teacher conferences during the year
- District must adopt a policy and procedure for appropriate discipline, including termination, of an employee or contractor who violates TEC 28.0022 (instructional guidelines)
  - And give a physical and electronic copy to all employees and contractors

Effective: 2025-2026 school year

SB 12: PARENTAL RIGHTS

- A district may not provide or allow a third party to provide instruction, guidance, activities, or programming regarding sexual orientation or gender identity to students enrolled in prekindergarten through 12th grade.
- A school district may not authorize or sponsor a student club based on sexual orientation or gender identity.
- A school district must require the written consent of the parent of or person standing in parental relation to a student enrolled in the district before the student may participate in an authorized or sponsored student club.

Effective: 2025-2026 school year

SB 13: LIBRARY BOOKS

- Library collections to exclude content that is harmful material, indecent, or profane
- Districts must give parent access to the library catalog and records of what their own child obtained from the library through an online parent portal
- Parents may submit lists of books their child may not obtain
- Districts may create library advisory councils
- Board must adopt policy on acquisition of library books including donations
- Board publish publicly a list of library materials that have been donated or proposed to be procured.
- Board must approve all library books acquired or donated
- New rules on book challenges

Effective: September 1, 2025

STUDENT MATTERS

SB 11: DESIGNATED PRAYER AND READING TIME

- The Board may by record vote on a resolution adopt a policy requiring every campus of the district to provide students and employees with an opportunity to participate in a period of prayer and reading of the Bible or other religious text on each school day.
- Not later than six months after the effective date of the Act, each board of trustees of a school district shall take a record vote on whether to adopt the policy.

Effective: September1, 2025

SB 1049: RELEASE TIME COURSE

- A district shall adopt a policy for excusing a student from attending school to attend a released time course.
  - The student shall be excused for at least one but not more than five hours a week, on the request of a parent.
- Release time course: a course in religious instruction offered by a private entity.
- Each school district shall adopt the policy not later than January 1, 2026.

Effective: September 1, 2025

SB 207: EXCUSED ABSENCES

- Requires a district to excuse a student from attending school for a temporary absence resulting from an appointment with a mental health professional for the student or the student's child if the student commenced classes or returned to school on the same day of the appointment.

267

Effective: 2025-2026 school year

HB 367: VERIFICATION OF EXCUSED ABSENCES

- Requires a student or the student's parent to provide, on a required form, a certification from a Texas-licensed physician specifying certain information, as determined by the physician, in order for a school district to excuse a student from attending school because of a serious or life-threatening illness or related treatment.

Effective: Immediately

SB 401: UIL PARTICIPATION BY HOMESCHOOLERS

- School districts are required to allow homeschool students residing in their district boundaries to participate in school-sponsored UIL activities in the same manner as any enrolled public school student.
- The Board may adopt a policy declining to grant non-enrolled students the opportunity to participate in league activities.
- Opt out, not opt in

Effective: September 1, 2025

INSTRUCTION

HB 100: INSTRUCTIONAL MATERIALS

- Districts are prohibited from adopting or using instructional materials included on the list of rejected instructional materials maintained by the State Board of Education (SBOE).

271

- Local funds shall not be used to purchase instructional materials that are on the SBOE list of rejected instructional materials.

Effective: 2026-2027 school year

SB 25: HEALTH AND NUTRITION

- A district shall provide an elective course in nutrition and wellness that meets the requirements for a one-half elective credit.
- A school employee may not restrict participation in:
  - recess or other physical activity offered as part of the district's physical education curriculum as a penalty for the student's academic performance or behavior
    - Kindergarten – a grade level below 6 or a student enrolled in kindergarten or in a grade level below grade six; or
  - physical activity offered as a part of the district's physical education curriculum as a penalty for the student's academic performance or behavior
    - Grades 6-8

Effective: September 1, 2025

HB 27: CURRICULUM CHANGES

- Foundation high school program students are now required to successfully complete at least:
  - one-half credit in personal finance literacy; and
  - one credit in economics, world geography, or world history for graduation.
- The change takes effect for the students starting in the 9th grade in the 2026-2027 school year.

273

Effective: 2026-2027 school year

SB 1191: GPA CALCULATION

- Requires the Commissioner to create a standardized method of calculating GPAs as soon as practicable.
- The new method will:
  - grant equal additional weight for non-CTE advanced placement (AP), international baccalaureate (IB), OnRamps dual enrollment, and dual credit courses; and
  - grant a different amount of additional weight to dual credit CTE courses.

274

Effective: Immediately

HB 20: APPLIED SCIENCES PATHWAY

- New applied sciences pathway program
- Can enter articulation agreements with institutions of higher education that enable students to earn a high school diploma and Level 1 or Level 2 certificates that lead to high wage, high growth jobs in certain targeted trade industries

Effective: September 1, 2025

SB 569: VIRTUAL EDUCATION

- School districts may offer virtual/hybrid courses and programs by certifying that they cover the TEKS and meet either Commissioner-adopted or nationally-recognized standards.
- Districts must notify parents of virtual or hybrid course offerings at time and manner parents are notified of traditional courses.
- Limited reasons to deny a student enrollment in a virtual course.
- Generally students included in ADA
- Schools may offer full-time virtual/hybrid campuses after receiving authorization from the Commissioner.
  - May participate in extra-curricular activities in same manner as other district students

Effective: September 1, 2025

SB 569: VIRTUAL EDUCATION

- Before a district may expel a student, district shall consider the appropriateness and feasibility of, as an alternative to expulsion, enrolling the student in a full-time hybrid program, full-time virtual program, full-time hybrid campus, or full-time virtual campus.
  - Not applicable to a student expelled under Section 37.0081 or 37.007(a), (d), or (e).
    - Title V offenses
    - Mandatory expulsions

277

Effective: September 1, 2025

HB 6: DISCIPLINE & VIRTUAL EXPULSION PROGRAM

- A teacher may remove from class a student who:
  - Repeatedly interferes with the teacher's ability to communicate effectively with students or with the ability of the student's classmates to learn;
  - Demonstrates behavior that is unruly, disruptive, or abusive towards the teacher, another adult, or another student; or
  - Engages in conduct that constitutes bullying.
  - One time incident enough for removal.
- The principal may not return the student to that teacher's class unless the teacher provides written consent for the student's return or a return to class plan has been prepared for that student.

278

Effective: September 1, 2025

HB 6: DISCIPLINE

- Allowable to OSS students under grade 3 in certain situations
  - Health or safety of adults or students
  - *Documented* significant disruptions such that teacher cannot properly teach
- The Student Code of Conduct must expressly provide that an appropriate administrator may place a student in DAEP for the first-time offense of possession or use of a nicotine delivery product or e-cigarette.
  - Or 10 days ISS

HB 6: DISCIPLINE & VIRTUAL EXPULSION

- District may place a student who has been expelled under Section 37.007 or 37.0081 in a virtual expulsion program only if:
  - JJAEP rejects admission of a student or returns the student before the expiration of the discipline assignment; or
  - the district is not located in a county that operates a JJAEP and does not contract with a juvenile board of another county.
- Placement in virtual program shall be reviewed at least once every 45 school days.
- Student shall be counted towards the district's average daily attendance.

280

Effective: September 1, 2025

HB 1481: PROHIBITION OF CELL PHONES

- Board shall adopt a written policy prohibiting a student from using a personal communication device while on school property during the school day.
- District may implement by:
  - prohibiting a student from bringing a personal communication device on school property; or
  - designating a method for storage.
- Board shall authorize the use of a personal communications device:
  - necessary to implement an IEP, a plan created under Section 504, Rehabilitation Act of 1973, or a similar program or plan;
  - by a student with a documented need based on a directive from a qualified physician; or
  - necessary to comply with a health or safety requirement imposed by law or as part of the district's safety protocol.

HB 1481: PROHIBITION OF CELL PHONES

- School boards have until September 18, 2025, 90 days from the effective date of June 20, 2025, to adopt a cell phone policy.

Legislation to ban phones in class drawing broad support

By Isaac Yu
AUSTIN BUREAU

Students across Texas could soon be required to lock up their phones under a proposal moving through the Legislature with strong bipartisan support.

The bill, which is being led by state Rep. Caroline Fairly, an Amarillo Republican and the youngest member of the Legislature, would require school boards and charter schools to ensure that phones and other devices are stored in a "secure, out-of-sight area" during classroom instruction.

"My generation is more anxious, depressed, less focused and more distracted than ever before," Fairly said during a hearing Tuesday of the House Public Education Committee. "I remember trying to sneak to my phone in the high school classroom. I remember schoolteachers trying to figure out which phone was buzzing and ringing and being a distraction in the classroom."

Fairly, who is 26, said she was in the sixth grade when her classmates began receiving smartphones.

The proposal comes as momentum is building nationally for cellphones to be prohibited in schools. Texas would join at least 11 other states, including Louisiana, that have enacted similar bans.

Lawmakers across the political spectrum have sounded off on the issue, blaming smartphones for declining test scores and attention spans and for addiction to video games and pornography. Fairly's bill has amassed 76 cosponsors, including several Democrats, giving it a good chance of

Phones continues on A6



A legislative proposal to lock up Texas students' cellphones comes as momentum is building nationally for such prohibitions. Eleven other states have enacted similar bans.

Picture Alliance/ Getty Images

SB 920: ADMINISTRATION OF MEDICATION

- A board policy may permit a school district employee, including a nurse, to administer nonprescription medication to a student without further authorization or written protocol from the student's health care provider if the district has received a written request to administer the medication from the parent.

283

Effective: September 1, 2025

SB 10: DISPLAY OF TEN COMMANDMENTS

- SB 10 requires the display of the Ten Commandments in each classroom of a school.
- School districts must accept donations of this poster that meet the specifications in order to display them. School districts may choose to purchase them – but expressly not required to purchase.
- Effective: 2025-2026 School Year.
- *Roake v. Brumley* in the Fifth Circuit upheld an injunction of LA law requiring the posting of the Ten commandments in classrooms.
- TX SB 10 is already being challenged in court as of July 2nd.

284

The poster or framed copy must include only the text of the Ten Commandments and be at least 16 in. wide and 20 in. tall.

HB 1522: MEETING POSTING REQUIREMENTS

- Notice must be posted at least **three business days** before the scheduled date of the meeting, overriding the previous 72-hour requirement.
- The notice of a meeting at which a governmental body will discuss or adopt a budget for the governmental body must include:
  - a physical copy of the proposed budget unless it is made clearly accessible on the homepage of the governmental body's website; and
  - a taxpayer impact statement showing, for the median-valued homestead property, a comparison of the property tax bill in dollars pertaining to the property for the current fiscal year to an estimate of the property tax bill in dollars for the same property for the upcoming fiscal year if the proposed budget is adopted.

Effective: September 1, 2025

SB 2929: SPECTATORS

- A verbal warning and persisting in inappropriate behavior are not required for a person serving as a referee, judge, or other official of an extracurricular athletic activity or competition sponsored or sanctioned by the school or the UIL to eject a spectator from the activity or competition.

Effective: 2025-2026 school year



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89th Legislature Update
Principal/Director Zoom
August 4, 2025

This information is drawn from bills passed during the 89th legislative session. While there are additional bills relevant to districts, this content focuses on what's most applicable to campus administrators. For a complete summary of bills from this session, please refer to this document.
https://www.ntxec.org/bill-summaries

Bills Passed

Professional Behavior

HB 4623

- Maintain professionalism and foster positive relationships and communication with students related to school and professional matters. Include others in communication.
- If you know of inappropriate behaviors (students, staff), report it promptly to your assistant superintendent and/or superintendent, according to legal timelines.

https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/required-misconduct-reporting-and-notices-sb-571-and-liability-of-public-schools-and-professional-school-employees-hb-4623

SB 571

- If the principal has knowledge about criminal behavior ***by an employee,*** report it to HR and the Superintendent within 48 hours.
    - State Jail Felony
    - Inappropriate relationships
    - Inappropriate communication
    - Inappropriate boundaries
    - Expands reporting by districts to SBEC and TEA regarding criminal history and misconduct of school employees
- If criminal behavior ***involves a student***, begin the handling of the situation, involve appropriate staff/agencies, and call parents
    - Individual CISD staff members must report CPS issues within 24 hours or to the law enforcement agency (CISD practice is to submit a report to CPS and contact CISD police)
    - CISD Police will respond and follow our current response procedures, parallel to CPS
    - Do not rely on others to report. It must be individual, not a group
    - https://www.txabusehotline.org/Login/Default.aspx
    - 1-800-252-5400
    - 936-709-8911

SB 12

- Removes all Diversity, Equity, and Inclusion (DEI)
    - DEI definition from the statute here

    - Prohibits assisting with the social transitioning of gender
    - Requires annual certification by the Board
- Focus on teaching your subject area and do not veer off into non-educational topics
- No information/advice/assistance on Social Transitioning
- Must post instructional materials being used - Daryn Carlisle presentation
- Must post an instructional plan for each subject taught - Daryn Carlisle presentation
- Health Services/Mental Health Services
    - In View-it (students main page banner) and e-school (supplemental screen)
    - In View-it, you can run a report to get a list (Reports, Student/Campus, Student Reports, Student information, then select appropriate boxes and choices, and run)
- Must notify parents within 24 hours if you suspect criminal activity, a change in monitoring due to their mental, emotional, or physical health or well-being, or services.
- Direct students to parents about issues or help facilitate conversation with parents, unless you believe there is abuse or neglect involving the parent
- Complaint timelines are extended to 60 days or 90 days if they try to resolve informally; 20 days to appeal. Four-level complaint process. Starts with the principal
    - Note: Campus principals may serve as the level 1 hearing officer unless the complaint is against the principal.
    - More to come once the board decides, and guidelines will help you through the process.
- Prohibits instruction, guidance, activities, or programming regarding sexual orientation or gender
- Two opportunities per year for in-person conferences during each school year for each parent and their children's teachers.
    - We will have this notice in the student handbooks
    - Parents will contact us if they want a conference
    - Elementary will operate as normal
- Prohibits authorizing or sponsoring a student club based on sexual orientation or gender identity
- The club sponsor must obtain the parent's consent for a student to participate in a club.
    - Parents/Guardians can submit permission through *CISD Cases* (more to come) or obtain a paper copy.

SB 1

- Display of the 10 Commandments - Chris McCord is covering
    - Copies are coming to your campus soon
    - *Must (shall)* be displayed in a "conspicuous" location
    - Would consider posting in a location where a student at a desk could not easily write on or deface the poster

<u>Attendance</u>

SB 1049

- Release time (up to 5 hrs)/week for religious instruction

SB 207

- Excuses for absences for mental health professionals

SB 991

- Chronically absent means missing 10 or more days or parts of days within a 6-month period in the same school year to be labeled as at-risk
- Are students receiving accelerated or intensive instruction

Classroom Behavior/Academic Performance/Removal from class

SB 25

- Cannot penalize students for behavior/grades using PE or recess
    - Applies to Grade PK-5 Recess and PE
    - Grade 6 for PE only

HB 6

- Teacher's formal removal from class and placement until a conference (no documentation required, could be on 1st time)
    - Placement of the student is in an alternative setting
        - Another Teacher
        - ISS (not part of discipline) - usually for that class only
        - Office
    - Teacher/parent conference to be conducted, and Return to Class Plan Created
    - Everyone signs off on the plan.
    - The key is that everything is in writing, especially when they return to class
    - Return to class with written permission from the teacher and a plan
- If the teacher refuses or is appealed, the removal goes to the Placement Committee, and they determine placement
    - The Placement Committee (Chapter 37) guidelines will be sent out or made available
    - Committee makeup is key at the beginning of the year
    - The decision needs to be in writing
- Vape – Nicotine discretionary DAEP.
    - If no DAEP, 10-day ISS required.
    - On-campus DAEP is still an option with no day amount.
- A single person must be designated to serve as a campus behavior coordinator (CBC)(is *not a behavior coach*; must be an administrator.
    - Campus Contacts
- CBC must monitor disciplinary referrals and report to the threat assessment team:
    - Terroristic threat
    - unlawfully carrying weapons
    - an offense related to prohibited weapons
    - exhibiting, using, or threatening to exhibit or use a firearm
    - behavior trends that might pose a serious risk of violence to themselves or others
- OSS is still limited to 3 days
- ISS is unlimited with a review (by the CBC) every 10 days; review DAEP 45 days

    - The principal must seek approval from the Assistant Superintendent to go over 7 days for a student
- On-campus DAEP is still discretionary for Vapes only, and the preferred method as we have done in the past

HB 1481

- No electronic devices,
    - Smart watches
    - Cell phones
    - Headphones/AirPods
    - Tablets
    - Laptops, etc.
    - Start of the school day to end of the school day. Beginning with the start of the first instructional class of the day and concluding with the end of the last instructional class of the day.
    - Does not apply to the school bus before or after the school day
    - Shuttle buses should not use the phone
- Storage must not be on their person
    - In backpack
    - Purse
    - Locker or,
    - Designated area and must be off
    - The school determines the appropriate manner
- Consequences
    - Must be confiscated
    - Must be returned at the end of the day
    - Each level of campuses will develop the additional consequences through its Assistant Superintendent.
- Special Education/504 exception
    - Medical purpose
    - Education purposes
- Anonymous Alert – tricky one. It will somewhat remove the Anonymous part. Students would inform an administrator that they need to file a report. They allow the student to go to their office to use the office phone to report and then write a pass to class. We are adding the web version to the SSO until clarification occurs.

HB 100

- Cannot use instructional materials rejected by the SBOE

<u>Extra Curricular Activities/Clubs</u>

SB 2929

- The referee or official (including the administrator/staff member on duty) may remove a spectator without a warning if the conduct is inappropriate.
    - Be proactive and address behaviors early.
    - Do not let the situation get to the point where the event official is asking.
    - Try not to remove them, but if they are not listenin,g remove them.

SB 401

- Non-enrolled students to participate in UIL - Board voted no

<u>Safety and Security</u>

HB 121 Threat Assessments of special education students

- Must include an appropriate special education staff member
- Notify Parents (Assistant Principal or Principal)

SB 57

- Safety drills are for everyone, unless in a student's IEP/504 plan

HB 549

- Airway clearing device
    - Being provided by Health Services for each campus
    - One regular device and one for training
        - Emergency Medical Response Team (EMRT) will be trained by the nurse
    - Each device is single-use

SB 865

- Requires nurses, assistant nurses, athletic coaches, PE teachers, marching band directors, cheer coaches, and CPR.
    - Principals receive a monthly CPR Tracker email denoting the status of personnel on your campus and their CPR certification status.
    - Sent at the beginning of each month
- Cardiac Response Plan - safety procedures to follow in an event
- Establishes
    - Cardiac Emergency Response Team
    - Procedure to activate the team
    - Disseminate plan
    - Train the CERT
    - Practice
    - Review Plan

Principal Meeting Agenda

July 23, 2025 8:00 a.m. - 12:30 p.m. College Park High School		
Welcome & Review of Board Meeting	Dr. Ted Landry	8:00 a.m. - 8:20 a.m.
Beginning of the Year Operations Overview	Mr. Chris McCord & Company	8:20 a.m. - 9:20 a.m.
Break & Mingle	Break	9:20 a.m. - 9:30 a.m.
ARD Training	Dr. Kendra Wiggins	9:30 a.m. - 10:00 a.m.
Legislative Update from the 89th Session	Izzy Anderson *Spalding, Nichols, Lamp & Langlois Law Firm*	10:00 a.m. - 11:00 a.m.
Division Break-Out with School Leadership	Dr. Winkler, Dr. Klapesky & Dr. Povich	11:00 a.m. - 12:30 p.m.
	Elementary	Room 1300 (LGI)
	Middle	Room 1619 (College & Career)
	High School	Room 2600 (LGI)

*A light breakfast will be served.

PRINCIPAL & DIRECTOR UPDATE AGENDA



Location: Via Zoom

May Monday, August 4th, 2025

Time: 1:00 P.M.

Facilitator: Chris McCord

Agenda Items

Introduction/Welcome – 10 Minutes	Dr. Ted Landry
HR Update – 10 Minutes	Paula Green
CISD Leadership Strands Overview – 5 Minutes	Malinda Stewart
89th Legislature Implications – 30 Minutes	Barton, Murrell & Taylor
SB 12 Instructional Plans Website – 5 Minutes	Dayren Carlisle
Special Education Transportation Reminders – 2 Minutes	Kendra Wiggins
Field Trips & TK Shuttles – 3 Minutes	Juan Melendez
Operations – 15 Minutes • 10 Commandments Poster • Email Reminders to Parents • Regular Operations Update	Chris McCord & Andrew Stewart

Additional information:

Principals who host Communities in Schools *personnel on your campus, please stay on after the end of the regular meeting for an update.*

EMPLOYEE HANDBOOK

2026 - 2027

CONROE
INDEPENDENT
SCHOOL DISTRICT

Accessibility 1
Employee Handbook Receipt 2
Introduction 3
District Information 3
Conroe ISD Vision Statement 3
District Goals 3
Board of Trustees 3
Employment 3
Equal Employment Opportunity 3
Job Vacancy Announcements 4
Employment after Retirement 4
Contract and Noncontract Employment 4
Certification and Licenses 5
Recertification of Employment Authorization 5
Searches and Alcohol and Drug Testing 5
Health Safety Certification and Training 5
Reassignments and Transfers 5
Workload and Work Schedules 6
ADA Accommodation 6
Breaks for Expression of Breast Milk 6
Pregnant Workers Fairness Act 6
Notification to Parents Regarding Qualifications 6
Outside Employment and Tutoring 7
Performance Evaluation 7
Employee Involvement 7
Staff Development 7
Mental Health Training 7
Compensation and Benefits 8
Salaries, Wages, and Stipends 8
Transcripts and Service Records 8
Paychecks 8
Automatic Payroll Deposit 8
Address/Name Change 8
Payroll Deductions 9
Overtime Compensation 9
Travel Expense Reimbursement 9
Health Insurance 9
Supplemental Insurance Benefits 9
Cafeteria Plan Benefits (Section 125) 9
Change of Election Guidelines 10
Workers' Compensation Insurance 10
Unemployment Compensation Insurance 10
Teacher Retirement 10
Other Benefit Programs 11
Leaves and Absences 11
Personal Leave 12
Leave Proration 12
State Sick Leave 13
Sick Leave Pool 13
Non-FMLA Leave 13
Family and Medical Leave (FML)—General Provisions 14
Local Procedures for Implementing Family and Medical Leave Provisions 15
Temporary Disability Leave 15
Expiration of Leave 15
Workers' Compensation Benefits 16
Assault Leave 16
Bereavement Leave 16
Jury Duty 16
Compliance with a Subpoena 16
Truancy Court Appearances 16
Religious Observance 16
Military Leave 16
Mental Health Leave 17
Quarantine Leave for Peace Officers 17
Leave for Police Officers for Illness or Injury 17
School Business Leave 17
Payment for Accumulated Leave Upon Separation 17
Payment for Accumulated Leave Upon Retirement 17
Off-duty/Vacation Days 18
Employee Relations and Communications 18
Employee Recognition and Appreciation 18
District Communications 18
Complaints and Grievances 18
Level One 20
Level Two 20
Level Three 20
Employee Conduct and Welfare 21
Standards of Conduct 21
Educators' Code of Ethics 21
Professional Standards 21
District Investigations 23
Fraud and Ethics Violations 23
Discrimination, Harassment, and Retaliation 23
Harassment of Students 25
Sexual Abuse and Maltreatment of Children 27
Reporting Suspected Child Abuse 27
Reports to Texas Education Agency 28
Reporting Crime 28
Scope and Sequence 28
Alcohol- and Drug-Abuse Prevention 28
Drug-Free Workplace Requirements 28
Mandatory Training 29
Fraud and Financial Impropriety 29
Conflict of Interest 29
Gifts and Favors 29
Associations and Political Activities 29
Charitable Contributions 29
Safety and Security 30
General Safety and Security Procedures 30
Communicable Disease Mitigation Measures 30
Safe Operation of District Vehicles 30

Asbestos Management Plan 30
Integrated Pest Management 30
Bloodborne Pathogens/Exposure Control Plan 31
Pre-Employment Drug Testing 34
Tobacco and Nicotine Products and E-Cigarette Use 34
Employee Arrests and Convictions 34
Criminal History Background Checks 34
Identification Badges 34
Possession of Firearms and Weapons 34
Visitors in the Workplace 34
Copyrighted Materials 35
Employment Policies: Dissemination of Required Information 35
Multiple-Occupancy Private Spaces 35
Library Materials 35
Diversity, Equity, and Inclusion Duties 35
Assistance with Social Transitioning 35
Parental Consent for Student Health Care Services 36
Instructional Prohibitions 36

Electronic Media, Communications Systems, and Technology Resources 36
Acceptable Use Guidelines 36
Overview 36
Internet Filter 36
Email 36
Electronic Storage 37
Network Behavior 37
Inappropriate Use 37
Inappropriate Language 37
Commercial Use 37
Vandalism/Mischief 37
Security 37
Transmitting/Storing/Accessing Confidential Information 37
Modification of Computer 37
Campus, District, or Organizational Websites 38
External Links 38
Cell Phones and Smart Phones 38
Electronic Recording 38
Electronic Media & Communications 38
Electronic Communications Between Employees, Students, and Parents 38
Transmitting, Storing and Accessing Confidential Information 39
Personal Use of Electronic Communications 39
Public Information on Private Devices 40

General Procedures 40
Emergency School Closing 40
Emergencies 40
Purchasing Procedures 40
Name and Address Changes 40
Personnel Records 40
Facility Use 41

Termination of Employment 41
Resignations 41
Dismissal or Nonrenewal of Contract Employees 41
Dismissal of Noncontract Employees 41
Discharge of Convicted Employees 41
Prohibited Classroom Instruction 42
Exit Interviews and Procedures 42

Student Issues 42
Equal Educational Opportunities 42
Student Records 42
Parent and Student Complaints 42
Administering Medication to Students 42
Health-Related Services 42
Dietary Supplements 42
Psychotropic Drugs 43
Student Conduct and Discipline 43
Student Attendance 43
Bullying 43
Hazing 43

Appendix A 44
Conflicts of Interest 44

Appendix B 46
CISD Safety and Security Procedures 46

Appendix C 48
Grievance Forms 48

Accessibility

Conroe ISD is committed to providing access to all individuals, including those with disabilities, seeking information on our website. If you use assistive technology (such as a screen reader, eye tracking device, voice recognition software, etc.) and are experiencing difficulty accessing information on this document, please contact the Executive Director of Communications at:

3205 W. Davis
Conroe, Texas 77304
(936) 709-7752

Employee Handbook Receipt

Name _____

EIN _____ **Campus/Department** _____

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

The Conroe ISD Employee Handbook can be accessed online at www.conroeisd.net under the "Employees" link. However, employees may request a personal copy.

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

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

I agree to comply with the District's policies and procedures, including those related to harassment of employees and students and reporting known or suspected student neglect and abuse. If requested to do so, I will cooperate with any District investigation of a possible violation of District policies or procedures by providing complete and truthful information in an oral and/or written statement. I understand that failure to do so may subject me to discipline or termination from employment.

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

_____ _____

Signature *Date*

Please electronically sign and date this receipt as part of the Vector Solutions training.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are included have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. Policy manuals can be accessed through the CISD homepage at www.conroeisd.net or in the CISD Legal Office in the Dr. Deane L. Sadler Administration/Technology Building during normal working hours.

District Information

Conroe ISD Vision Statement

Policy AE

A Vision for CISD

Conroe ISD is a learning community united in its commitment to ensuring all students graduate with confidence and competence. The schools and communities work together to provide performance standards that can be applied to the real world. This is achieved through the implementation of quality in instruction, operations, and leadership.

District Goals

Policies AF, AB

Goal 1.0 Student Achievement
CISD shall ensure all students are prepared for post-graduation success by mastering rigorous academic standards, developing critical thinking skills, closing achievement gaps, and preventing dropouts through a research-based, age-appropriate, TEKS-aligned curriculum that fosters student growth.

Goal 2.0 Recruitment, Development, and Retention of Staff
Conroe ISD shall recruit, develop, retain, and support a highly qualified staff to become dynamic and satisfied leaders who deliver meaningful instruction, manage teams and resources effectively, and maintain a positive organizational culture.

Goal 3.0 Safe & Collaborative Culture
Conroe ISD shall provide a safe, positive, and disciplined environment conducive to student learning by fostering mutual respect and collaboration between all students, staff, and parents and by creating specific behavioral expectations and management systems.

Goal 4.0 Fiscal Stewardship
Conroe ISD shall exercise fiscal responsibility to maintain financial strength and a balanced budget while prioritizing a classroom-centered approach that adequately and appropriately supports education programs, salaries, benefits, and facility operations.

Goal 5.0 Communication & Community Relations
Conroe ISD shall build partnerships and foster a culture of trust with parents, community stakeholders, and within feeder zones by providing meaningful and timely two-way communication, transparency, and opportunities for more involvement.

Goal 6.0 Operations
Conroe ISD shall ensure efficient, safe, and effective management of all facilities, resources, and services to support a high-quality educational environment

Board of Trustees

Policies BAA, BB series, BD series, and BE series

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal laws and regulations. The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board members are elected biannually and serve four-year terms. Board members serve without compensation, must be qualified voters, and must reside in the District.

The Board usually meets on the third Tuesday of each month at 6:00 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and at the Dr. Deane L. Sadler Administration/Technology Building at least three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies or when there is an urgent public necessity, a meeting may be held with a one-hour notice.

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

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

In accordance with Title IX, the District does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about

the application of Title IX may be referred to the District's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

Name: Dr. Jamie Bone
Position: Director of Human Resources
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7752
Email: TitleIX@conroeisd.net

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During District business hours, reports may also be made in person.

The District designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability:

Name: Dr. Kendra Wiggins
Department: Special Education
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7670

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

To the extent possible, announcements of job vacancies by position and location are posted a minimum of ten (10) days on the CISD homepage at www.conroeisd.net. For a vacant position for which a certificate or license is required under Texas Education Code § 21.003, other than a position that affects the safety and security of students as determined by the Board, the District will provide current District employees notice of the position by posting it on the District website not later than the fifth school day before the date the District fills the position and will provide current District employees a reasonable opportunity to apply. If, during the school year, the District must fill a vacant teacher position in fewer than five school days, the District will post notice as soon as possible after the vacancy occurs. In that circumstance, the District is not required to keep the notice posted for five school days or provide the opportunity described above before filling the position.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. However, beginning July 1, 2025, the District shall collect any surcharge and other fees it is required to pay to TRS or any other retirement program on behalf of any employee who is currently receiving benefits from TRS or another retirement program. Because the District does not incur such expenses in the employment of any other staff member, the employee's pay will be reduced to offset this expense. The deduction from the employee's pay will not be in the amount that will cause the employee to fall below the state minimum salary schedule, if the minimum salary schedule applies to the employee's position, or below any applicable minimum wage rate for hourly employees. Should the employee owe an amount greater than what can be deducted from the employee's paycheck, the District will require the employee to submit payment to the District by personal check. If after receiving notice that the employee owes reimbursement to the District, the employee fails to pay, the employee may be terminated or suspended without pay until all outstanding balances are paid. It is the employee's responsibility to understand when and how surcharges will be applied. Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS website (www.trs.texas.gov).

Contract and Noncontract Employment

Policy DC series

State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Full-time employees are those employees who are regularly scheduled to work 18.75 hours or more per week. Employees may view their employment contracts in their Employee Portal.

Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary Contracts. Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the Board determines it is doubtful whether a term contract should be given.

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed on a non-certified contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code, or on no contract at all, depending on the position.

Paraprofessional, Auxiliary, and Substitute Employees. All paraprofessional, auxiliary, and substitute employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated

at any time by either the employee or the District. Not accepting substitute assignments in Absence Management online or by phone is considered a resignation until the substitute accepts another substitute assignment.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. It is imperative that teachers hold a valid teaching certificate at all times and that instructional aides have a current educational aide certificate. Employees will be notified via Conroe ISD email when their certificate is set to expire, but each employee remains responsible for ensuring timely renewal. Upon notification, employees must renew immediately. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials in a timely manner. Documentation should be submitted to HRrequests@conroeisd.net. Questions about certificate renewal should be directed to www.tea.state.tx.us or 512-936-8400. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Executive Director of Human Resources when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to extend a temporary or emergency certificate or permit, or if the employee's certification or permit expires or is canceled, relinquished, or revoked. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks.

Recertification of Employment Authorization

Policy DC

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization. Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Employees have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items and work areas, including District-owned technology resources, lockers, and private vehicles parked on District premises or work sites or used in District business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to have violated District policy.

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Human Resources Department.

Health Safety Certification and Training

Policies DBA, DMA, CKD

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved online training regarding seizure disorder awareness, recognition, and related first aid.

Each district peace officer or school security personnel who provides security services at the campus, and other district personnel who may be reasonably expected to use a bleeding control station, are required to complete a TEA approved training on the use of a bleeding control station in the event of an injury to another person.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent or designee

determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Inter-Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Intra-campus reassignments may be authorized by the Campus Principal. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (LOCAL).

An employee with the required qualifications for a position within the District may apply for that position using the District's internal job posting site. An employee applying for an internal job will only be considered when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department via the internal job posting site and must be approved by both the sending and receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators, as determined by their status under the Fair Labor Standards Act, are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for all employees and all school holidays. Notice of work schedules including start and end dates and scheduled holidays is distributed each school year.

Classroom teachers have planning periods for instructional preparation including conferences. Planning periods are set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes.

Paraprofessional and Auxiliary Employees. Paraprofessional and auxiliary employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Employees are required to use UKG (in-District electronic timekeeping system) to record time worked. See Overtime Compensation for additional information.

ADA Accommodation

Policies DAA, DBB, DLA

The District will provide reasonable accommodations to qualified employees with a disability when the accommodation is needed to allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodations by contacting Human Resources (HR) and identifying an adjustment or change at work that is needed because of a disability. An employee also may submit a written request to HR using the ADA Accommodation Request Form, which is available on the District's Human Resources website.

Upon reviewing the reasonable accommodation request, HR will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documents, HR will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The District supports the practice of expressing breast milk and makes reasonable accommodations for the needs of the employees who express breast milk for a period of one year following the birth of the employee's child. The District will provide a place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the District if they believe the District is out of compliance in providing breaks for a nursing mother. The employee must give the District 10 days to come into compliance before making any claim of liability against the District. An employee with concerns should contact Tiffany Mattfeld, Director of Human Resources, Benefits, at 936-709-7859.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to, arising out of, or affected by pregnancy, childbirth, or related medical conditions, unless the accommodation would impose an undue hardship. An employee seeking a PWFA accommodation should contact Tiffany Mattfeld, Director of Human Resources, Benefits, at 936-709-7859 to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the District is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days during the same

school year to an uncertified substitute, inappropriately certified teacher, or an uncertified teacher The notice must be provided not later than the 30th instructional day after the assignment and, when the District reasonably believes the parent or guardian lacks English language proficiency, must be provided in English and the parent's or guardian's primary language. A copy of the notice will be retained. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit, including substitutes. Information relating to teacher certification will be made available to the public upon request. Questions regarding certification should be directed to the Human Resources Department.

Outside Employment and Tutoring

Policy DBD

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

Administrators. An employee (other than employees primarily responsible for in-class instruction) who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district, may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district. With exceptions as noted below, administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and educational service centers.

Exceptions apply to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers, if the board approves as required by statute. To be approved, services must be performed on the administrator's personal time, and not interfere with the employee's duties to Conroe ISD.

District employees may not tutor or provide any educationally related service for pay to students currently assigned to them. A teacher may teach private lessons or tutor for pay but may not teach or tutor students currently enrolled in the teacher's classes/programs. A teacher must disclose in writing to his or her supervisor any private tutoring of District students for pay. District employees may not utilize their employment with the District in "advertising" their tutoring or other educationally related services. District employees wishing to inform students/parents of their educationally related service must comply with District policies and procedures relating to the dissemination of materials in the schools. District employees who have been provided specialized training paid for by the District may not charge District patrons for providing that service.

Performance Evaluation

Policy DN, DPB series

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

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

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

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Mental Health Training

Policies DMA

All district employees who regularly interact with students are required to complete an evidence-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the District that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training include, but are not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, district special program liaisons, and supervisors of personnel who regularly interact with students.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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

The District uses the UKG electronic timekeeping system to automate the timekeeping process. This system is used in place of handwritten timesheets. Absence records (e.g. vacation, sick days) are also recorded in UKG .

It is recognized that in certain situations (e.g. clock malfunction) that it may be necessary to correct or enter missing data. These changes will be carefully documented on the Missed Punch/Exception Form so that it is possible to determine how a time detail record was computed.

To ensure consistency of treatment for employees, the data recorded in the UKG system is the "official" record of the workday. Any disputes over actual hours worked or attendance are resolved by referring to the official UKG records.

Since UKG timekeeping records are considered an employee's official time record, falsification of time, tampering with timekeeping records, tampering with timekeeping equipment/hardware/ software, or punching in for another employee is considered a serious offense and may require disciplinary action up to and including termination. Employees may access their work schedule, salary, and payroll checks in the Employee Portal.

Classroom teachers, full-time librarians, full-time nurses, and full-time counselors are paid no less than the minimum state salary schedule. Contract employees who perform extra-curricular or supplemental duties are paid a stipend in addition to their salary according to the District's extra-duty pay schedule. Classroom teachers are awarded stipends for doctorate degrees if the degree is in the subject area taught and from an accredited university.

Transcripts and Service Records

Employees have 60 calendar days from the date of hire to furnish the Human Resources Department with official college transcript(s) for professional positions or a copy of the high school diploma for other positions where required. In addition, employees have 60 calendar days from the date of hire to furnish official service record(s) from school district(s) where the employee has worked previously (if applicable). If transcripts and/or service records are provided to the Human Resources Department within the current school year, changes will be made to an employee's salary/wages for the current school year. If official transcripts and/or service records are provided to the Human Resources Department in a subsequent school year, changes will be made to an employee's salary/wages in the school year in which the official transcripts and/or service records are received. Adjustments in salary/wages will not be applied retroactively to a previous school year.

Paychecks

All employees are paid on the 1st and 15th of each month. If a pay date falls on a weekend or holiday, the employee is paid on the previous workday. All District employees are required to authorize the District to initiate credit entries directly to their financial institution account(s) for making payroll deposits. The authorization will also permit the District to make debit entries and adjustments for credit entries made in error to employee-designated accounts.

Every effort is made to ensure that the employee's pay, leave, and other information on each paycheck are correct; however, employees are responsible for reviewing their payroll statement each pay day for accuracy, including but not limited to compensation, leave, federal withholding status, and deductions. All employees can access their pay information, which includes itemized statements of wages, using the Employee Portal. Paychecks or direct deposit vouchers are not released to any person other than the District employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement.

Employees who leave the District are paid their final check in accordance with the District pay schedule, unless doing so will result in overpayment. The final pay statement will be mailed to the address listed on the employment separation form, which should be completed in advance to allow time for processing.

Automatic Payroll Deposit

All District employees are required to authorize the District to initiate credit entries directly to their financial institution account(s) for making payroll deposit. The authorization will also permit the District to make debit entries and adjustments for credit entries made in error to employee-designated accounts. This structure helps the District pay its employees faster and more accurately. Employees should make direct deposit changes through the Employee Access Center on the District's SSO portal. You may contact the Payroll Department for more information about the automatic payroll deposit service.

Employee pay information is available online by logging in to the Employee Access Center.

Employees are responsible for notifying the Payroll Department, in writing, at least 10 business days before a scheduled pay day of any changes in the employee's banking status. If the change constitutes the closing of a currently designated account, an alternate account must be specified. If funds cannot be deposited in an account and are returned by the bank for any reason, a replacement check will not be issued until the funds are credited back to the District's bank account. Additionally, a $20.00 replacement fee may be applied. The employee must pick up the replacement check from the Finance Office and provide a new, valid direct deposit form.

Address/Name Change

It is the employee's responsibility to notify the Human Resources Department of address or name changes. Employees should make address changes through the Employee Access Center on the District's SSO portal. The name change form can be found on the District's Human Resources website.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS)*;
- Federal income tax;
- Medicare tax (applicable only to employees hired after March 31, 1986);
- Child support and spousal maintenance, if applicable;
- Delinquent federal education loan payments, if applicable.

**Substitute, part-time, and temporary employees in a position that is not eligible for TRS membership must participate in the District's 457(b) FICA Alternative Plan, unless the employee has retired through TRS.*

Other payroll deductions employees may elect include deductions for the employee's share of premiums for medical, dental, life, vision, and other supplemental insurance, as well as retirement savings plan contributions. Employees may also request payroll deduction for payment of membership dues to professional organizations, donations to the CISD Education Foundation, and deposits to a Smart Financial Credit Union savings account. Salary deductions are automatically made for unauthorized or unpaid leave.

During an approved unpaid leave of absence, including Family and Medical Leave, unless the employee has made payments during the leave, the District may advance to the employee an amount equal to the premium payments required to maintain the employee's health and supplemental insurance in force. The amount so advanced will be treated as an advance of future wages payable, and the advance will be deducted from any paychecks the employee might receive following the employee's return from the leave of absence. The full amount advanced will be deducted from the first paycheck(s) following the date of the employee's return from leave. Any payroll deduction will be made only to the extent permitted by law and will not reduce the employee's pay below an applicable minimum-wage requirement. If the employee separates from employment prior to repaying the advance in full, any unpaid balance remaining from the advance at the time of the employee's separation from employment will be deducted in full from the employee's final paycheck.

Overpayments. Employees are not entitled to any funds the District overpays. An agreement between an employee and the District must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

Overtime Compensation

Policies DEAB, DEC

The District compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees (paraprofessional and auxiliary employees) are entitled to overtime compensation. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A non-exempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Non-exempt employees do not earn overtime pay unless they work more than 40 hours in a workweek.

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at their time-and-a-half rate or direct pay. Weekly time records will be maintained on all non-exempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Health Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS member
- Employees who are not contributing TRS members and are employed for 10 or more regularly scheduled hours per week

The insurance plan year is from September 1 through August 31. New employees must complete online enrollment within 31 calendar days after their hire date. Current employees can make changes in their insurance coverage only during annual enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet.

Employees should contact the CISD Benefits Office for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, accidental death and dismemberment, cancer, critical illness, disability, legal, hospital indemnity, and life. Premiums for these programs are paid by payroll deduction, not to exceed 100 percent of an employee's wages. Employees should contact the CISD Benefits Office for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pre-tax basis by payroll deduction, not to exceed 100 percent of an employee's wages (i.e., medical, dental, and vision). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit within 31 calendar days after their hire date. All employees must accept or reject this benefit on an annual basis during the specified time period.

Change of Election Guidelines

1. **Mid-Year Benefit Changes.** If an employee pays for benefits through pre-tax payroll deductions, the benefit elections generally cannot be changed during the plan year (September 1-August 31). However, an employee may be able to enroll, cancel coverage, or make changes if they experience a qualifying life event and the change is allowed by the benefit plan and insurance carrier. Examples of qualifying life events include:
   - Marriage, divorce, or death of a spouse
   - Birth, adoption, placement for adoption, or death of a dependent
   - A change in employment status affecting benefit eligibility
   - A dependent gaining or losing eligibility for coverage
   - HIPAA special enrollment rights
   - A court order affecting coverage
   - Gaining or losing Medicare or Medicaid entitlement
   - FMLA leave
   - A COBRA qualifying event
   - Loss of eligibility due to a reduction in work hours
   - Enrollment in a Qualified Health Plan through the Health Insurance Marketplace
   - A change in coverage under another employer's benefit plan, including annual enrollment
   - Loss of group health coverage sponsored by a governmental or educational institution.

   Important: *Benefit changes must comply with applicable plan provisions, carrier requirements, and eligibility rules. A qualifying life event does not guarantee that every requested change will be available.*

2. **The Change Must Match the Event.** The requested benefit change must be related to the qualifying life event.

3. **Deadlines.** Employees must contact the CISD Benefits Office and provide all required documentation within:
   - 31 calendar days after the qualifying life event (beginning the day after the event); or
   - 60 days for Medicaid or CHIP eligibility changes.

   Requests received after the deadline cannot be processed until the next annual enrollment period unless another qualifying life event occurs.

4. **Required Documentation.** For a spouse's or dependent's gain or loss of employment, documentation from the employer must include (1) Employment start or end date; and (2) Insurance coverage start or end date, including the type of coverage. Documentation must come directly from the employer. Letters must be signed by an authorized representative, and emails must be sent directly by the employer to benefitsoffice@conroeisd.net.

5. **Post-Tax Benefits.** Benefits paid through post-tax payroll deductions may generally be canceled at any time, subject to plan and carrier requirements.

6. **When Changes Take Effect.** Benefit changes cannot be processed until all required forms and documentation are received within the deadlines listed above and the request is approved.
   - **Adding Coverage:** Coverage is effective the first day of the month following the qualifying life event, unless a different effective date is required by law or the plan. For example, newborn coverage is effective on the date of birth.
   - **Dropping Coverage:** Coverage ends on the last day of the month in which all required forms and documentation are received. Coverage cannot be canceled retroactively.

7. **Need to Make a Change?** Contact the CISD Benefits Office at BenefitsOffice@conroeisd.net or 936-709-7808.

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a compensable work-related illness or are injured on the job. The District has workers' compensation coverage from the Political Subdivision Workers' Compensation Alliance (the Alliance), which includes a list of health care providers who are trained in treating work-related injuries and getting employees back to work safely. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

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

If you are injured at work, tell your supervisor immediately. If non-emergency medical care is needed, you must choose a treating doctor from the provider directory available online at pswca.org. For emergencies, you may go to the nearest emergency room. However, you must follow up with a treating doctor from the provider directory. You may contact the Human Resources Department with any questions about how to obtain treatment for a work-related injury. You may also contact your claim adjuster at the TASB Risk Management Fund (the Fund), the District's workers' compensation coverage provider, at 1-800-482-7276.

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

Policy DEG

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS.

To earn a year of TRS membership credit, an employee must work in a TRS-eligible position or receive paid leave from a TRS-eligible position for at least 90 days during the school year. If an employee will not meet the 90-day requirement and has worked in excess of five days in a workweek, it is the employee's responsibility to

ensure the additional day(s) have been reported. Members should carefully review years of service reported when TRS provides them with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 1-800-223- 8778 or 512-542-6400. TRS information is also available on the web.

Other Benefit Programs

Deferred Compensation and Annuities

Policy CRG

The District makes available to all employees, including full-time, part-time, and substitutes, voluntary 403(b) and 457(b) plans. The 403(b) plans allow employees to save a portion of their income for retirement without paying tax on the contributions until they are withdrawn from the plan. The 457(b) is another option to help employees save for retirement and can lower current taxes or earn tax-free income. Maximum deferral amounts are set by the IRS for each calendar year, and deferrals may not exceed 100 percent of an employee's wages. Establishment of these accounts and changes in contribution amounts may be made at any time.

Additional information about the provisions and options for these plans is available in a separate *Employee Benefits* booklet, online.

Note: Conroe ISD does not hire or contract with any financial agent other than First Financial Administrators, Inc. and TCG Administrators. No financial agent "representing" Conroe ISD will ever call you at home or send you an email. Because investment strategies are a personal decision that each employee should investigate on his/her own, Conroe ISD makes no recommendation or approval of individual 403(b) plans, sales representatives, agents, or financial advisors.

Leaves and Absences

Policies CRD, DBB, DEC, DECA, DECB, DED, DG

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of five (5) or more consecutive workdays for a personal or family illness should contact the CISD Leave Office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Paid leave must be used in half-day increments. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Leave entered as local;
- If no local days are available, off-duty or vacation days will be used;
- If no off-duty or vacation days are available, state personal leave will be used;
- If no state personal leave is available, state sick leave will be used;
- If no state sick leave is available, the employee's pay will be docked.

Employees are required to report all absences through the automated substitute system in the Human Resources Department **prior to their absence**. Employees should enter their own absences and select the type of leave day that should be used. In the event that an employee is unable to report an absence through the substitute system as required, the employee must make arrangements with campus/department administrators to have the absence immediately entered into the substitute system. Leave is posted using information recorded in this system and will not be changed at a later date if incorrect information was submitted, except under special circumstances. Therefore, it is imperative that the absence is carefully selected and employees review the order of usage as outlined above. The initial submission of the leave type determines how leave is applied based on the balance in the employee's leave banks. If an employee takes leave in excess of the amount earned, the employee's pay will be deducted for the time missed based on their pay rate. With the exception of classroom teachers on approved FMLA leave for pregnancy or the birth or adoption of a child, an employee who has available state and/or local leave may not elect to be docked in lieu of using paid leave. Classroom teachers on approved FMLA leave for pregnancy or the birth or adoption of a child may elect not to use their available personal paid leave at the time they submit their leave application; if an election is not made, all available personal paid leave will be used during the approved leave. Employees should use the Employee Access Center or the Leave Bank Balances application on the Employee Portal to review leave balances.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. To apply for leave, employees should submit an application in the Leave of Absence app in the District's SSO. Leave certification forms will be mailed once an application is received and may also be downloaded and printed from the CISD website under the Human Resources Department section. Completed certification forms should be submitted to the CISD Leave Office. When the leave of absence is foreseeable, the application must be submitted at least 30 days, and no earlier than 45 days, before leave is to begin. If you learn of the need for a leave of absence less than 30 days in advance, then the application must be submitted as soon as possible - the day you learn of the need for leave or the next workday. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request a leave of absence according to District procedures, the incident is considered a "no call/no show." An employee who is absent for three consecutive workdays without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family. For purposes of leave other than Family and Medical Leave, immediate family is defined as the following:

- Spouse
- Son or daughter, meaning a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability"
- Parent, meaning a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter as defined above; this term does not include parents "in law"
- Sibling and stepsibling

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

Medical Certification. Any employee who is absent five (5) or more consecutive workdays because of a personal or family illness must submit medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness – the employee's fitness to return to work. A qualified health care provider is a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices.

The District may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The District may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

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

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

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the District after six months of unpaid leave other than FMLA leave. If an employee's unpaid leave extends for more than six months, the District will provide the employee with notice of COBRA rights. For additional information about insurance deductions while on leave, refer to the Payroll Deductions section of this handbook.

Personal Leave

State Leave. Employees may earn up to five (5) days of paid state leave per year, depending on work start date and percentage worked. Employees hired to work less than 100 percent of the workday but at least 50 percent shall be granted state leave in proportion to the percentage of time they are employed. State leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers.

Local Leave. Employees may earn up to five (5) days of paid local leave per year, depending on work start date and percentage worked. Employees hired to work less than 100 percent of the workday but at least 50 percent are granted local leave in proportion to the percentage of time they are employed. Each year, employees may either carry over earned, unused local leave to the following school year or receive payment for it on the August 15 paycheck. Payment will not exceed five (5) days, and any remaining balance of days will be carried over to the following school year. Professional employees who choose to receive payment will receive the standard certified substitute teacher pay rate for each accrued, unused local day. Paraprofessional and auxiliary employees who choose to receive payment will receive the standard paraprofessional substitute pay rate for each accrued, unused local day. Employees can submit/view/change their choice for handling unused local leave by logging in to the Local Days Election app through the CISD SSO Portal. Any earned, unused local leave will be carried over for employees who do not submit an election. Local leave may also be used by employees who are called to active military service.

Personal leave is available for use at the beginning of the school year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment. Personal leave is designated as either "nondiscretionary" or "discretionary."

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for nondiscretionary leave allow very little, if any, advance planning. Nondiscretionary leave may be used in the same manner as state sick leave (see below).

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

Discretionary leave may not be taken any time when the principal or supervisor determines that the employee's absence impacts the educational program or District operations, such as the day before or after a school holiday, any day scheduled for staff/professional development, or days scheduled for state mandated assessments.

Leave Proration. State and local leave is earned based on the number of days an employee works. If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state and local leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state and local leave the employee used beyond his or her pro rata entitlement for the school year. **Off-duty days are not paid leave. Therefore, any off-duty days taken before the end of the work year are not considered when calculating wages earned.**

Leave Proration

State and local leave is earned based on the number of days an employee works. If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state and local leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school

year, the employee's final paycheck will be reduced by the amount of state and local leave the employee used beyond his or her pro rata entitlement for the school year. **Off-duty days are not paid leave. Therefore, any off-duty days taken before the end of the work year are not considered when calculating wages earned.**

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

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

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

Sick Leave Pool

Policy DEC (LOCAL)

An employee who has exhausted all personal paid leave, including state, local, and any applicable vacation days, as well as any applicable compensatory time, and who is on approved leave for a serious health condition or to care for an immediate family member with a serious health condition, may request the establishment of a sick leave pool. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Eligibility is limited to employees whose leave has been approved by the District Leave Office and who have no remaining paid leave available. Employees who elect not to use available paid leave for an otherwise qualifying absence are not eligible to request a sick leave pool.

Request Process

- Requests must be submitted electronically through the Donate Days app in the District's SSO.
- Medical certification supporting the serious health condition must be on file with the Leave Office.
- The Human Resources Department, in coordination with the Leave Office, will review and determine eligibility.
- The employee and their principal or supervisor will be notified of approval or denial.
- Approval of a sick leave pool does not guarantee that donated days will be available.

Donations

- Employees with approved sick leave pools will have their names listed in the District's weekly newsletter unless they request otherwise. Their name may also be shared at the campus or department level. Only eligibility status will be communicated; no medical information will be disclosed.
- Only active District employees may donate local or state personal leave.
- Donations must be made in full-day increments through the Donate Days app.
- Days must be donated prior to the donor's last day worked.

Use of Donated Days

- Donated days may only be used for absences related to the approved serious health condition during the approved leave period.
- Donated days will not be applied to absences already finalized for payroll processing.
- The District reserves the right to discontinue use of donated days if eligibility criteria are no longer met.

Limits

- The maximum number of donated days an employee may receive is 30 days per leave year (July 1-June 30).
- The number of donated days applied is based on medical certification and District review.
- Donated days do not carry over from one leave year to the next.

Closure and Return of Days

- A sick leave pool will close when the employee no longer requires leave for the approved reason, when they have reached the maximum number of days they may receive, or when all donated days have been used.
- Any unused donated days will be returned to the original donor as long as they are still employed by the District.

Appeals

All decisions regarding the establishment or administration of the sick leave pool may be appealed in accordance with Board Policy DGBA(LOCAL).

Non-FMLA Leave

A full-time employee who has been employed with the District for less than 12 months, or who has been employed with the District for at least 12 months but has less than 1,250 hours of service during the 12 months immediately preceding the commencement of leave, and who has not exhausted FMLA leave may take up to six (6) weeks of unpaid leave in a 12-month period for absences related to:

- The birth of a child and to care for the newborn child;
- The adoption or foster care placement of a child;
- Caring for an immediate family member with a serious health condition, meaning an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider;
- The employee's own serious health condition, meaning an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, that makes the employee unable to perform essential job functions.

Non-FMLA leave runs concurrently with accrued paid leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. Non-FMLA leave can be taken intermittently for the same condition, so long as the employee provides the District with supporting documentation from the treating physician.

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

For additional information about insurance deductions while on leave, refer to the Payroll Deductions section of this handbook.

Family and Medical Leave (FML)—General Provisions

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

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption, or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child, or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child, or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember with a serious injury or illness ***may*** **take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read *Fact Sheet #28M(c)* for more information.

FMLA leave is ***not*** **paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if ***all*** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if ***one*** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state, or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, to request FMLA leave you must:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You ***do not*** **have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must*** **also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer *must*:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer *must* notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.
If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process.

311

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- Second or third medical opinions and periodic recertification of the need for leave;
- Periodic reports during the leave regarding the employee's status and intent to return to work;
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work; or
- Certification of the need for family military leave.

Use of Paid Leave. FML runs concurrently with accrued state and local leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The District will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

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

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

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The District shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition, to care for a child following birth, adoption, or foster care placement, or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on FML until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the District will maintain the employee's group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA [LEGAL]).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the District may require the employee to reimburse the District's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the District, the District may not require the employee to reimburse the District's share of premiums paid.

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

Temporary Disability Leave

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If temporary disability leave is approved, it is unpaid and the length of leave is no longer than 180 calendar days per condition. An employee may be eligible for a second temporary disability leave for the same condition if the request is made at least 18 months after the employee's return to work from the prior temporary disability leave for that condition. Employees on an unpaid leave of absence may continue their insurance at their own expense.

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

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

Expiration of Leave

Prior to the expiration of all available approved leave, the District will provide the employee written notice of the date the employee's leave will expire and the date by which the employee must provide written notice to the District that he or she is ready, willing, and able to return to work.

The employee must provide medical clearance that he or she is physically able to perform the essential functions of his or her position, with reasonable accommodations if necessary.

A contract employee who does not document his or her availability and fitness to return to work by the expiration of all approved leave or return to work the next workday after all approved leave has expired shall resign or shall be subject to termination of employment by the District. All other employees who do not document their availability and fitness to return to work by the expiration of all approved leave or return to work by the next workday after all approved leave has expired shall be terminated from his or her position with the District effective with the expiration of the approved leave.

An employee must return to work for at least 30 consecutive workdays in order to be considered as having returned to work.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven (7) calendar days. Weekly income benefits are paid at 70 percent of the employee's average weekly wage or up to the maximum state average weekly wage.

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

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to a supervisor as explained in the Workers' Compensation Insurance section of this handbook. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person not responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits.

Upon investigation, the District may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

An employee must use accrued state and local leave benefits for death in the family. Leave in excess of five (5) workdays for each occurrence must be approved by the campus principal or supervisor as necessary.

Jury Duty

Policies DEC, DG

The District provides paid leave to employees who are summoned to jury duty, including service on a grand jury. The District will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the District a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding, regardless of whether or not the matter is related to school business, and will not be required to use paid leave.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The District will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless the accommodation poses an undue hardship to the District. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year (July 1 through June 30) when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return

to the District will be reemployed if they are qualified to perform the essential functions of the job. Employees returning to work following military leave should contact the Human Resources Department. In most cases, the length of federal military service cannot exceed five (5) years.

Service Records. Employees returning from military leave who wish to receive service credit for military service performed during the leave period must provide appropriate military documentation, such as a DD Form 214 or other official military records verifying dates of service, to the Human Resources Department within 60 calendar days of reemployment. Service record updates and any resulting salary/wage adjustments are subject to the provisions in the Transcripts and Service Records section of this handbook.

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

Mental Health Leave

An employee who experiences a traumatic event in the scope of employment shall be granted a maximum of three days of mental health leave per traumatic event. Examples of traumatic events that may qualify for mental health leave include an employee who, as a direct result of performing the employee's job duties, is involved in the response to, or investigation of, a school related event resulting in the fatality of a student, staff member, or patron; a severe casualty or fatality such as a homicide, suicide, or aggravated assault resulting in life threatening injuries, or a District police officer in performance of the officer's duties discharges the officer's weapon resulting in a fatality or serious bodily injury of a person.

An employee directly involved in a traumatic event may request the use of mental health leave by submitting a completed leave application to the CISD Leave Office within seven (7) calendar days of the traumatic event. Medical certification by a healthcare provider as defined by the Family and Medical Leave Act must be submitted with the request. Forms for leaves of absence may be downloaded and printed from the CISD website under the Human Resources Department section.

Quarantine Leave for Peace Officers

A District peace officer who is ordered by the Montgomery County Public Health Authority or the Superintendent to quarantine due to known exposure to a qualifying communicable disease while on duty is entitled to paid leave for the period specified in the order. Qualifying communicable diseases are those contracted while in the scope of employment with the District and defined as "notifiable conditions" by the Texas Department of State Health Services in Title 25 of the Texas Administrative Code §97.3. An officer requesting leave is required to provide written certification from the Montgomery County Public Health Authority or Superintendent to validate the need for leave. Certification must be provided to the CISD Leave Office.

If the officer is away from home on District business that has been approved in advance by the Chief of Police, then the officer may be eligible for reimbursement for reasonable expenses for food, travel, and lodging while the officer is required by the Montgomery County Public Health Authority or Superintendent to quarantine away from the officer's home. Requests for reimbursement must be made in accordance with the District's Finance Manual.

Leave for Police Officers for Illness or Injury

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

School Business Leave

School business leave with full pay may be granted to employees by the Superintendent or designee for short periods of time for the purpose of attending professional meetings or other school-related responsibilities. School business leave is granted only for school-related purposes. Such leaves are limited by the budgetary allotment and in most cases must be planned during the spring prior to budget preparation. There are two categories of school leave:

- Leave where individuals pay all or part of their own expenses;
- Leave where individuals attend meetings at District expense as an official representative of the school system.

Payment for Accumulated Leave Upon Separation

An employee who separates from employment with the District will receive payment for accumulated local leave under the following conditions:

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or nonrenewed.
2. The employee submits an employment separation form in advance of the final paycheck being issued, as determined by the District pay schedule.

Professional staff eligible for payment will receive the current standard certified substitute teacher rate for each day of accumulated local leave, to a maximum of $5,000. Paraprofessional and auxiliary staff eligible for payment will receive the substitute paraprofessional rate for each day of accumulated local leave, to a maximum of $5,000. If the employee is reemployed with the District, days for which the employee received payment will not be available to that employee. If an employee dies while employed by the District, the employee's estate shall receive the payment in accordance with this provision.

Payment for Accumulated Leave Upon Retirement

Administrative and professional personnel employed prior to July 1, 1988, who retire under the eligibility provisions of the Teacher Retirement System of Texas (TRS) will receive payment according to the employee's last daily rate of pay, to a maximum of 60 accumulated days of state sick leave accumulated prior to May 31, 1995, and state personal leave, as evidenced by service records. Payment will be made as compensation and paid at the time of the final contract salary check immediately prior to retirement. The District may require proof of actual retirement. If an administrative or professional employee, who was employed prior to July 1, 1988, dies while employed by the District, his or her estate will be paid any accumulated state sick and personal leave, to a maximum of 60 days as evidenced by service records. This provision applies only

to leave earned while employed in the District, and the District will record any state days paid upon retirement on the employee's service record.

Paraprofessional and auxiliary personnel employed prior to July 1, 1988, who retire under the eligibility provisions of the Teacher Retirement System of Texas (TRS) will receive payment according to the employee's last daily rate of pay, to a maximum of 30 accumulated days of local sick leave, state sick leave earned prior to May 31, 1995, and state personal leave, as evidenced by service records. Payment will be made as compensation and paid at the time of the final paycheck immediately prior to retirement. The District may require proof of actual retirement. If a paraprofessional or auxiliary employee, who was employed prior to July 1, 1988, dies while employed by the District, his or her estate will be paid for any accumulated local sick leave, state sick leave, and state personal leave, to a maximum of 30 days as evidenced by service records. This provision shall apply only to leave earned while employed in the District, and the District will record any state days paid upon retirement on the employee's service record.

Off-duty/Vacation Days

Employees who work a 217- or 226-day work schedule are entitled to off-duty days each year. Off-duty days are not paid leave; they are non-workdays. The total number of off-duty days may vary from year to year depending on the school calendar. Off-duty days may be taken at any time during the calendar year, but prior approval is required by the employee's supervisor. Non-exempt employees must use off-duty days by June 30 each year. Exempt employees must use off-duty days by August 31 each year.

Employees who start work after the work schedule has begun for the school year may or may not be eligible for off-duty days. For example, if a 226-day employee is hired after the start of the work schedule, and only 192 possible workdays remain in the current year's work schedule, no off-duty days will be available to the employee for the remainder of the year's work schedule.

Auxiliary employees who work a 260/261-day work schedule are entitled to up to 10 paid vacation days each year. Use of vacation days must be approved in advance by the employee's supervisor. Vacation days do not carry over from one school year to the next. Any unused vacation days will no longer be available for use after the August 15 paycheck.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, in newsletters, and through special events and activities. Service pins are given to employees in five-year increments after five years of employment with the District. To receive credit, the employee must be classified as full-time and work at least 90 days during the school calendar year.

District Communications

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

Complaints and Grievances

Policy DGBA

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

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

Other Grievance Process. Employee grievances shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant grievance process:

1. Grievances alleging discrimination, including violations of Title IX (gender), Title VII (race, color, religion, sex, gender, sexual orientation, national origin), ADEA (age), Section 504 (disability), or ADEA (age), shall be submitted in accordance with DIA.
2. Grievances alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII, shall be submitted in accordance with DIA.
3. Grievances concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.
4. Grievances concerning instructional materials shall be submitted in accordance with the EF series.
5. Grievances concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
6. Hearings concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Hearings concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice To Employees. The District shall inform employees of this policy through appropriate District publications.

Informal Process. The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Direct Communication with Board Members. Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Formal Process. An employee may initiate the formal process described below by timely filing a written grievance form. Even after initiating the formal grievance process, employees are encouraged

to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation. Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or grievance.

Whistleblower Grievances. Whistleblower grievances shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the grievance. [See DG]

Grievances Against Supervisors. Grievances alleging a violation of law by a supervisor may be made to the Superintendent or designee. Grievance forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.

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

Scheduling Conferences. The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at the scheduled conference, the District may hold the conference and issue a decision in the employee's absence.

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

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

Representative. "Representative" shall mean any person who, or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process. The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating Grievances. Grievances arising out of an event or a series of related events shall be addressed in one grievance. Employees shall not file separate or serial grievances arising from any event or series of events that have been or could have been addressed in a previous grievance. When two or more grievances are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the grievances.

Untimely Filings. All time limits shall be strictly followed unless modified by mutual written consent. If a grievance form or appeal notice is not timely filed, the grievance may be dismissed, on written notice to the employee, at any point during the grievance process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the grievance was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred. Each party shall pay its own costs incurred in the course of the grievance.

Grievance and Appeal Forms. Grievances and appeals under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the grievance should be attached to the grievance form. If the employee does not have copies of these documents, they may be presented at the Level One conference. A grievance or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Audio Recording. As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's grievance is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Recusal. A District employee or Board member involved in reviewing a grievance must recuse himself or herself from the review process if that employee or Board member is the subject of the grievance. If a Board member files a grievance, he or she shall be prohibited from voting on matters related to that grievance. If the designated administrator at any level of the review process is required to recuse himself or herself, the grievance shall be subject to a higher level of review.

Grievance Record. At each level of the grievance review process, a record shall be created and retained by the District. This record shall include:

1. Documents submitted by the person who filed the grievance or determined relevant by school district personnel; and
2. A written record of the decision, including an explanation of the basis for the decision and an indication of each document that supports the decision.

The person who filed the grievance may supplement the record with additional documents or add additional claims.

Remand. At any time, a grievance may be remanded to a lower level of review to develop a record, including when a grievance is pending before the Board of Trustees.

Decisions Made On The Merits. At each level in the grievance review process, the District shall issue a decision on the merits of the concern raised in the grievance, notwithstanding procedural errors or the type of relief requested.

Level One

Grievance forms must be filed:

1. Within 60 calendar days of the date the employee first knew or had reason to know of the facts giving rise to the grievance, or the later of:
   a. 90 calendar days of the date the employee first knew or had reason to know of the facts giving rise to the grievance if the employee engaged in informal attempts to resolve the grievance, or
   b. 30 calendar days from the date on which the District provided information to the grievant regarding how to file the grievance; and
2. With the principal's or principal's designee's office at the school campus at which the employee works or at which the facts giving rise to the grievance occurred, or, for a grievance that arises from a subject matter unrelated to a campus, with an administrator at the District's central office.

In most circumstances, employees on a school campus shall file Level One grievances with the campus principal; other District employees shall file Level One grievances with their immediate supervisor. If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee or the grievance arises from subject matter unrelated to a specific campus, the grievance may begin at Level Two following the procedure, including deadlines, for filing the grievance form at Level One.

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

The principal, designee, or other appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten calendar days after the grievance was initially filed. The principal, designee, or other appropriate administrator may set reasonable time limits for the conference.

The principal, designee, or other appropriate administrator shall provide the employee a written response within 20 calendar days following the conference. The written response shall set forth the basis of the decision, any relief or redress to be provided and information regarding filing an appeal, including the timeline for filing such an appeal under this policy and under Texas Education Code § 7.057, as applicable. In reaching a decision, the principal, designee, or other appropriate administrator may consider information provided at the Level One conference and any other relevant documents or information the hearing officer believes will help resolve the grievance.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request to appeal the Level One decision. The designated Level Two administrator shall be the Superintendent or the Superintendent's designee at the District's central office. The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the written Level One response, or, if no response was received, within 20 days of the Level One response deadline.

After receiving notice of the appeal, the principal, designee, or other appropriate administrator who considered the grievance at Level One shall prepare and forward a record of the Level One grievance to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

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

The Superintendent or designee shall hold a conference within ten calendar days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within twenty calendar days following the conference. The written response shall set forth the basis of the decision, any relief or redress to be provided and information regarding filing an appeal, including the timeline for filing such an appeal under this policy and under Texas Education Code §7.057, as applicable. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the grievance.

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

Level Three

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

The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the written Level Two response or, if no response was received, within 20 calendar days of the Level Two response deadline.

The Board may delegate the authority to hear and decide a grievance to a committee of at least three members composed only of members of the Board. For purposes of an appeal to the Commissioner of Education under Texas Education Code § 7.057, a decision by this committee constitutes a decision of the Board.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the grievance will be on the agenda for presentation to the Board. The Board or its committee must hold a meeting to discuss the grievance not later than the 60th day after the date on which the previous decision on the grievance was made.

The Superintendent or designee shall provide the Board the record of the Level Two appeal.

The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.

4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the Board of Trustees intends to rely on evidence not included in the Level Two record, the Superintendent or designee shall provide the employee a description notice of the nature of the evidence or other information the Board intends to rely on at least five days before the hearing.

The employee may request that the hearing or meeting at which the meeting will be discussed be open or closed, unless otherwise required by law. If the employee does not make this request, the Board shall determine whether the grievance will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

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

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

The Board shall then consider the grievance. The Board shall make and give notice of its decision orally or in writing not later than the 30th day after the date on which the Board or its committee considers the grievance.

Report to TEA. The District shall annually submit to TEA a report on grievances filed in the District during the preceding year. For each grievance included on the report, the District shall include the resolution of the grievance and any corrective action taken.

Availability Of Policy. The following shall be made available in a prominent location on the District's website and included in the Employee Handbook:

- This policy;
- The grievance and appeal forms referenced in this policy;
- The method by which a grievance may be filed electronically.

Appeal To Commissioner. Except as may be provided to the contrary by state or federal law or other District policies, Level Three decisions by the Board may be appealed to the Commissioner of Education.

Employee Conduct and Welfare

Standards of Conduct

Policy DH, DHA

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

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

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, procedures, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the Superintendent. *The Educators' Code of Ethics*, adopted by the State Board for Educator Certification, to which all District employees must adhere, is reprinted below:

Educators' Code of Ethics

Purpose and Scope

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

Professional Standards

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Standard 1.14 The educator shall comply with the prohibitions on diversity, equity, and inclusion duties in Texas Education Code TEC §11.005.

Standard 1.15 The educator shall comply with the prohibitions on assistance with social transitioning in TEC §11.401.

Standard 1.16 The educator shall comply with the restrictions on instruction regarding sexual orientation and gender identity in TEC §28.0043.

Standard 1.17 The educator shall comply with the requirements to provide full information to a parent concerning a student in TEC §26.008.

Standard 1.18 The educator shall not promote, advocate, or encourage in a manner that is reasonably accessible or visible to students, illegal conduct:

1. Described by TEC §22A.201(a); or
2. Directly related to student behavior or school property.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard. Factors that may be considered in context and on the totality of the circumstances in assessing whether appropriate boundaries were maintained include, but are not limited to:

1. Physical proximity or physical contact beyond the professional role or that the student has indicated is unwelcome, unless such contact is professionally required;

2. Contacting or meeting the student beyond the professional role or making efforts to gain access to or time alone with a student with no discernible professional purpose;
3. Transporting the student without permission from the student's legal guardian or in violation of school board policy, unless for an emergency;
4. Taking or possessing a photo or video of the student beyond the professional role or in violation of school board policy; and
5. Showing favoritism or isolation through gifts, rewards, or privileges.

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

1. the nature, purpose, timing, and amount of the communication;
2. the subject matter of the communication;
3. whether the communication was made openly, or the educator attempted to conceal the communication;
4. whether the communication could be reasonably interpreted as soliciting sexual or a romantic relationship;
5. whether the communication was sexually explicit;
6. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student; and
7. Whether the communication could be reasonably interpreted as threatening the welfare and/or safety of the student.

(19 TAC 247.2)

District Investigations

Policy DH

When the District investigates a complaint of misconduct, including but not limited to complaints of student abuse or any type of sexual harassment, it expects and requires the cooperation of all employees including the complainant, witnesses, and the accused. During an investigation, the District may interview employees privately and take oral and/or written statements from them. When a complaint is filed against a teacher or other employee, the District will provide the notice and opportunity for a written response required by law. Information concerning the complaint or investigation will be disclosed only as permitted or required by law and policy. Any employee who fails to cooperate with such an investigation or to provide complete and truthful information may be subject to disciplinary action up to and including termination from employment.

Fraud and Ethics Violations

In order to improve CISD and to demonstrate a commitment to high ethical standards, the District has selected EthicsPoint, a third-party confidential hotline provider, to provide employees with a simple, risk-free way to anonymously and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of public law and/or Conroe ISD policies. Employees can file a report online at www.ethicspoint.com, through a link under "Employees" on the CISD website, or by dialing toll-free 1-866-294-9305. If you choose to remain anonymous, the hotline provider will not request identifying information, and their phone and computer systems will not collect identifying information. The District guarantees that reports submitted via the hotline will be handled promptly and discreetly. No retaliatory action will be taken against anyone for reporting or inquiring in good faith, or for seeking guidance on how to deal with potential or suspected wrongdoing.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including Board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

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

Any District employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the Superintendent. The District's Title IX coordinator's name and contact information is listed in the *Equal Employment Opportunity* section of this handbook.

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

Statement of Nondiscrimination. The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination. Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment. Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, sex, gender, national origin, age, disability, or

any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

- Has the purpose or effect of unreasonably interfering with the employee's work performance;
- Creates an intimidating, threatening, hostile, or offensive work environment; or
- Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples: *Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.*

Sexual Harassment. Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical, verbal, or nonverbal conduct, or other conduct or communication of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples: *Examples of sexual harassment may include sexual advances, touching intimate body parts, coercing or forcing a sexual act on another, jokes or conversations of a sexual nature, and other sexually motivated conduct, communication, or contact.*

Retaliation. The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

Examples: *Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.*

Prohibited Conduct. In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures. An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

Definition of District Officials. For the purposes of this policy, District officials are the Title IX Coordinator, the ADA/Section 504 Coordinator, and the Superintendent.

Title IX Coordinator. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The District designates the following people to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

For Employees:

Name: Dr. Jamie Bone
Position: Director of Human Resources
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7752
Email: TitleIX@conroeisd.net

For Students:

Name: Dr. Tamika Taylor
Position: Assistant Superintendent of Counseling, Outreach, & Behavior Support
Address: 3205 W. Davis, Conroe, TX 77304
Telephone: (936) 709-7752
Email: TitleIX@conroeisd.net

ADA/ Section 504 Coordinator. Reports of discrimination based on disability may be directed to the ADA/ Section 504 Coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name: Dr. Kendra Wiggins
Department: Special Education
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7752

Superintendent. The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures. An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/ Section 504 Coordinator, may be directed to the Superintendent. A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting. Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to report promptly may impair the District's ability to investigate and address the prohibited conduct.

Notice of Report. Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Investigation of the Report. The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar

allegations is pending. If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation. Absent extenuating circumstances, the investigation should be completed within 10 District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action. If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal. A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level. The complainant may have a right to file a complaint with appropriate state or federal agencies.

Records Retention. Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

Access to Policy. This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of Students

Policies DF, DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the District's Title IX coordinator, the ADA/504 coordinator, or Superintendent and take any other steps required by District policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

Statement of Nondiscrimination. The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination. Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment. Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

Examples: *Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression or assault, display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property.*

Sexual Harassment by an Employee. Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances, requests for sexual favors, sexually motivated physical, verbal, or nonverbal conduct, or other conduct or communication of a sexual nature when:

- A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
- Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
- Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

Sexual Harassment by Others. Sexual harassment of a student, including harassment committed by another student, unwelcome sexual advances, requests for sexual favors, or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples: *Examples of sexual harassment of a student may include sexual advances, touching intimate body parts or coercing physical contact that is sexual in nature, jokes or conversations of a sexual nature, and other sexually motivated conduct, communications, or contact.*

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Dating Violence. Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors. For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Retaliation. The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

Examples: *Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student's performance in the classroom.*

Prohibited Conduct. In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Alternatively, a student may report prohibited conduct directly to one of the District officials below:

Definition of District Officials. For the purposes of this policy, District officials are the Title IX Coordinator, the Section 504 Coordinator, and the Superintendent.

Title IX Coordinator. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

For Employees:

Name: Dr. Jamie Bone
Position: Director of Human Resources
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7752
Email: TitleIX@conroeisd.net

For Students:

Name: Dr. Tamika Taylor
Position: Assistant Superintendent of Counseling, Outreach, & Behavior Support
Address: 3205 W. Davis, Conroe, TX 77304
Telephone: (936) 709-7752
Email: TitleIX@conroeisd.net

Section 504 Coordinator. Reports of discrimination based on disability may be directed to the Section 504 Coordinator. The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dr. Kendra Wiggins
Department: Special Education
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7752

Superintendent. The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or Section 504 coordinator, may be directed to the Superintendent. A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting. Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Notice of Report. Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Notice to Parents. The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

Investigation of the Report. The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation. Absent extenuating circumstances, the investigation should be completed within 10 District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action. If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal. A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Records Retention. Retention of records shall be in accordance with FB (LOCAL) and CPC (LOCAL).

Access to Policy. Information regarding this policy shall be distributed annually to District employees and included in the Student Handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Sexual Abuse and Maltreatment of Children

Policy FFG

The District has established a plan for addressing sexual abuse and other maltreatment of children. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described below in *Reporting Suspected Child Abuse*.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within **24 hours** after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if the report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to DFPS can be made using the Texas Abuse Hotline (https://www.txabusehotline.org/Login/Default.aspx or 800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

While an employee who suspects that a student, including a student with disabilities or who is no longer a minor, has been or may be abused or neglected should also report their concerns to the campus principal, it is not required. Notifying a principal or other administrator does not relieve an employee of their

obligation to make a report to Child Protective Services. Employees must cooperate with investigators of child abuse and neglect.

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

Reports to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA within **48 hours** if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or minor.
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor.
- Engaged in inappropriate communication with a student or minor.
- Failed to maintain appropriate boundaries with a student or minor.

For a certified employee, the conduct below must also be reported not later than the seventh business day after termination or resignation or notice from the principal:

- The possession, transfer, sale, or distribution of a controlled substance.
- The illegal transfer, appropriation, or expenditure of district or school property funds.
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation.
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Reporting Crime

Policy DG

The Texas Whistleblower Act protects District employees who make good faith reports of violations of law by the District to an appropriate law enforcement authority. The District is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the District will not penalize the teacher for not following the District's scope and sequence.

The District may take appropriate action if a teacher does not follow the District's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Alcohol- and Drug-Abuse Prevention

Policy DH

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

Tobacco and Nicotine Use. Employees shall not use tobacco or nicotine products, including electronic cigarettes, vapors, and smokeless tobacco on District premises, in District vehicles, nor in the presence of students at school or school-related activities. [See DH and GKA]

Alcohol and Drugs. Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- Alcohol or any alcoholic beverage;
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation; or
- Any other intoxicant or mood-changing, mind altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exception. An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy. See DI (Exhibit) below.

Drug-Free Workplace Requirements

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2 The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a)(1)(B); 28 TAC 169.2 Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies DH and DHE] 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within 10 days of receiving such notice from the employee or any other source—the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a)(1)(D), (E) Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703

Mandatory Training

All employees must complete certain trainings that are required by state or federal law or District policy. Completing such training is a requirement of employment.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety in the actions of its employees. Fraud and financial impropriety shall include but not be limited to:

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

Conflict of Interest

Policy CB, DBD

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

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

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the District prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the Superintendent, Board President, or designee. Employees should contact their supervisor for additional clarification. For more information about conflicts of interest, please see **Appendix A** of this handbook.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. Gifts with a value of $50.00 or more are presumed to be inappropriate. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials, or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process. For more information about gifts and favors, please see **Appendix A** of this handbook.

Associations and Political Activities

Policy DGA

The District does not directly or indirectly discourage employees from participating in political matters or require any employee to join any group, club, organization, or association. Employees may join or refuse to join any professional association or organization. An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of District resources, including work time, for political activities is prohibited.

The District encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on Election Day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

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

Safety and Security

Policy CK series

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

- During the school day, doors should be locked at all times, including all building perimeter, interior classroom, and free-standing structures such as field houses and portable building doors;
- Observe all safety rules;
- Keep work areas clean and orderly at all times;
- Immediately report all accidents to their supervisor; and
- Operate only equipment or machines for which they have training and authorization.

Employees must follow established emergency response protocols for each campus and department. Refer to additional written security procedures specific to your location and work area.

While driving on District business, employees are required to abide by all state and local traffic laws. Employees driving on District business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees must exercise care and sound judgement in determining whether to use hands-free technology while the vehicle is in motion.

General Safety and Security Procedures

Please see **Appendix B** for the District's General Safety and Security Procedures.

Communicable Disease Mitigation Measures

CISD employees must comply with safety measures established by local, state, or federal authorities.

Safe Operation of District Vehicles

All District vehicles will be operated in the safest manner possible. The following guidelines will apply:

- When driving, employees must be physically and mentally capable of operating any vehicle safely. No employee should operate a District vehicle after having consumed alcoholic beverages or having taken medication that may cause drowsiness;
- Drivers must obey all traffic laws and observe legal speed limits at all times;
- Any traffic citations are the responsibility of the driver and must be reported to the driver's immediate supervisor as soon as possible;
- Employees are responsible for maintaining in good mechanical operating condition any vehicles assigned to them. Necessary repairs may be requested on a department work order;
- Employees must comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices, including cellular telephones;
- Use of cellular telephones while driving is discouraged; and
- Employees will not send or read text messages or emails, dial cell phones, or view any type of electronic device, including GPS type systems and computers, while driving.

Asbestos Management Plan

Policy CSC

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

Integrated Pest Management

Policies CLB, DI

The District believes structural and landscape pests, along with pesticides, can pose a risk to people, property, and the environment. It is the directive of the District to incorporate integrated pest management (IPM) procedures for the control of structural and landscape pests and pesticide applications.

Definition of Pests. Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with the use of District buildings and grounds for school purposes. Strategies for managing pest populations will be determined by the pest species and/or whether that pest species or the population of that species poses a threat to people, property, or the environment.

Pest Management. Pests will be managed to:

- Reduce any potential health hazard and to protect against a threat to public safety;
- To enhance the quality of life for students, staff, and others;
- To prevent loss or damage to District property; and
- To prevent the spread of pests to the community.

Integrated Pest Management (IPM) Procedures. IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, chemical, or biological means, or any combination of these. IPM practitioners depend on current, comprehensive information of the pest and its environment and the best pest control method available to present the least possible hazard to people, property, and the environment.

The choice of using a pesticide will be made after a review of all other available options and a determination that these options are not acceptable. Staffing and costs will not be adequate reasons for use of chemical control. Non-chemical methods will be implemented whenever possible to control the pests. IPM principles will be employed to manage pest populations. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used to meet the management goals, the least hazardous material will be used.

All applications of pesticides will be applied in accordance with the Federal Insecticides, Fungicide, and Rodenticide Act (7 USC 136 et seq.) and District policies and procedures, Environmental Protection Agency regulations in Chapter 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

All records of pesticide use and treatment will be maintained in accordance with the Texas Department of Agriculture Structural Pest Control Service. All other records required by regulatory agencies will be maintained as required by the appropriate agency. All pest surveillance date information will be maintained to verify the need for treatment.

The District will notify the school, staff, and students of pesticide treatment. The District will provide parents, who wish to be informed in advance of pesticide application, with notification and supply them with information as needed. All notification will be done in accordance with Texas Department of Agriculture Structural Pest Control Service regulations.

Currently in Texas, pesticides are classified in order of least toxic to most toxic: green, yellow, or red. It is the District's position that pesticide purchases will be limited to the amount authorized for use during one year or less (the District will regularly purchase only chemicals that are on the green or yellow list). All chemicals on the red list will be purchased when needed and, in the amount, needed. All pesticides will be stored and disposed of in accordance with EPA registered label directions and state regulations. Pesticides must be stored on an appropriate, secure site not accessible to students or unauthorized personnel.

All pesticide applications must be applied by licensed applicators, educated and trained in the principles and practices of IPM. All applications comply with product labels and District policies and procedures.

All District employees are responsible for complying with the District's IPM policy and must assist in its implementation by following these rules:

- All snack foods must be stored in storage containers. Metal or glass jar containers are best;
- No foods, such as cakes, cookies, or pies should be left out in break rooms or classrooms overnight; and
- Do not apply any insecticides on school grounds including, but not limited to: roach and ant sprays, wasp sprays, or roach bait stations, etc.
- Live animals or reptiles shall only be handled or removed by Maintenance Department Integrated Pest Management staff to minimize risk to staff and students
- Pest control devices such as bait stations, glue traps, cages, animal traps, or monitoring devices shall not be removed, moved, or tampered with in any way by anyone except Maintenance Department Integrated Pest Management staff.

Pest Control Treatment. Notices of planned pest control treatment are posted in a District building 48 hours before the treatment begins. Notices are generally posted on main entrances and in administrative offices, workrooms, and cafeterias. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notices will be notified by telephone, written, or electronic means. Employees are prohibited from applying any pesticide without appropriate training and prior approval of the IPM coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's IPM program. Pest control information sheets are available from the IPM coordinator in the CISD Maintenance Department.

Bat or Animal Removal Procedure. Bats and other small animals are a part of our natural surrounding and are very beneficial; however, there is the possibility they could be infected with the rabies virus. When a bat/animal is discovered in a school building or on school grounds, specific steps should be taken immediately to ensure the safety of students and staff.

Note: Only trained persons should handle bats/animals.

- Once a bat/animal has been discovered, remove students from the immediate area to ensure there is no possibility of contact.
- Assume the animal is alive and secure the area so the bat/animal cannot enter other parts of the campus.
- People should be kept away from the area and someone must monitor it to ensure no physical contact is made. From a safe distance of several feet, the administrator or assigned staff member should monitor any movement of the bat/animal, so that it can be successfully located by the maintenance staff. If the bat/animal is found on the ground, a box or trashcan may be placed over the bat/animal. (Only attempt this if it can be accomplished without physical contact.)

Bat or Animal Contact – The following shall be conducted should staff or student come in contact with a bat or animal.

- **Notify a campus administrator** who will immediately contact Maintenance (936)709-8751 and campus nurse during normal business hours.
- **Notify CISD Police** (936)709-8911 during afterhours along with Health Services at (936)206-8219
- After ensuring the safety of staff and students, Campus Principal shall contact the appropriate assistant superintendent and inform him/her of the bat/animal incident.
- **Campus nurse should also notify the Director of Health Services** at (936)709-7757.

Bloodborne Pathogens/Exposure Control Plan

In accordance with Health and Safety Code, Chapter 81, Subchapter H, and analogous to OSHA Bloodborne Pathogens Standards, the following exposure control plan exists:

Exposure Determination. The Texas Department of Health and Safety Bloodborne Pathogens Exposure Control Plan (TDHS Plan or Plan) requires employers to perform an exposure determination for employees who have occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. This exposure determination is required to list all job classifications in which employees have occupational exposure, regardless of frequency. The following job classifications apply:

- Campus nurses and clinic aides
- LVNs
- Life Skills teachers and Life Skills teacher aides
- Custodians
- ECSE teachers and ECSE teacher aides
- Plumbers
- BASS Program Liaisons and BASS aides
- Culinary Arts teachers
- Speech, physical, and occupational therapists
- CPI team
- Child Care teachers and Child Care teacher aides
- Conroe ISD Police Department
- School bus drivers
- Special Ed bus monitors
- All athletic trainers, lifeguards, and high school and junior high coaches.

The job descriptions for the above employees encompass the potential occupational exposure risks to bloodborne pathogens.

Implementation Schedule and Methodology. The TDHS Plan outlines a schedule and method of implementation for the various elements of the Plan.

Compliance Methods. Universal precautions are observed to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials are considered infectious regardless of the perceived status of the source individual. Engineering and work practice controls are used to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment is used.

Supervisors and workers examine and maintain engineering and work practice controls within the work center on a regular schedule.

Hand washing facilities are also available to employees who incur exposure to blood or other potentially infectious materials. The department's plan requires that these facilities be readily accessible after incurring exposure. If hand washing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with clean cloth/paper towels, antiseptic towelettes, or waterless disinfectant. If these alternatives are used, then the hands are to be washed with soap and water as soon as feasible. After removal of personal protective gloves, employees wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas are washed with soap and water or flushed with water as appropriate as soon as feasible following contact.

Needles. Contaminated needles and other contaminated sharps are not bent, recapped, removed, sheared, or purposely broken. The Plan allows an exception to this if no alternative is feasible, and the action is required by a specific medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of a device or a one-handed technique.

Contaminated Sharps Discarding and Containment. Contaminated sharps are discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak-proof on sides and bottom, and biohazard labeled or color-coded.

During use, containers for contaminated sharps are easily accessible to personnel, located as close as is feasible to the immediate area where sharps are being used or can be reasonably anticipated to be found (e.g., laundries), maintained upright throughout use, are not allowed to overfill, and replaced routinely.

Work Area Restrictions. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter/bench tops where blood or other potentially infectious materials are present. All procedures are conducted in a manner to minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

Contaminated Equipment. Equipment which may become contaminated with blood or other potentially infectious materials is examined prior to servicing or shipping and decontaminated as necessary, unless the decontamination of the equipment is not feasible. Employers place a biohazard label on all portions of contaminated equipment that remain to inform employees, service representatives, and/or the manufacturer, as appropriate.

Personal Protective Equipment. All personal protective equipment used is provided without cost to employees. Personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials. All garments which are penetrated by blood are removed immediately or as soon as feasible and placed in the appropriate container. Gloves are worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes.

Latex sensitive employees are provided with suitable alternative personal protective equipment. Disposable gloves are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Housekeeping. Employees shall ensure that the worksite is maintained in a clean and sanitary condition. The employer shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, the type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area. All contaminated work surfaces are decontaminated after completion of procedures immediately or as soon as feasible after any spill of blood or other potentially infectious materials and at the end of the work shift. Protective coverings (e.g., plastic wrap, aluminum foil, etc.) used to cover equipment and environmental surfaces are removed and replaced as soon as feasible when they become contaminated or at the end of the work shift. All bins, pails, cans, and similar receptacles are inspected and decontaminated on a regularly scheduled basis. Any broken glassware which may be contaminated is not picked up directly with the hands.

Regulated Waste Disposal. All contaminated sharps are discarded as soon as feasible in sharps containers located as close to the point of use as feasible in each work area. Regulated waste other than sharps is placed in appropriate containers that are closable, leak resistant, labeled with a biohazard label or color coded, and closed prior to removal. If outside contamination of the regulated waste container occurs, it is placed in a second container that is also closable, leak proof, labeled with a biohazard label or color-coded, and closed prior to removal. All regulated waste is properly disposed of in accordance with federal, state, county, and local requirements.

Laundry Procedures. Although soiled linen may be contaminated with pathogenic microorganisms, the risk of disease transmission is negligible if it is handled, transported, and laundered in a manner that avoids transfer of microorganisms to patients, personnel, and environments. Rather than rigid rules and regulations, hygienic and common-sense storage and processing of clean and soiled linen is recommended. The methods for handling, transporting, and laundering of soiled linen are determined by the agencies' written policy and any applicable regulations.

Hepatitis B. The TDHS Plan requires the District to perform an exposure determination for employees who have occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. The District must identify all job classifications in which employees have occupational exposure, regardless of frequency, and offer the Hepatitis B vaccine, at no cost to the employee, under the supervision of a licensed healthcare professional. The District has determined that the following job classifications apply:

- Campus nurses and clinic aides
- LVNs
- Life Skills teachers and Life Skills teacher aides
- Custodians
- ECSE teachers and ECSE teacher aides
- Plumbers
- BASS Program Liaisons and BASS aides
- Culinary Arts teachers
- Speech, physical, and occupational therapists
- CPI team
- Child Care teachers and Child Care teacher aides
- Conroe ISD Police Department
- School bus drivers
- Special Ed bus monitors
- All athletic trainers, lifeguards, and high school and junior high coaches.

Please see your supervisor for more information.

Post Exposure Evaluation and Follow Up. When the employee incurs an exposure incident, the employee reports to the Director of Health Services. All employees who incur an exposure incident are offered a confidential medical evaluation and follow up as follows:

- Documentation of the route(s) of exposure and the circumstances related to the incident;
- Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law. After obtaining consent, unless law allows testing without consent, the blood of the source individual should be tested for HIV/HBV infectivity, unless the employer can establish that testing of the source is infeasible or prohibited by state or local law;
- The results of testing of the source individual are made available to the exposed employee with the employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual;
- The employee is offered the option of having his/her blood collected for testing of the employee's HIV/HBV serological status. The blood sample is preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time that testing will be conducted, then testing is done as soon as feasible;
- The employee is offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service; and
- The employee is given appropriate counseling concerning infection status, results and interpretations of tests, and precautions to take during the period after the exposure incident. The employee is informed about what potential illnesses can develop and to seek early medical evaluation and subsequent treatment. The department head is designated to assure that the policy outlined here is effectively carried out and maintains records related to this policy.

Interaction with Healthcare Professionals. A written opinion is obtained from the healthcare professional who evaluates employees of this facility or organization after an exposure incident. In order for the healthcare professional to adequately evaluate the employee, the healthcare professional is provided with:

- A copy of the CISD exposure control plan;
- A description of the exposed employee's duties as they relate to the exposure incident;
- Documentation of the route(s) of exposure and circumstances under which the exposure occurred;
- Results of the source individual's blood tests (if available); and
- Medical records relevant to the appropriate treatment of the employee.
- Written opinions are obtained from the healthcare professional in the following instances:
- When the employee is sent to obtain the Hepatitis B vaccine; or
- Whenever the employee is sent to a healthcare professional following an exposure incident.

Healthcare professionals are instructed to limit their written opinions to:

- Whether the Hepatitis B vaccine is indicated;
- Whether the employee has received the vaccine;
- Whether the employee has been informed of the results of the evaluation;
- Whether the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment (all other findings or diagnoses shall remain confidential and shall not be included in the written report); and,
- Whether the healthcare professional's written opinion is provided to the employee within 15 days of completion of the evaluation.

Use of Biohazard Labels. Training for all employees is conducted prior to initial assignment to tasks where occupational exposure may occur. All employees also receive annual refresher training. This training is to be conducted within one year of the employee's previous training. Training for employees is conducted by a person knowledgeable in the subject matter and includes an explanation of the following:

- Chapter 96. Bloodborne Pathogen Control;
- OSHA Bloodborne Pathogen Final Rule;
- Epidemiology and symptomatology of bloodborne diseases;
- Modes of transmission of bloodborne pathogens;
- CISD's exposure control plan (i.e., points of the plan, lines of responsibility, how the plan will be implemented, where to access plan, etc.);
- Procedures which might cause exposure to blood or other potentially infectious materials at this facility;
- Control methods which are used at the facility to control exposure to blood or other potentially infectious materials;
- Personal protective equipment available at this facility (types, use, location, etc.);
- Hepatitis B vaccine program at the facility;
- Procedures to follow in an emergency involving blood or other potentially infectious materials;
- Procedures to follow if an exposure incident occurs, to include
- U.S. Public Health Service Post Exposure Prophylaxis Guidelines;
- Post exposure evaluation and follow up; and
- An opportunity to ask questions with the individual conducting the training.

Pre-Employment Drug Testing

Policies DHE (L), DF

Employees whose position requires the transportation of students are required to pass a pre-employment alcohol and controlled substances test, as well as be subject to random drug testing during the school year. This testing provision applies to bus drivers, police officers, and all other employees who are required to operate a District vehicle and hold a commercial driver's license. Employees who test positive in a random alcohol or controlled substances test are subject to appropriate discipline from suspension without pay during the period of removal from safety sensitive functions, up to and including termination of employment.

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, CKA

State law prohibits smoking, using, or possessing e-cigarettes or tobacco products on all District-owned property and at school-related or school-sanctioned activities, on or off school property. Additionally, employees shall not smoke or use tobacco, including electronic cigarettes, vapors, and smokeless tobacco, at school-related or school-sanctioned activities on or off school property, in District vehicles, nor in the presence of students at school or school-related activities. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

"E-cigarettes" means an electronic cigarette or any other device that stimulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking.

The term "e-cigarette" includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Employee Arrests and Convictions

Policy DH, DHB, DHC

An employee must notify the employee's principal or department head in writing within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication.

Employees who have engaged in conduct that is defined as a felony offense in Title 5, Penal Code or that is considered a crime of moral turpitude, regardless of the level of the offense, that results in an arrest, indictment, conviction, no contest plea, or other adjudication are subject to disciplinary action, including termination from employment. If an employee is arrested or criminally charged, the Superintendent is also required to report the educator's criminal history to the Division of Investigations at the Texas Education Agency (TEA).

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegation of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC (LEGAL) for timelines and conduct that will result in reporting.

Criminal History Background Checks

Policy DBAA

All employees are subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history. The District obtains criminal history record information on persons it intends to employ. Employees are required to disclose a prior record when requested to do so at the time of employment. Failure to do so could result in termination of employment. A review committee assesses the records of employees found to have criminal records that may bar them from continued employment in the District.

Identification Badges

Employees are issued an identification badge at no cost to the employee. Each employee must wear the ID badge at all times while on District property when conducting District business. The badge must be clearly visible, except in cases where the type of work does not permit the display. Replacement badges are printed at a nominal cost to the employee.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, location-restricted knives, clubs, or other prohibited weapons onto school premises (i.e. building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other District provided parking area, provided the handgun or firearm or ammunition is properly stored and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors or call the CISD Police Department immediately.

Visitors in the Workplace

Policy GKC

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

Copyrighted Materials

Policy CY

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

Employment Policies: Dissemination of Required Information

The District is required to disseminate employment information to all employees. If you would like a hard copy of this information, please contact your supervisor. You may also find these policies in their entirety on the CISD website under the CISD Policy link.

For All Employees:

- Discrimination, harassment, and retaliation (DH, FNC, DIA [LOCAL], FFH [LOCAL], FO, FB [LOCAL])
- Bullying (FFI [LOCAL], FFH [LOCAL])
- Child abuse and neglect (DH [LOCAL], FFG [LEGAL], GRA [LEGAL] and [LOCAL], BQ [LEGAL])
- Drug Free Workplace (DH [LOCAL]) Conroe ISD Employee Handbook

For Teachers and Administrators:

- Student Discipline (FO, FOA, FOB, FOC, FOCA, FOD, FODA, FOE, FOF, FN, FNA, FNAA, FNAB, FNG, FNC, FNCA, FNCB, FNCC, FNCD, FNCE, FNCF, FNCG, FNCI, FND, FNE, FNF, 37.001, 37.002, 37.003, 37.004, 37.005, 37.006, 37.007, 37.008, 37.009, 37.010, 37.011, 37.0011, 37.0012, 37.012, 37.013, 37.0013, 37.014, 37.015, 37.016, 37.017, 37.018, 37.019, 37.020, 37.0021, 37.021, 37.0022, 37.022, 37.0023, 37.023)
- Elementary and Secondary Student Handbooks
  Student Code of Conduct

For Term Contract Employees:

- Employment Policies (DAA, DBAA, DBD, DC, DCA, DCB, DCD, DCE, DEA, DEAA, DEC, DECA, DECB, DFAC, DF, DFAA, DFAB, DFBA, DFBB, DFB, DFD, DFE, DFF, DFFA, DFFB, DG, DGBA, DH, DHB, DHC, DHE, DI DIA, DK, DN, DNA, DNB)

Multiple-Occupancy Private Spaces

Policy CL

District multiple-occupancy private spaces, including multiple-occupancy restrooms, locker rooms, changing rooms, and shower rooms, are designated for and may be used only by persons of the sex designated for the space, as required by law. Statutory exceptions apply, including entry for custodial, maintenance, inspection, emergency, law-enforcement, or assistance purposes; accompanying a child nine years of age or younger or a person who requires assistance; and use of a single-occupancy or family space. Employees must follow posted designations and current District procedures. Concerns must be reported promptly to an administrator or supervisor for handling under District procedures.

Library Materials

Policy EFB

All library materials, including materials kept in classroom libraries, must meet District standards before being made available for student use or display. These standards apply to materials in school libraries, classroom libraries, online catalogs, library applications, and any other library catalog or platform students may access. Library materials may not include pornographic material, including but not limited to material that is harmful to minors; material that portrays sexual or excretory organs or activities in a patently offensive way; profane content or grossly offensive language; sexually explicit material; material that is pervasively vulgar or educationally unsuitable; or material rated as sexually explicit by the vendor. Library materials may not contain indecent or profane content or direct students to internet websites containing pornographic material, including through links or QR codes. Employees may not possess, acquire, or purchase prohibited library materials for use in school or classroom libraries. All library materials must be appropriate for the age, maturity level, and educational needs of students and must align with District standards for library collections. Employees who are unsure whether a classroom library material is permitted should consult their campus administration before providing student access.

Diversity, Equity, and Inclusion Duties

Policy DF

District employees are prohibited from intentionally or knowingly engaging in or assigning to another person diversity, equity, and inclusion duties. "Diversity, equity, and inclusion duties" include, but are not limited to:

- Influencing hiring or employment practices based on race, sex, color, or ethnicity, except as necessary to comply with antidiscrimination laws;
- Promoting differential treatment of, or providing special benefits to, individuals based on race, color, or ethnicity;
- Developing or implementing policies, procedures, trainings, activities, or programs that reference race, color, ethnicity, gender identity, or sexual orientation, except as necessary to comply with law or for student recruitment efforts by historically Black colleges and universities in collaboration with school districts or open-enrollment charter schools; and
- Compelling, requiring, inducing, or soliciting any person to provide a diversity, equity, and inclusion statement, or giving professional consideration based on the provision of such a statement.

A violation of this prohibition may result in appropriate disciplinary action, including termination.

Assistance with Social Transitioning

Policy DF

District employees are prohibited from assisting a student enrolled in the District with social transitioning, including by providing information about social transitioning or guidelines intended to assist a person with social transitioning.

"Social transitioning" means a person's transition from the person's biological sex at birth to the opposite biological sex through the adoption of a different name, different pronouns, or other expressions of gender that deny, or encourage denial of the person's biological sex at birth. Suspected violations may be reported by parents to the Board of Trustees. If a violation is determined to have occurred, the Board will report the violation to the Commissioner of Education. A parent may seek relief through the District's grievance procedures.

Parental Consent for Student Health Care Services

Policy DF

A District employee may be subject to disciplinary action if the employee allows a student to receive health care services, medication, or a medical procedure without required parental consent. This prohibition does not apply to routine care provided by an individual authorized by the District to provide physical or mental health-related services. Nothing in this section requires an employee to obtain written parental consent before verbally asking a student about the student's general well-being.

Instructional Prohibitions

Policy EMB

District employees and others who interact with students may not promote personal political, ideological, or sectarian beliefs; present controversial public policy or social issues in a biased manner; pressure students to adopt particular viewpoints; or award grades or credit for political activism, lobbying, or social or public policy advocacy. Employees may not teach or promote instruction asserting that one race or sex is superior to another; that individuals are inherently racist, sexist, or oppressive based on race or sex; that moral character or responsibility is determined by race or sex; that individuals bear guilt for historical actions of others; that meritocracy or hard work are racist or sexist; that slavery represents the true founding of the United States; or that American values or institutions are inherently racist. Instruction aligned with The 1619 Project, Critical Race Theory, or systemic discrimination ideologies is prohibited.

Employees may not provide instruction or guidance regarding gender identity, gender fluidity, or sexual orientation, assist students with social transitioning, use or require pronouns inconsistent with a person's biological sex, or use District resources to promote such concepts. Human sexuality instruction may not be provided without advance written parental consent and must align with District standards. Employees may not use, assign, display, possess, purchase, or promote pornographic, sexually explicit, indecent, profane, or pervasively vulgar material, direct students to such content, or teach divisive social and emotional learning concepts that conflict with District policy. Violations may result in disciplinary action, up to and including termination.

Electronic Media, Communications Systems, and Technology Resources

Acceptable Use Guidelines

The District makes a variety of communications and information technologies available to students and employees. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. These Acceptable Use Guidelines are intended to minimize the likelihood of such harm by educating Conroe ISD students and employees and setting standards which serve to protect students and staff. Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the network/internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the District's employment policies and/or appropriate legal action, which may include restitution, may be taken. District administrators will make the final determination as to what constitutes inappropriate use. The System Administrator or other administrator may deny, revoke, or suspend network/internet resource access as necessary, pending the outcome of an investigation. The expectations of the District are that all network and technology resource users will comply with all policies, procedures, and guidelines outlined below:

Overview

The District expects that teachers blend thoughtful use of the internet and technology resources throughout the curriculum, and the District also provides guidance and instruction to students in its use at all times that students utilize the internet. The District also expects its staff to exercise good judgment while using the District's technology resources, including the internet and associated email, as tools in the day-to-day administration of their employment with the Conroe ISD and in the classroom environment. The District's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all District-owned devices used on or off school property are primarily for administrative and instructional purposes. Limited personal use of the resources is permitted with the exception of District provided cell phones, which are for business use only, if the use:

- Imposes no tangible cost to the District;
- Does not unduly burden the District's technology resources; and
- Has no adverse effect on job performance or a student's academic performance.
- Artificial Intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students.

Internet Filter

CISD uses a web filter to manage access to various inappropriate locations. However, even with a filter, there may still be sites accessible via the internet that contain material that is illegal, defamatory, inaccurate, or controversial. Although the District will attempt to limit access to objectionable material by using software, controlling all materials on the internet is impossible. Employees are expected to monitor student Internet use and to report inappropriate Internet sites not filtered to administration.

Email

Email is a District service provided by public funds. Email is for instructional and administrative use. Sending jokes, chain letters, unsolicited junk mail, and the like is considered an inappropriate use of District equipment. Email transmissions and other use of the electronic communications system by employees is not considered confidential, and all communications are archived as records in accordance with the District's records retention schedule. Email may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include activity logging, virus scanning, and content scanning. District email signatures should not contain quotations or any non-school related information. Each summer, the Technology Department will reset all email signatures to name, title, campus/department, phone number, and email address.

Records retention guidelines apply to email correspondence and must be followed. Email is viewed as a public document and can become part of a legal process. Care should be given to the tone of email. Also, grammar and spelling should be checked before an email is sent. Be mindful of the unique forwarding properties associated with email.

Electronic Storage

The District has provided technology users with access to network storage locations for files (U: drive). The storage area provides a place where school-related items can be stored from year to year.

To maintain the integrity of the District's technology resources, shared network space, District storage space, and to enforce the *Acceptable Use Guidelines*, storage space is monitored by District staff. Inappropriate files such as games, music, inappropriate images, movies, videos, and files that consume storage space will be deleted. External electronic storage devices are subject to monitoring if used or purchased with District resources or attached to District devices.

Network Behavior

Network/internet users are responsible for their actions in accessing available resources. The following standards apply to all users of the network/internet:

- The user in whose name a system account is issued is responsible at all times for its proper use. Users may not use another person's account;
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy;
- Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. If using copyrighted material in Canvas, users must ensure they have digital rights. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations. All Canvas courses must limit access to only authorized users. Public Canvas courses are not allowed. The Technology Department will change all Public courses back to Institution based on a weekly basis; and
- Computers are joined to either a student or employee domain for management and inventory. Computers should not be removed from these domains.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law or District policy, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of the District's network or any networks connected to the District's network.

Inappropriate Language

Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails distributed through District email is prohibited. Sending messages that could create danger, cause disruption, or contain personal attacks, including prejudicial or discriminatory attacks, are prohibited.

Commercial Use

Use for commercial, income-generating or "for-profit" activities, product advertisement, political lobbying or advertising is prohibited. Use of the District's resources for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

Vandalism/Mischief

- Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the network/internet, or any networks that are connected to the network/internet. This includes, but is not limited to, the creation or propagation of computer viruses, spyware, and malware. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited;
- Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited;
- Forgery of email messages is prohibited. Reading, deleting, copying, or modifying the email of other users without their permission is prohibited, unless permitted by District policy or authorized by the Superintendent or his designee;
- Deliberate attempts to exceed, evade, or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited; and
- Unauthorized disclosure, use, and dissemination of personal information regarding students and employees are prohibited.

Security

If a user identifies or has knowledge of a security problem on the network/internet, such as filtering software not working, the user should immediately notify the campus/department administrator or the System Administrator. The security problem should not be shared with others. Attempting to bypass security and filtering software is prohibited.

Attempts to log on to the network/internet impersonating a system administrator or CISD employee may result in revocation of the user's access to the Network/Internet.

Transmitting/Storing/Accessing Confidential Information

Teachers, staff, and students may not redistribute or forward confidential information (i.e. educational records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be accessed, transmitted, redistributed, or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing such personal information as home addresses or phone numbers of users or others is prohibited. In order to reduce the loss of confidential information due to theft or misplacement, student/staff confidential information should not be stored on portable devices such as memory sticks, laptops, or on hard drives or home machines. This information should be stored on the U: drive. Extreme caution should be used if data is stored on cloud storage (Google docs, drop box, Office 365, etc.). This storage is not provided by the District and is subject to the Terms of Use of the particular site.

If, in the event of a remote work environment, an employee must create or update documents with confidential student or personnel information on their personal computing device, the employee must delete the data from their storage and clear the recycle bin on the device as soon as the document can be uploaded to a District device.

Modification of Computer

Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Campus, District, or Organizational Websites

Web pages hosted on the CISD website or embedded on other websites and hyperlinks from these pages must be accessible in accordance with Policy CQA. They cannot contain information that is in violation of (or promotes the violation of) any District policy or regulation, nor any local, state, or federal regulation or law.

Web pages that contain time-sensitive information, such as calendars, school events, staff information, etc., must be updated on a scheduled basis. Web pages must be checked periodically to make sure that links are current and operable.

External Links

Extreme caution should be used when adding a link to an external web page. In all cases where an external link (link to a site external to CISD domain) is used, special precautions should be made to ensure the accessibility, appropriateness, and the trustworthiness of the site. It is the responsibility of the person who authorized the links to check them frequently and to verify the site.

Cell Phones and Smart Phones

All cell phones and other smart phone devices issued to employees by the District are intended to be used for District business only. District cell phones may not be used to call directory assistance unless it is an emergency situation. District cell phones may not be taken out of the United States unless permission is granted by the Superintendent or his designee. All data generated, received, or stored on District owned equipment, including text messages, is the property of the District and generally is considered public information that is subject to public inspection and must be retained in accordance with the District's record retention schedule.

Employees may not use personal electronic communication devices (tablets, cellular phones, etc.) that interfere with his/her performance of job responsibilities. Teachers may use cellular phones in the instructional process. Teachers may also use cellular phones for business calls, including parent contacts, only during planning periods and other off-duty times during the instructional day. Text messages relating to an employee's job duties/District business are records of the District, subject to the Texas Public Information Act, and the Family Educational Rights and Privacy Act. Personal calls may not be made or received during class periods.

Please note that pursuant to state law, if an employee maintains public information created or received while acting in his or her official capacity as a District employee on a privately owned device, the employee must preserve the public information in its original form and maintain the information in accordance with the District's records retention schedule.

Electronic Recording

Employees shall not electronically record by audio, video, or other means, any conversations or meetings with other employees unless every person present has been notified and consents to being electronically recorded. Consent must also be obtained from anyone arriving late to the meeting. Employees shall not electronically record telephone conversations with other employees unless all employees participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board Policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel.

Electronic Media & Communications

(See also Board Policies CQ, DH)

The following terms used in this section are defined as follows:

- ***Electronic communications*** means any communication facilitated by the use of an electronic device, including a telephone, cell phone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, social media, social networking website, live streaming, web logs (blogs), wikis, electronic forums (chat rooms), video sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g. Facebook, Instagram, X, LinkedIn). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.
- ***Professional electronic communication*** is any form of electronic communication, as defined above, that is established by an employee using his/her District email address, credentials, or contact information, and/or that is used to communicate with, instruct, or provide information to parents and/or students, and to conduct District business.
- ***Personal electronic communication*** is any form of electronic communication, as defined above, that is established by an employee with his/her personal email for personal, non-work-related communication.

Electronic Communications Between Employees, Students, and Parents

(See also Board Policy DH)

The District realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is part of 21st century learning.

A certified or licensed employee, an employee whose position requires a certification or license, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the District are prohibited.

Employees are not required to provide students with their personal phone number or email address.

No employee may post a picture of a student with a privacy flag to any professional, campus or District electronic communication account.

Only audio/video recordings of students that comply with WCAG 2.0 Level AA requirements can be posted to professional electronic communication accounts. Additionally, if the audio/video recording was not made for instructional purposes or a purpose related to a co-curricular or extracurricular activity, the employee must obtain written parent permission from each student participating in the recording before making the recording and/or posting it. Live streaming is prohibited without written permission from each student's parent and administrative approval.

An employee who communicates electronically with students shall observe the following:

- Personal electronic communication accounts may not be associated with professional electronic communication accounts. Employees are prohibited from knowingly communicating with students through personal electronic communication accounts; Employees must create separate professional electronic media accounts for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional electronic communication account.
- Employees shall limit electronic communications with students to matters within the scope of their professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- All electronic communication by staff with parents and students must be professional and of the appropriate nature, purpose, timing, and amount.
- Employees do not have a right to privacy with respect to communications with students and parents.
- Employees shall not post any information to any electronic communication account that is open to the public that could compromise student safety.
- All parents and students participating in a course or activity for which an employee's professional electronic media account is established must have an opportunity to join and have equal access to communications made through the account.
- Employees continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records (see Policies CPC and FL);
  - Copyright laws (see Policy CY);
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student (see Policy DH).
- Upon written request from a parent or student, the employee shall discontinue electronic communication with a student.
- Upon request from administration, an employee will provide the phone number(s), electronic media, or other information regarding the method(s) of electronic communication the employee uses to communicate with one or more currently enrolled students.
- All staff are encouraged to use school email accounts for electronic communications with students and parents. If any other form of electronic communication is used with students and parents, the employee is responsible for maintaining records of the communication in accordance with the District's records retention schedule.
- An employee shall notify his or her supervisor or principal in writing within one business day if a student engages in an improper electronic communication with the employee. The employee must describe the specific form and content of the electronic communication and provide copies of the electronic communication to his or her supervisor or principal.

Transmitting, Storing and Accessing Confidential Information

Campus created lists of staff or students should never contain social security numbers or complete dates of birth. Addresses and telephone numbers should only be used with written permission from the employee. Any employee who encounters such a list should immediately delete the list from storage (U: Drive, S: Drive, desktop computer, laptop, etc.) and clear the recycle bin to prevent any unauthorized release of this highly confidential information.

Personal Use of Electronic Communications

Policies CQ, CY, DHA

Employees in a public school system are responsible for modeling and teaching high standards of decency and civic values. District employees must model the character they are expected to teach, both on and off the worksite. This applies to material which is posted on personal electronic communication accounts, such as TikTok, X, Instagram, Snapchat, or Facebook. As role models for the District's students, employees are responsible for their public conduct, even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee wishes to use an electronic communication site or similar communications for personal purposes, the employee is responsible for the content of the employee's account, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content. Employees who use electronic communication accounts for their private use should not share those sites with students.

If an employee posts messages or pictures which diminish the employee's professionalism or discredits the employee's capacity to maintain the respect of students and parents, the employee's ability to effectively perform his or her job will be impaired. This type of material includes, but is not limited to, text or pictures involving hate speech, nudity, obscenity, vulgarity, conduct illegal for a minor, or sexually explicit content. If an employee's use of electronic communication interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees who use electronic communication for personal purposes shall observe the following:

- Employees may not set up or update personal electronic communication accounts using the District's computers, network, or equipment.
- Employees shall limit use of personal electronic communication devices for sending or receiving calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct District business.
- Employees shall not use the District and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- Employees are prohibited from knowingly communicating with students through a personal electronic communication account. Rather, employees must create separate professional electronic communication accounts using their District email address if

they intend to utilize electronic communication with students.

- Employees may not post student names, photographs, or videos in which students appear on personal electronic communication accounts.
- Employees may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business on any personal electronic communication account unless an employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy laws and policies.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records; [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law; [See DHA (LEGAL)]
  - Confidentiality of District records, including educator evaluations and private e-mail addresses; [See Policy GBA]
  - Copyright law [See Policy CY] and
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DHA (LEGAL)]

Public Information on Private Devices

Policy DH, GB

Employees should not maintain District information on privately owned devices. Any District information must be forwarded or transferred to the District to be preserved. The District will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directives; and
- Remote access to District-owned devices and services.

General Procedures

Emergency School Closing

Policy EB

The District may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's website, as well as the District's Facebook and X accounts, and notify the following television and radio stations:

Television:	2 (NBC)	11 (CBS)	13 (ABC)
	26 (FOX)	51 (KNWS)	39 (CW)
Radio:	KTRH (740 AM)	KJOJ (880 AM)	KSBJ (89.3 FM)
	KKHH (95.7 FM)	KILT (100.3 FM)	KVST (99.7 FM)

www.conroeisd.net

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills are conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with automated external defibrillators and bleeding control stations. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

Conroe ISD Police Department
2900 N. Loop 336 East • Conroe, TX 77301
936-709-8900 – **General Business Calls**
936-709-8911 – **Request for Immediate Police Response**
911 - **Emergency**

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Finance Department using the District's MIS requisition system with the appropriate approval. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact the Finance Department for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Human Resources Department or online at the District's website. Alternatively, employees may electronically update their home address, contact telephone number, and emergency contact through Employee Portal. Names cannot be changed without a corrected Social Security card.

Personnel Records

Policy DBA, GBA

Most District records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail address is confidential and may not be released without the employee's permission. Employees may choose to have the following personal information withheld:

- Address,
- Phone number, including personal cell phone number,
- Emergency contact information, and
- Information that reveals whether they have family members.

The choice not to allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resources Department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another legal exception for release of information applies. An employee is responsible for notifying the District if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The campus principal is responsible for scheduling the use of facilities after school hours. Contact the campus principal to request use of school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted electronically through the Employee Portal. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent, or other person designated by board action. Contract employees may resign at any other time only with the approval of the Superintendent or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the Superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The Superintendent is required to report such conduct to TEA.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted electronically through the Employee Portal at least two weeks prior to the effective date. Employees are encouraged to include the reason for leaving on the e-separation form but are not required to do so.

The principal or director is required to notify the Superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The Superintendent is required to report such conduct to TEA.

Information on the continuation of benefits, release of information, and procedures for requesting references will be provided in the acknowledgement letter the employee receives when his/her electronic separation form is accepted.

Employee electronic accounts will be disabled immediately after the last day worked and will be deleted completely 15 days after the last day worked.

Dismissal or Nonrenewal of Contract Employees

Policy DF Series, DHB, DPA, DPB

Employees on probationary contracts can be terminated both during the school year and at the end of the school year according to the procedures outlined in District policies. Employees on term contracts can be non-renewed at the end of the contract term, and terminated during the contract term. The Board is required to give the employee notice of its decision to terminate the employee's contract. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force will receive notice as required by law. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when written notice is given to an employee.

The reporting requirements for termination of a contract employee are the same as those listed above in Resignations/ Contract Employees.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series in Conroe ISD's TEE Policy Connect manual at policyconnect.org/org/conroe-isd.

Dismissal of Noncontract Employees

Policies DCD, DHC, DPA, DPB

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. Dismissed employees must follow the District process outlined in this handbook when pursuing the grievance.

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/ Noncontract Employees.

Discharge of Convicted Employees

Policy DF

The District shall discharge any employee who has been convicted of or received deferred adjudication for a felony offense or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student

- Sale, distribution, or display of harmful materials to a minor
- Public indecency

Prohibited Classroom Instruction

Policies DF, DH

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Exit Interviews and Procedures

To the extent possible, exit interviews should be scheduled for all employees leaving the District. All District keys, computers, laptops, cell phones, access cards, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Depending on the circumstances of an employee's separation from employment, the employee may be designated as ineligible for rehire.

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Conroe ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, gender or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment, should be directed to the District Title IX Coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the District ADA/Section 504 Coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

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

- **Parents:** Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights;
- **The student:** The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time; and
- **School officials with legitimate educational interests.** To have a legitimate educational interest, an employee must be working with the student, considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities, compiling statistical data, reviewing an education record to fulfill the official's professional responsibility; or investigating or evaluating programs.

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

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen®), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with District policy and procedures. Any other medication a student must take during the school day must be brought to school by the parent or guardian in its original, properly labeled container, along with a written consent from the parent or guardian. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Health-Related Services

Parents/guardians are annually provided a written consent for health-related services offered in the school setting for which they may opt out and withhold consent. Parent/guardian consent for routine services is presumed unless a parent/guardian chooses to opt-out of a particular routine health service offered by the school district. The services listed include first aid and injury evaluation beyond general caretaking, monitoring of chronic health conditions, and state required vision, hearing, and scoliosis screenings. School health-related services are most often provided by the school nurse; however, other school staff may also provide first-aid and other health-related services. School staff who encounter a student requesting health-related services should consult with the school nurse for status of consent before providing health-related services. Any information regarding a student's health condition or any health concerns should be communicated to the campus nurse.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with

whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Please refer to the Student Code of Conduct, located on the District website, for specific guidelines regarding appropriate disciplinary measures. Employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

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

Bullying

Policy FFI

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The District's policy includes definitions and procedures for reporting and investigating bullying of students and can be found on the District's homepage.

Hazing

Policy FNCC

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

Appendix A
Conflicts of Interest

Real or perceived conflicts of interest undermine the public's trust of government and can damage the reputation of a governmental entity, like a school district. The Conroe Independent School District takes seriously its fiduciary, legal, and ethical responsibilities, to its students, parents, employees, and tax payers. In Conroe ISD all employees are expected to respect and obey the law, demonstrate personal integrity, and exemplify honesty. Avoiding real or perceived conflicts of interest or disclosing them when they exist assures that employees comply with the law and meet the District's expectations for integrity and honesty. The purpose of this document is to help you understand the District's expectations as well as state and federal laws relating to conflicts of interest.

What constitutes a conflict of interest will depend on the circumstances and definitions found in both state and federal law. But generally, a conflict of interest is when a person is in a position to derive personal benefit from actions or decisions made in their official capacity. Conflicts of interest have the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and the public's interest.

Under state and federal law and District policy, CISD employees are prohibited from engaging in certain acts that are considered conflicts of interest. Employees are also required to notify the District of certain business and family relationships that could be real or perceived conflicts of interest.

While some circumstances could require an employee to disclose to his or her immediate supervisor, in writing, a real or potential conflict of interest, other situations may require that a sworn statement be filed with the District's business office for posting on the District's website. These rules could apply to employees as well as to members of their families.

Certain employees must disclose in writing when they receive income, gifts, and/or have family relationships with District vendors or potential vendors. If federal funds are used to pay a District vendor, certain employees and their families are prohibited from accepting any income, gifts or other benefits from that vendor or potential vendor and are also prohibited from participating in the selection of the vendor.

Written disclosures must be made as soon as an employee becomes aware of a potential conflict of interest. Generally, employees have seven business days from the time the employee first becomes aware of the conflict of interest to submit the required written disclosure. Failing to disclose a conflict of interest could result in criminal charges being brought against an employee, as well as disciplinary consequences or termination from employment.

All District employees, regardless of their position, are required to make written disclosure under the following circumstances:

- All employees ***must disclose in writing*** to their supervisor any personal financial interest, any business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of the employee's assigned duties and responsibilities or with the best interests of the District. An example of a required disclosure would be if a teacher's husband works at a t-shirt company from which the teacher's campus frequently buys t-shirts. The teacher should disclose her husband's employment in writing to her principal and should not participate in the selection of which t-shirt company the campus uses.
- All employees ***must disclose in writing*** to their supervisors any outside employment that in any way creates a potential conflict of interest with the proper discharge of the employee's assigned duties and responsibilities or with the best interests of the District. A coach who is a part owner of a personal training business that students at the coach's school frequent should notify his supervisor in writing that he is part owner of the business and should never recommend his business to any student or student's family.

Gifts or benefits given to District employees because of their position in the District are generally prohibited. Consider the following questions when determining if you can accept a gift or benefit: Who is the gift/ benefit from? What is the gift/ benefit? Why is the gift/benefit being offered to me? Generally, if the gift is from a vendor, a potential vendor, or a subordinate, has more than a nominal value, and is only offered because of the employee's position in the District, it should not be accepted.

The following rules apply to gifts and benefits offered to District employees:

- Employees are prohibited from accepting gifts, favors, services or any other benefit from any District vendors, contractors or subcontractors. Gifts do not include items of nominal value such as pens, pads of paper, and the like. However, accepting items like gift cards, clothing, jewelry, electronic devices, tickets to sporting or other events, trips, or rounds of golf from a vendor are prohibited. This prohibition is particularly important when the employee is participating in the selection of a vendor or a product paid for with federal funds. Vendors can give gifts to recognized tax exempt charitable organizations affiliated with the District such as PTOs, PTAs, Booster organizations, or the District's Education Foundation.[1] An example of an improper gift/benefit would be if a local car dealer, who is a vendor of the District, gave, loaned, leased or sold at below market value, a vehicle to the head football coach. If the vendor/car dealer is typically paid with federal funds, this could also violate federal law. Even if the car dealer was not a District vendor, the head football coach could not accept this gift because it violates District policy. The gift/benefit could also have UIL implications.
- Employees are prohibited from accepting or soliciting any gift, favor, service or other benefit with a value of $50 or more from an employee they supervise, a student or parents of a student, if the gift, favor, service or benefit could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities, impair his or her professional judgment, or give the appearance of special advantage. An example of this would be a parent offering a teacher the use of the family's beach house at no cost or below market value. The teacher could not accept this gift. However, a teacher can accept a gift from the class or team that is worth more than $50 dollars so long as the value does not exceed $50 per student, such as when a class collects monetary donations from the students to buy the teacher or coach a gift. Coaches and sponsors of UIL sports and activities must also comply with UIL rules, which may be more strict than District rules.
- All employees of the District are considered "public servants" and are subject to Title VIII of the Texas Penal Code. Employees can never take items or benefits as consideration for an official act nor can an employee accept honorariums for services the employee would not have been asked to provide but for his/her position with the District. An example of this would be if a vendor promised a District employee a job for the employee's spouse or child if the employee helped the vendor get selected to perform work for the District. Another example would be if an employee in his or her capacity as an employee of the District is asked to give a speech

or presentation. The employee cannot be paid to give the speech or presentation, but the District can accept reimbursement for the costs related to the employee's travel. Even if the employee takes a personal day to give the speech or presentation, if the employee was asked to give the speech or presentation because of his/her position with the District, the employee cannot accept an honorarium.

- Employees are prohibited from recommending, endorsing, or requiring students to purchase any product, material, or service in which the employee has a financial interest. An example of this would be a coach recommending that his players purchase a certain brand of shoe and the shoe vendor giving the coach a monetary or other benefit for making the recommendation.
- Employees are prohibited from using their position with the District to attempt to sell products or services. An example of this would be an employee putting fliers in campus mailboxes for their lawn mowing service or using their access to employee or student contact information for the purpose of selling their product or service or the product or service of a friend, family member, or business associate.
- Employees are prohibited from tutoring their current students for pay.
- District employees who are members of booster or other school related groups cannot solicit donations from District vendors on behalf of a school organization. An example of this would be an employee who is also the parent of a student in CISD is asked to solicit donations from businesses on behalf of the booster club. Because the employee could not solicit from any vendor of the District or potential vendor of the District, the employee must decline to do this for the booster club.
- Employees can accept a meal provided by a vendor if the value of each employee's meal is less than $50, work on behalf of the District is occurring, and the vendor is present. A District vendor providing training to employees on how to use their product, purchasing lunch for the employees attending the training, would not be a conflict of interest.
- Employees who exercise discretion or participate in the selections of and/or awards, purchases, payments, or the administration of any transactions by or with the District cannot solicit, accept, or agree to accept any benefit/gift from a person the employee knows is interested in becoming a District vendor or is a District vendor or the agent of a District vendor. This prohibition applies to the employee's family members as well. An example of this would be an employee serving on a committee to make a recommendation regarding which architectural firm should design a new school. The employee's daughter is offered a job with the architectural firm. The employee's daughter should not accept the job, the employee must disclose in writing to his/her supervisor that his daughter has been offered a job by the firm, and the employee should excuse him or herself from serving on the selection committee.
- If it is not possible to return an unsolicited benefit/gift from a vendor or potential vendor, an employee must disclose the gift in writing to the employee's supervisor and can donate the benefit/gift to a recognized tax-exempt charitable organization affiliated with the District such as the PTO or a booster club. An example of this would be if a campus principal received a gift basket worth more than $50 from a local hospital. Rather than returning the gift basket, the principal can donate the basket to the PTO silent auction.
- Employees involved with the selection of instructional materials commit a criminal offense if they receive a gift, favor, or service that is given to them or their school to influence their selection recommendation and that could not lawfully be purchased with instructional materials funds. This does not include staff development, in-service or teacher training, or ancillary materials that contribute to the learning process such as maps, worksheets, and the like. An example of this would be if any member of the District's instructional materials selection committee received a gift from one of the instructional materials vendors such as jacket, gift card, or electronic equipment. This is prohibited. A vendor can only give the committee members teaching materials.
- Employees who help select, recommend, or contract with a vendor must complete and file with the District's Business Office, Texas Ethics Commission Form CIS, if any of the following situations exist:
  - If the employee or member of his/her family has an employment or business relationship with a vendor and the employee or his/her "family member"[2] receives taxable income from the vendor, other than investment income, that exceeds $2,500 during the preceding 12-month period; or
  - If a vendor has given to an employee or an employee's "family member" one or more gifts with an aggregate value of more than $100 in the preceding 12-month period; or
  - If an employee has a "family relationship"[3] with a vendor or the vendor's employees or agents regardless of any monetary amount. (Note that the vendor must also complete and submit Texas Ethics Commission Form CIQ.)

An example demonstrating this requirement would be an Assistant Superintendent's brother getting a job with ABC Construction Company. ABC Construction Company submits a bid to build a new school. The Assistant Superintendent must submit form CIS to the District's Business Office and not participate in the selection of the construction company to build the new school. ABC Construction Company must submit form CIQ to the District's Business Office. Both forms must be posted on the District's website.

Sometimes it can be hard to know if a conflict of interest exists. If you are unsure, talk to your supervisor. He or she should be able to help you determine if a disclosure is required or if any prohibition exists. You may also review CISD Board Policies CAA *Fiscal Management Goals and Objectives–Financial Ethics*, CB *State and Federal Revenue Sources*, CBB *State and Federal Revenue Sources–Federal*, and DBA *Employment Requirements and Restrictions–Credentials and Records* for more information.

Maintaining trust is vital to succeeding in providing a quality education to the children of the Conroe Independent School District. The District appreciates the role you play and is confident that all of its employees will do the right thing and avoid conflicts of interest or report them when the law requires.

[1] *The booster club could pay for a school employee to play on a team in a booster event such as a golf tournament, even if the team is purchased by a District vendor, so long as the booster club, not the vendor, makes the decision to give the spot on the team to a school employee. Likewise, a vendor could buy a table for a CISD Education Foundation event and give extra tickets back to the Foundation to disperse as they deem appropriate. An employee accepting a ticket to a Foundation event from the Foundation or a spot on a team from a parent organization would not be considered in violation of the District's conflict of interest policies.*

[2] *"Family member" is defined as a person related by blood or marriage in the first degree, which generally includes parents, children, spouse, spouse's parents, or spouse's children.*

[3] *"Family relationship" has a broad definition to include parents, children, spouse, spouse's children, spouse's parents, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews, great grandparents, great grandchildren, and first cousins.*

Appendix B
CISD Safety and Security Procedures

Accent Lighting and Home Appliances

- Personal appliances such as coffee makers, microwaves, refrigerators, and space heaters are not permitted in classrooms. Any of these items should be approved by the campus principal and be kept in common areas (teachers' lounge, break rooms, common work rooms, departmental offices, etc.). These items should be left free of debris and have at least a 6-inch area of clearance. Emphasis should be placed on using commercial rated and/or UL listed appliances. These appliances must be plugged directly into the wall outlet.
- Halogen lamps are not permitted.
- Seasonal and temporary lighting is not permitted.
- Candles, candle warmers, and coffee warmers are not permitted.
- Aerosol air fresheners, plugins, air fresheners that produce heat are not permitted.

Flammables, Paints, and Chemicals Management Procedures

- No outside cleaners, paints, varnishes, polishes, or pest control chemicals should be brought into the school environment except by trained individuals.
  - MSDS information must be provided to campus administration for supplies/items purchased with campus or departments funds.
- Be familiar with the online Safety Data Sheets for chemicals: MSDS Online
- Flammables and corrosives must be properly stored in approved flammables (yellow with red letters) and corrosives cabinets (blue with white or red letters). Cabinets are to be kept closed when not in use.
  - Nothing may be stored on top of these cabinets.
  - Chemical storage information can be found in Section 7 of the specific chemical's Safety Data Sheet.
- Science lab chemicals should be handled, stored, and disposed of according to Flinn Safety Guidelines.
- Paint and other chemical wastes must be stored and disposed of according to TECQ and EPA guidelines.
  - Chemical disposal information can be found in Section 13 of the specific chemical's Safety Data Sheet.

Sharp Instruments/Tools Procedures

- All paper cutters should have finger guards, blade lock, and have functional spring-loading device.
- Classrooms that use sharp tools must have a control procedure for accounting for inventory of these instruments (i.e. box cutters in art, sharp knives in family consumer science, tools in shop areas).
  - CTE has provided guidelines for inventory of sharps that incudes check-in and check-out procedures.
  - The document is available on the Canvas Safety Page.
- Students that use power tools, welders, etc. must be properly trained, provided appropriate PPE (e.g., eye protection, hearing protection, hand/body protection) and demonstrate a mastery of PPE use and other safety rules.

Electrical Safety

- Surge Protectors and extension cords must be grounded and should be utilized properly and not be overloaded. Extension cords may not be used as a replacement for wiring.
- Power strips are not to be used.
- Extension cords are for temporary use only and should not be used for permanent wiring.
- Cords cannot be run through doors, windows, ceiling tiles, or other openings.
  - Use floor cord covers when needed.
- Homemade extension cords and aftermarket plugs may not be used.
- Any electrical devices used outdoors must be protected by GFCI circuit.
- Electrical appliances used within 72" of a water source or wet location must be GFCI protected (e.g. fish tanks, coffee makers, ovens).
- All electrical panel boxes must have a three-foot clearance from any materials.
- Non-grounded household extension cords are not allowed.
- All electrical equipment shall be turned off when not in use.

AV Safety

- AV equipment must be operated properly.
- LCD Projectors must be clear and free of debris that may hinder ventilation.
- Electrical cords must be protected from damage and from becoming tripping hazards.

Classroom Liquid Hand Sanitizer Safety

The effectiveness and benefits of hand sanitizers have been well documented in preventing the spread of germs However, the main ingredient of these products is alcohol, which is extremely flammable. Because of the potential hazard of the ingredients, please take precautions in utilizing these products. School staff should be aware of the fire hazard with the hand sanitizers containing alcohol. The following recommendations for use of hand sanitizers in school should be used:

- The quantity of the solution in classrooms should not exceed 500 ml (cc) (about 16 ounces). Most products can be obtained in 8 or 12 oz. containers and would be within the recommended amount.
- If wall dispensers are used, the placement should be kept away from any source of ignition. This would include electrical outlets and light switches. The placement of portable containers should also be reviewed for safety. In addition, these dispensers should never be placed near food products.
- Hand sanitizers dispensed in the classroom should be supervised at all times. The amount used/dispensed to students should be small to minimize fire hazard. All hand sanitizers should be stored in a secure and safe area.

Animal Safety

- The easiest way to avoid issues such as disease, bites, scratches, or harm to students, staff members, or the animals is to not have animals on campus.
- Animals that are part of a class project such as FFA should be handled and protected in accordance with the club/classroom standards.

- Animals in a science classroom for curriculum purposes should be kept under the guidelines outlined by National Science Teacher Association and the Texas Science Safety Standards.
- The principal should be notified prior to an animal being brought on campus. The principal should ensure the animal is safe to be brought on to the campus and that it is kept in appropriate conditions and has had the appropriate vaccinations, etc.
- Students should not be permitted to handle animals unless it is part of the course curriculum and parents have given permission.

Doors

- During the school day, doors should be locked at all times, including all building perimeter, interior classroom, and free-standing structures such as field houses and portable building doors;
- Building entrance approaches should be monitored by front office staff via camera view computer monitors.
- All exits from the building and classrooms (including exit windows) must be kept clear for egress.

After Hours Building Entry Protocol

- Call CISD Police Dispatch (936-709-8911) when you arrive at the building and before you disarm the alarm.
- Enter the building and disarm the alarm on the closest keypad to your entry point.
- When you leave the building, re-arm the alarm and exit immediately.
- Call CISD Police Dispatch to notify them that you have exited and secured the building.

Fire Safety

- All door exits from rooms must be free of obstructions and free of combustible, non-fireproofed material.
- Nothing should be stored within 24" of the ceiling.
- Fire hazards cannot be created, stored, or maintained in the school; (e.g. wood huts, paper forests, live cut Christmas trees, hay bales.)
- Hallways and classrooms must maintain an 80% paper free environment to maintain the fire-resistant integrity of the area.
- Do not hang any items from the ceiling or ceiling tiles.
- Do not hang flammable materials that hang down over an exit such as a classroom door.
- Storage rooms should be kept neat, orderly, and free of large combustible load. Maintain at least 30" aisle space throughout storage area.
- Know the location of the nearest fire extinguisher and how to use it.
- ***Do not silence the fire alarm*** system until it is certain that no fire threat exists. In the event of an actual fire, only a fire official is permitted to silence an alarm.
- Do not enter the building if an active fire alarm or water flow bell is audible.

General Safety and Security

- All glass in classroom doors must be free of any visual obstruction.
- Maintain exit paths from classrooms the same width as the exit door opening.
- Ensure a current evacuation plan posted near the exit door clearly showing primary and secondary routes of evacuation.
- To reach high areas, DO NOT stand on anything (e.g., chairs, desks, countertops) other than appropriate step stools or ladders. Obtain a stool or ladder from the custodians.
- Do not lift or carry heavy objects by yourself. Get assistance from someone to avoid injuries.
- Desk drawers, cabinet doors and file drawers should not be left open while unattended. Pull only one drawer at a time. Heavier items should be stored in the lower file drawers to prevent the file cabinet from tipping over.
- Chairs, wastebaskets, electrical cords, rugs and other articles should not be left where they will become a tripping hazard.
- All cabinets and shelves should be stable and secured to walls to prevent tipping.
- Keep personal belongings (e.g., purses, wallets, keys) secure on your person or within a locked cabinet or drawer.
- If you are responsible for safety of children on playgrounds, maintain visual contact with all children, ensure that play structures are not overloaded, and are only used as intended.
- Read and become familiar with the CISD Multihazard Emergency Operations Procedure Manual.
- Take your class roster with you if you evacuate your room.
- Report any suspicious person or unsafe condition(s) to the Principal or your Supervisor.

LEVEL ONE GRIEVANCE

DGBA: EMPLOYEE GRIEVANCE
FNG: PARENT/STUDENT GRIEVANCE
GF: MEMBERS OF THE PUBLIC

CONROE INDEPENDENT SCHOOL DISTRICT

To file a formal grievance, please complete this form completely and submit it by hand delivery, fax to 936-709-9787, email to complaints@conroeisd.net or U.S. mail to Conroe ISD, Legal Department, 3205 West Davis, Conroe, TX, 77304, within the designated timelines specified in Policies DGBA (Local), FNG (Local), or GF (Local). The District promotes informal resolution of grievances and encourages employees, students and parents, and members of the public to discuss their concerns with the appropriate teacher, principal, supervisor, or other administrator who has the authority to address the grievance or concern.

Grievant's Name: _____

If applicable: Student's Name: _____ School/Campus: _____

If applicable: Campus or Department: _____ Position: _____

Email Address: _____ Telephone: _____

Mailing Address: _____

Name of person against whom this grievance is being made: _____

What is the date of the decision or incident causing your grievance? _____

If you will be represented in presenting your grievance, please identify your representative below. The District will contact the identified representative to schedule the hearing.

Representative's Name: _____ Telephone: _____

Address: _____

Email address: _____

Please attach to this form all documents you believe support your grievance. Grievance forms that are incomplete in any material way may be dismissed but may be re-filed with the required information if the grievance form is filed within the designated timelines set forth in Board Policy DGBA, FNG, GF.

Grievant's Signature: _____

Date Grievance Submitted: _____

LEVEL ONE GRIEVANCE

Please describe the facts underlying your grievance, including the date it occurred and the specific decision or circumstances that led to the grievance. If possible, include a citation to the statute, policy, or District practice allegedly violated. Please attach all supporting documentation.

Please state any informal attempts to resolve the grievance, if applicable. Include the date(s) the informal resolution attempt was undertaken.

Please state your requested remedy. You may add additional pages.

FOR DISTRICT USE ONLY:

Received By: _____

Date: _____

LEVEL TWO GRIEVANCE *(APPEAL OF LEVEL ONE)*

DGBA: EMPLOYEE GRIEVANCE
FNG: PARENT/STUDENT GRIEVANCE
GF: MEMBERS OF THE PUBLIC

CONROE INDEPENDENT SCHOOL DISTRICT

This appeal form is to be used by a grievant who is not satisfied with the decision received at Level One. To appeal a Level One decision, or the lack of a timely response after a Level One conference, to a Level Two grievance, please complete this form completely and submit it by hand delivery, fax to 936-709-9787, email to complaints@conroeisd.net or U.S. mail to Conroe ISD, Legal Department, 3205 West Davis, Conroe, TX, 77304, within the time established in the applicable Board Policy – DGBA (Local) for employees; FNG (Local) for students/parents; or GF (Local) for members of the public.

Grievant's Name: _____

If applicable: Student's Name: _____ School/Campus: _____

If applicable: Campus or Department: _____ Position: _____

Email Address: _____ Telephone: _____

Mailing Address: _____

Date of Level One Conference: _____ Level One Administrator: _____

Date you received your Level One Response: _____

If you will be represented in presenting your grievance, please identify your representative below. The District will contact the identified representative to schedule the hearing.

Representative's Name: _____ Telephone: _____

Address: _____

Email address: _____

The District shall prepare the Level One grievance record, including, as applicable, the original grievance form and supporting documentation, the District's Level One response, and all materials considered by the Level One administrator in reaching the decision.

Grievant's Signature: _____

Date Level Two Grievance Submitted: _____

LEVEL TWO GRIEVANCE *(APPEAL OF LEVEL ONE)*

Please state your disagreement with the decision received at Level One.

Please state your requested remedy. You may add additional pages.

FOR DISTRICT USE ONLY:

Received By: _____

Date: _____

LEVEL THREE GRIEVANCE *(APPEAL OF LEVEL TWO)*

DGBA: EMPLOYEE GRIEVANCE
FNG: PARENT/STUDENT GRIEVANCE
GF: MEMBERS OF THE PUBLIC

CONROE INDEPENDENT SCHOOL DISTRICT

This appeal form is to be used by a grievant who is not satisfied with the decision received at Level Two. To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, to a Level Three hearing, please complete this form completely and submit it by hand delivery, fax to 936-709-9787, email to complaints@conroeisd.net or U.S. mail to Conroe ISD, Legal Department, 3205 West Davis, Conroe, TX, 77304, within the time established in the applicable Board Policy – DGBA (Local) for employees; FNG (Local) for students/parents; or GF (Local) for members of the public. Level Three hearings are held in front of the Board of Trustees or a committee of at least three members composed only of members of the Board.

Grievant's Name: _____

If applicable: Student's Name: _____ School/Campus: _____

If applicable: Campus or Department: _____ Position: _____

Email Address: _____ Telephone: _____

Mailing Address: _____

Date of Level One Conference: _____ Level One Administrator: _____

Date you received your Level One Response: _____

Date of Level Two Conference: _____ Level Two Administrator: _____

Date you received your Level Two Response: _____

Request for Level Three Hearing to be open or closed *(not required)*: _____

If you will be represented in presenting your grievance, please identify your representative below. The District will contact the identified representative to schedule the hearing.

Representative's Name: _____ Telephone: _____

Address: _____

Email address: _____

The District will prepare the Level Two record, including a copy of the Level One record, the notice of appeal from Level One to Level Two, the written response issued at Level Two and any attachments, a summary of all prior oral testimony, and any other documents relied upon by the administration in reaching the Level Two decision, as applicable.

Grievant's Signature: _____

Date Level Three Grievance Submitted: _____

LEVEL THREE GRIEVANCE *(APPEAL OF LEVEL TWO)*

Please state your disagreement with the decision received at Level Two.

Please state your requested remedy. You may add additional pages.

FOR DISTRICT USE ONLY:

Schedule Hearing Before: _____

(a date no later than the 60th day after the date on which the previous decision on the grievance was made)

T&L

Instructional Resources: Instructional Materials

EFA

Administrative Procedure Reviewed: 08/2026

Board Policy Issued Legal: 2025-09-16
Board Policy Issued Local: 2025-09-16

Purpose

These procedures implement the Conroe ISD EFA Local policy by defining the steps, roles, and timelines for selecting, adopting, evaluating, and reconsidering instructional materials, ensuring compliance with state and federal legal requirements.

Scope

These procedures apply to all instructional materials (textbooks, workbooks, supplementary materials including writings, drawings, graphs charts, photographs, pictures, film, videotapes, computer software, magnetic media, DVD, CD-ROM, computer courseware, online services, or an electronic media or other means of conveying information to students or otherwise contributing to the learning process through electronic means that are used for formal or informal teaching and learning purposes.

Definitions

Instructional Materials: Materials adopted or used to deliver instruction, including textbooks, software, digital content, workbooks, etc.

State Board Rejected List: The list of materials rejected and prohibited for use in classrooms by the State Board of Education (SBOE) for certain subjects/courses.

Reconsideration Committee: A committee formed to review challenges to selected instructional materials.

Formal Request for Reconsideration: A formal written request by a stakeholder (parent, staff, community member) to review challenged materials.

Roles & Responsibilities

- **Board of Trustees:** Approve adoption of instructional materials, approve policy revisions, and hear appeals if required.
- **Superintendent:** Oversee the adoption process, appoint a formal reconsideration committee, and certify compliance with policy and law.
- **Deputy Superintendent / Executive Director of Curriculum and Instruction**: Manage selection processes, coordinate evaluation, maintain records, and process reconsideration requests.
- **Reconsideration Committee**: Review challenged materials, hold hearings, make recommendations, and document findings.
- **Stakeholders (Parents, Staff, Community)**: Provide feedback, submit reconsideration requests when appropriate.

10 Step Process for Instructional Materials Adoption

STEP 1 - Planning: Conduct surveys, establish adoption timelines, and determine courses requiring SBOE IMRA list adoption.

STEP 2 - Request for Materials for Public Review: Notify vendors of the material adoption process and request materials for review at campuses and the textbook warehouse for public review.

STEP 3 - Selection Committee & Evaluation: Evaluate materials with review teams and collect feedback.

STEP 4 - Recommendation & Board Consideration: Compile evaluation results, present to board, obtain approval.

STEP 5 - Implementation & Training: Coordinate purchase and delivery, train teachers, monitor usage.

STEP 6 - Annual Review & Monitoring: Review materials annually, assess effectiveness, adjust as needed.

STEP 7 - Reconsideration Process: Publicize the process, convene a committee, issue recommendations, and reach a superintendent/board decision.

STEP 8 - Appeals: Refer to the defined appeal process {outlined in Board policies DGBA, FNG, GF} timelines, and final board ruling.

STEP 9 - Records & Documentation: Maintain archival files, ensure compliance with retention laws.

STEP 10 - Public Notification & Transparency: Provide public notice, publish lists, and ensure transparency in decisions.

Sample Timeline

Action	Date or Deadline	Person Responsible
CISD Board of Trustees informed of the adoption as a board item for information only.	September	Board of Trustees, Executive Director of Curriculum and Instruction, Deputy Superintendent
Initial C&I Organization Meeting	September	C&I Stakeholders
Application of the Instructional Materials Guiding Coalition members	September - October	Executive Director of C&I & Executive Director of Communications
Request Instructional Materials Campus Contacts from Principals (draft email by October 10 to HU)	October	Assistant Superintendents of Schools
Selection of the Instructional Materials Guiding Coalition	October	Executive Director of C&I & Executive Director of Communications
Sample Request to Publishers for Instructional Materials Warehouse	November - December	Assistant Director of Instructional Materials
Public Review of Instructional Materials notification to be placed in local newspaper	December	Legal – Communications Department

Meeting to Review CISD Procedures & RBIS Training for Guiding Coalition (includes campus contacts)	December	Content Coordinators
Preview Teacher Instructional Materials Evaluation Forms and Communicate Instructions to Campus Contacts via email	December	Assistant Director of Instructional Materials
Request Campus Materials to be sent to Campus Contacts	December	Coordinator of Instructional Materials
Public Review Evaluation Form Posted	January	Communications Department
Public Review of Instructional Materials and Ancillary Materials Open at Instructional Materials Distribution Center	January	Assistant Director of Instructional Materials
Campuses review materials on campus (publishers eligible for selection are only those who are on the final commissioner's list)	January	Content Coordinators
Request District Projected Enrollment for Planning Purposes from Executive Director of Curriculum and Instruction	January	Assistant Director of Instructional Materials
Teacher Instructional Materials Evaluation Forms Sent Out Via Email	January	Executive Director of Communication & Assistant Superintendents
CISD Instructional Materials Showcase (All Teachers, Campus Contacts, and Guiding Coalition members)	January	Assistant Director of Instructional Materials
Receive Teacher Instructional Materials Evaluation Forms	January	Campus Contacts & Content Coordinators
Contact Vendors for Guiding Coalition Review Presentations	January	Assistant Director of Instructional Materials & Director of C&I
Community Reviews Due to Content Coordinators. Last day for public review is January _____. Submit summary of public comment to C&I Department for review by the District Committee.	January	Communications Department to Content Coordinators
Instructional Materials Guiding Coalition Meeting • Review teacher evaluations Publishers present (includes lunch)	January	Instructional Materials Guiding Coalition / Content Coordinators / Executive Director of C&I
Verify District Instructional Materials Orders (Projected enrollment will need to be updated and next school year's allocations are released)	February - March	Assistant Director of Instructional Materials & Content Coordinators

Final presentation and artifacts due	February	Assistant Director of Instructional Materials & Content Coordinators
CISD Board of Trustees to Consider Instructional Materials Selection Recommendations Guiding Coalition Members Present	February	Board of Trustees
Order Instructional Materials (pending board approval and TEA approves early order)	March - May	Assistant Director of Instructional Materials
Guiding Coalition Implementation Plan Day 1	March	Content Coordinators
IMTA Committee Meets for Approval of Purchases	March	IMTA Committee
Guiding Coalition Implementation Plan Day 2	April	Content Coordinators
Guiding Coalition Implementation Plan Day 3	May	Content Coordinators
CISD Board of Trustees to Consider OER required transition plan (if OER instructional materials approved)	May	Board of Trustees
Principal Onboarding and Training	May	Content Coordinators
Materials are delivered to the Instructional Materials Warehouse	June - July	Assistant Director of Instructional Materials
HQIM Institute (training for teachers and instructional coaches)	July	Content Coordinators

Informal Reconsideration of Instructional Materials

Purpose

To establish a clear and consistent process for handling informal challenges to instructional materials in accordance with Conroe ISD Board Policy EFA (Local).

Process

- The administrator will schedule a meeting (phone or in person) with the parent to explain the District's instructional material selection process, review the educational purpose and instructional value of the challenged material, and provide context on how the material aligns with state standards and curriculum requirements.
- If appropriate, the administrator may offer the parent an **alternative instructional material** for their child.
- The alternative shall meet the same instructional objectives.
- If the parent is not satisfied after the informal resolution process, the administrator shall provide the parent with a *Request for Reconsideration of Instructional Resources Form* or direct them to the District website to access the form.
- The administrator shall inform the complainant that the completed form must be submitted to initiate the formal reconsideration process.

Formal Reconsideration of Instructional Materials

Purpose

To establish a clear and consistent process for handling formal challenges to instructional materials in accordance with Conroe ISD Board Policy EFA (Local).

Process

- **Submission of Challenge:** The complainant completes the *Request for Reconsideration of Instructional Resources Form* (available on the CISD website) and submits it to the Curriculum and Instruction Department (C&I).
- **Committee Assignment:** The Deputy Superintendent assigns a *Reconsideration Committee*, the Superintendent and Board of Trustees are notified, and challenged instructional material is removed from use until the process is complete.
- **Communication of Removal During Review Period:** Librarians, campus principals, and campus literacy instructional coaches will be notified via email of any materials under formal review for immediate removal from classroom use.
- **Committee Formation:** The district committee is randomly selected from a pool of interested volunteers and will consist of: one non-voting committee moderator (district), one campus administrator, one district-level Curriculum & Instruction staff member, one campus educator, and four parents of currently enrolled students.
- **Committee Review:** The committee members review the instructional material in its entirety. The review is based on compliance with TEKS and CISD Board Policies (CH Local, EFB Local, EMB Local, EMI Local, and EFA Local).
- **Committee Meeting:** The complainant has 10 minutes to present concerns, may submit supporting materials, and must exit after the presentation is completed. The committee deliberates privately and votes by simple majority.
- **Reporting:** Absent extenuating circumstances, a written report is completed within 10 district business days and is sent to: the complainant, the Superintendent, the Board of Trustees, and the appropriate campus administrators and staff.
- **Public Posting:** The titles of challenged instructional materials and committee decisions are posted on the CISD website.

Instructional Resources: Library Materials

EFB

Administrative Procedure Reviewed: 08/2026

Board Policy Issued Legal: 2025-09-16
Board Policy Issued Local: 2026-08-18

Purpose

These procedures implement the Conroe ISD EFB Local Policy by defining the steps, roles, and timelines for selecting, adopting, removing. evaluating, and challenging library materials, ensuring compliance with state and federal legal requirements.

Scope

These procedures apply to all library materials (any book, record, file, or other instrument or document in the school district's or classroom's library catalog). The library materials procedures apply to all library materials available for use, display, or any form of student access (e.g., school libraries, classroom libraries, online catalogs, library mobile applications).

Definitions

Library Material: Any book, record, file, or other instrument or document in a District, school district's, or classroom's library catalog for use or display, including material contained in school libraries, classroom libraries, online catalogs, library mobile applications, and any other library catalog a student may access. The term does not include instructional material, as defined by Section 31.002, or materials procured for the TexShare consortium under Subchapter M, Chapter 441, Government Code.

Public Review: A 30-day period during which lists are made accessible to the public for review.

Written Challenge: A formal written request by a stakeholder (parent, staff, community member) to review requested materials.

Roles & Responsibilities

- **Board of Trustees:** Approve all library materials (additions, removals and donations), approve policy revisions, and hear written challenge requests.
- **Superintendent:** Certify and oversee the policies and procedures to ensure compliance with policy and law.
- **Deputy Superintendent:** Share recommendations to the Superintendent.
- **Assistant Director of Educational Technology:** Manage selection processes, maintain records, process challenge requests.
- **Coordinator of Library Services:** Oversee coordination of acquisition and removal lists. Review submissions by campus librarians prior to public review and Board approval.
- **Stakeholders (Parents, Staff, Community)**: Provide feedback, submit challenge requests when appropriate.

Table of Contents

Purpose and Standards for Collection Development and Goals

Library Materials Requirements

Process for Evaluation, Selection, Acquisition, Reconsideration, and Deselection of Library Materials

Deselection/Weeding of Library Materials

Public Review of Procured, Donated, and/or Deselected Library Materials Process

Parental Rights to Opt Out of Library Materials

Public Access to Library Material Information and Searchable Library Catalog

Challenge of Library Materials Process

Classroom Libraries

Purpose and Standards for Collection Development and Goals

The Superintendent will designate the Assistant Director of Educational Technology and the Coordinator of Library Services to carry out all responsibilities set forth in Board Policy EFB.

- All book selections, removals, and evaluations must be handled by certified librarians or trained professional library staff.
- The Assistant Director of Educational Technology and the Coordinator of Library Services are responsible for the development and maintenance of the District Library Catalog and District procedures.
- The Assistant Director of Educational Technology and the Coordinator of Library Services will establish rules for evaluating book quality to ensure that library materials meet community needs and are properly prepared for Board review, purchase, or removal.
- The Assistant Director of Educational Technology and the Coordinator of Library Services will establish rules determining which age groups and grade levels are allowed to access specific library materials across campuses.
- District collection procedures must be published on the website, reviewed every three years, and updated as needed.
- All library material management must strictly follow federal, state (TSLAC), board policy, and district guidelines.

Library Materials Requirements

Evaluation, selection, acquisition, reconsideration, and deselection of library materials will be based on whether the library material:

1. Enriches and supports the Texas Essential Knowledge and Skills (TEKS) and curriculum established by Education Code Section 28.002 (relating to Required Curriculum), while taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Takes into consideration students' varied interests, abilities, learning styles, and maturity levels.
3. Aligns with this Policy and Board Policy CH(LOCAL), EMB(LOCAL), EFA(LOCAL) and EMI(LOCAL);
4. Supports growth in factual knowledge, fostering high-level thinking skills, literary appreciation, aesthetic values, and societal standards and personal learning;
5. Develops a balanced collection presenting multiple viewpoints related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis [see EMB regarding instruction about controversial issues].
6. Be appropriate for the subject area and for the age, intellectual development, and ability level of the students for whom the materials are selected.
7. Represent the ethnic, religious, and cultural groups and their contributions to Texas, the nation, the world, and national heritage.
8. Demonstrate literary merit, quality, value, and significance.
9. For non-fiction resources, include accurate and authentic factual content from authoritative sources.
10. Whether there are recommendations from parents, guardians, and local community members.
11. Consultations with the District's educators and library staff.

The District will not deselect or remove library materials based solely on the ideas contained in the material or the personal background of the author of the material or characters in the material.

The Superintendent will certify that all materials comply with the policy.

Process for Evaluation, Selection, Acquisition, Reconsideration, and Deselection of Library Materials

This is an ongoing process conducted by campus librarians, the Coordinator of Library Services, and the Assistant Director of Educational Technology.

Board Schedule & Oversight

The Board will meet at least twice a year to handle all library book decisions (evaluation, selection, acquisition, reconsideration, maintenance, withdrawal, and deselection).

30-Day Public Review Window

Before any Board vote, all proposed book lists must be posted on the Library Services website for at least 30 days and included in Board communications. Community members can submit feedback via an online review form.

Approval Process & Board Voting:

- **New purchases & donations:** Require a formal, public Board vote at least 30 days after public posting. The Superintendent must verbally certify compliance before the vote.
- **Evaluated, Reconsidered, Maintained, Withdrawn, or Deselected Book:** Do not require a vote *unless* requested by two or more Board members.

Donations

No donated books with ISBN numbers not currently in the District library catalog can enter circulation or catalog systems until the Board formally approves them for specific grade levels.

Exceptions (No Board Vote Required)

You do not need Board approval if you are acquiring books to:

- Replace a damaged copy (must have the same ISBN).
- Add duplicate copies of a book already in your library's catalog (must have the same ISBN).
- Re-order titles previously approved by the Board for your grade levels (must have the same ISBN).

Proposed 2026-2027 Schedule for Evaluation, Selection, Acquisition, Reconsideration, and Deselection of Library Materials

Board Meeting Date	For Approval
September 2026	New Purchases and Donations
November 2026	Evaluated, Reconsidered, Maintained, Withdrawn, or Deselected Books

December 2026	New Purchases and Donations
February 2026	New Purchases and Donations
March 2026	Evaluated, Reconsidered, Maintained, Withdrawn, or Deselected Books
July 2026	New Purchases and Donations

Deselection/Weeding of Library Materials

Why Weed & What to Remove

Librarians must regularly remove books that violate Board Policy (EFB/EMB), are physically damaged, contain factually inaccurate data, are redundant/unusable, or are no longer suited for students. Books cannot be removed based solely on the author's background or ideas in the text.

Two Annual Weeding Windows

- **Window 1:** August – October
- **Window 2:** November – March

Immediately following each period, District-wide weeding reports will be posted on the Library Services website for 30-day public review before being sent to the Board.

30-Day Delay on Physical Removal

Books cannot be removed from campus until after the Board receives the weeded titles list.

Disposal Rules Based on Reason for Removal

- **Policy Violations or Inaccurate/Outdated Content:** Must be boxed and sent back to the district for removal. Titles with Policy Violations must be removed from the Library Catalog.
- **Routine Weeding (worn, duplicate, low circulation):** Librarian may donate to students, classroom libraries, or community groups.
- **Magazines & Obsolete Tech (CDs/DVDs/VHS without working readers):** Can be disposed of directly on campus.

Please Note

Removal for any reason beyond Board policy and TAC collection development standards must be done through the challenge process described in policy EFB.

Review of items for compliance with Board Policies EFB and EMB is and will continue to be a top priority. Materials will remain subject to ongoing review to address any changes in Board policy.

Public Review of Procured, Donated, and/or Deselected Library Materials Process

Library Services will make available on the District's Library Services website a list of all books for Board evaluation, selection, acquisition, reconsideration, maintenance, withdrawal, and deselection at least 30 days before any Board vote. The Assistant Director of Educational Technology shall also include the list in Board communications.

- Titles proposed for purchase at the campus level can be found under Library Materials Acquisition on the Library Services website.
- Community members can submit feedback via an online review form on all titles posted for Public Review.

Parental Rights to Opt-Out of Library Materials

Parents are the primary decision makers regarding their student's access to library materials. The District recognizes that parents and guardians hold an essential role in the education of their children and have the right to guide what their children read, as set forth in Education Code 94 Chapter 26. While District employees may provide guidance to students in selecting library materials, the ultimate determination of appropriateness lies with the parent or guardian.

Parental Opt-Out & Restrictions

Parents can restrict or opt-out their child from checking out specific library books using an online form on the Library Services website.

- For concerns about library books, parents are encouraged to communicate with their campus librarian.
- Parents may select alternative library materials for their student and can complete the Library Access Form if they wish to restrict their child from having access to specific library books.
    - Library Access Form - English
    - Library Access Form - Spanish
- A parent's ability to restrict access to library materials extends only to their child.
- The District may not allow a student to check out or otherwise use a library material the student's parent has included on this list. This includes classroom libraries.

Advanced & Dual-Credit Courses

Written parental permission is required for students to access books needed for AP, dual-credit, or college-level courses if those materials are not part of the standard school library collection. The Parent Permission for AP and Dual Credit Courses Form is available on the Library Services website.

Parent Physical Access to Libraries

Parents wishing to visit a campus or classroom library must first submit a request to the campus principal. The principal or designee will schedule a visit that avoids disrupting instruction or student library time.

Checkout Notifications

The district must automatically provide parents with a record every time their student checks out a book, including the title, author, genre, and return date.

Public Access to Library Material Information and Searchable Library Catalog

Conroe ISD must maintain an easily accessible online Library Services website.

The website will include:

1. The online library catalog, including information about titles and how and where material can be accessed.
2. Any list for Board evaluation, selection, acquisition, reconsideration, or deselection, as well as available timelines.
3. Access to Board Policies and District procedures relating to school libraries and library materials.
4. Any Library Materials Challenge or similar District Forms.
5. Submitted Library Materials Challenge Forms with information on next steps.
6. Information about the District's commitment to compliance with the Children's Internet Protection Act (Pub. L. No. 106-554), including through the use of technology protection measures, as defined by that Act.
7. Opportunities for students, parents, educators, and community members to provide feedback on library materials and services.
8. Other library resources.

Searchable Catalog Requirements

Searchable library catalogs will be available at: Library Services — Conroe ISD.

The online catalog must be searchable by:

- The entire District
- Individual campuses
- Individual classroom libraries

More help can be found by watching the Destiny Discover How-to video under Library Links.

Catalog Content & Notices

The catalog must include a warning regarding potential objectionable content, details on how parents can opt out, and must be updated annually (or as new titles are Board-approved or removed).

Classroom Libraries & Personal Books:

- All classroom library books must match books in the District catalog by ISBN number.
- Staff cannot bring books from home for student use unless those titles have an ISBN number that is already in the District catalog.
- Staff may submit requested titles by ISBN number for catalog inclusion, but those books require formal Board approval before entering classroom or campus circulation.

Challenge of Library Materials Process

Who Can Submit a Challenge

- Any parent/guardian of a Conroe ISD student, District employee, or District resident may submit a written challenge against a library material.
- Challenges must be filed using the official Texas Education Agency (TEA) form available on the Library Services website and at the District administrative office.
    - The form shall require the person submitting the form to identify how the challenged library material violates the library standards approved under Section 33.021.

Immediate Action Upon Challenge

- **Access Restricted:** The District must immediately block all students from accessing the challenged material until the Board takes official action.
- **Notifications:** The form is distributed to the Superintendent, District-level library supervisor, campus librarians, and Board, and posted on the public catalog webpage.
    - The Assistant Director of Educational Technology will notify the Deputy Superintendent of receipt of a written challenge.
    - The Assistant Director of Educational Technology will notify the concerned party of receipt of the Library Materials Challenge Form along with the timelines for review and process, with the following individual copied on the email:
        - Deputy Superintendent
    - The Assistant Director of Educational Technology will notify campus librarians of a written challenge, who will immediately remove the title from the campus library.
    - The Assistant Director of Educational Technology will notify campus principals of a written challenge, and campus principals will notify campus staff to remove the title from all classroom libraries.
    - The Assistant Director of Educational Technology will notify the Deputy Superintendent and place the challenge on the Board agenda no later than the 90th day after receipt of the written challenge.

Board Standard Of Review Of Written Challenge

In taking action on a submitted written challenge, the Board shall comply with applicable law. The District may develop forms to assist the Board in applying legal review standards.

Review Committee & Timeline

A review committee (aka Library Advisory Committee) will be charged with reviewing the challenged item in its entirety. The review committee shall use criteria established by the District to ensure a thorough and fair process. The review committee may develop a form to assist the Board. The review committee shall meet as soon as possible, but no longer than 90 days after the date the form is received.

Action on A Written Challenge

The Board of Trustees will vote on the challenge at the first open meeting held after the 90th day following receipt of the challenge.

Outcomes & Board Decisions

- **If Removed:** Librarians and teachers at the applicable grade levels will be instructed to immediately remove all copies from their school and classroom libraries.
- **If Retained (Not Removed):** Library Services will notify campus administrators and librarians that the challenged titles can be returned to circulation in the campus and classroom libraries.

Appeal of Board of Trustees Decision Related to Challenge of Library Materials

- **Who Can Appeal:** Any parent of an enrolled student, District employee, or District resident can file an appeal regarding the Board's final decision on a book challenge.
- **2-Year Waiting Period:** Once the Board makes a final decision to keep or remove a book, that decision is locked for two years. The Board cannot take action on any new appeal regarding that book until the two-year mark passes.
- **Public Information & Forms:** The specific date for the two-year anniversary and the official appeal form will be published on the Library Services website.
- **No Alternate Grievance Routes:** The Board's decision is final and cannot be contested through standard employee/parent grievance channels (FNG or DGBA policies) or any other complaint process.

Appeal of District Action Related to Challenge of Library Materials to the Board of Trustees

This process applies *only* to administrative actions taken by District staff regarding a book challenge (not final decisions already made by the Board).

- **Who Can Appeal:** A parent or person standing in parental relation to a student enrolled in the District, a person employed by the District, or a person residing in the District may submit to the District's Board an appeal of an action taken by the District, and not the Board of Trustees, in response to a written challenge received for any library material.
- **How to File**: Submit the official District Challenge Appeal Form, which is available on the Library Services website.
- **Exclusive Process:** Staff decisions must follow this specific appeal route—standard parent or employee grievance policies (FNG/DGBA) cannot be used.

Classroom Libraries

By definition," library materials" means any book, record, file, or other instrument or document in a District, school district's, or classroom's library catalog for use or display, including material contained in school libraries, classroom libraries, online catalogs, library mobile applications, and any other library catalog a student may access.

CISD Destiny Classroom Library Hub

Training materials and additional information regarding Classroom Libraries in Conroe ISD can be found in the CISD Destiny Classroom Library Hub.

Adding Books to Classroom Libraries with the Existing District Catalog Process

For a book to be allowed in a Classroom Library, the book must either be a part of a District-approved classroom library collection by ISBN number, or a book with a matching ISBN number in the District Library Catalog.

Implementation Plan for Integrating Classroom Library Collections into the District Library Catalog

- Additional supplemental software for cataloging individual classroom library collections has been purchased (Destiny Classroom Library Manager).
- The District library catalog and District-approved classroom library collections have been loaded into Destiny Classroom Library Manager.
- Classroom Library books will be scanned into Classroom Library Manager.
    - Person Responsible(s): Classroom Teachers
    - Timeframe: By the end of the first semester of the 2026-2027 school year
- Classroom Library titles submitted through Destiny Classroom Library Manager that do not meet Board policy will be identified by cross-checking the District library catalog.
- Books identified in each classroom library that are not currently in the District library catalog or part of a District-approved classroom library collection will be removed from classroom library shelves.

  Please Note: This determination is made based on a specific ISBN and not the book title.

    - Person Responsible(s): Classroom Teachers
    - Timeframe: By the end of the first semester of the 2026-2027 school year
- ISBN numbers of books identified in each classroom that are not currently in the District Library Catalog can be submitted for Board approval through the District Acquisition Process.

Definitions

Service provider means a person who provides services to the District. The term includes:

(A) A contractor or subcontractor for the District;

(B) A provider of tutoring services for the District;

(C) An entity that has entered into a contract to operate a school district campus under Texas Education Code Section 11.174;

(D) A staffing provider for the District; and

(E) A person employed by or under the control of a person described by Paragraph (A), (B), (C), or (D).

Vendor means a person, company, individual, contractor, subcontractor, or professional services provider with whom the District enters into an agreement, contract, memorandum of understanding, interlocal agreement, fee schedule, retainer, or similar instrument for goods or services.

Substantial interest in a vendor is defined as an individual who:

1. Owns more than 10 percent of the voting interest in the vendor; or
2. Has a direct or indirect participating interest by shares, stock, or otherwise, regardless of whether voting rights are included, in more than 10 percent of the profits, proceeds, or capital gains of the vendor.

Purchasing Authority

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any non-routine and discretionary purchases, not previously included in a Board approved contract or memorandum of understanding, to a single vendor shall require the Superintendent to notify the Board in writing before a transaction may take place. If two or more Board members timely raise a concern with the purchase to the Superintendent, the purchase shall be timely placed on a Board agenda for Board approval or disapproval. If Board notification is not possible without delaying needed goods or services for District operations, the District may purchase the goods or services but shall notify the Board as soon as practicable thereafter.

All service providers and vendors shall comply with EMB(LOCAL), EFA(LOCAL), EFB(LOCAL), FFG(LOCAL), and FFF(LOCAL), and all other Board Policies or District procedures, as appropriate, for that service provider or vendor.

Non-routine and discretionary purchases, include but are not limited to, goods or services that are:

1. Non-recurring or one-time purchases;
2. Unusual purchases;
3. Pilot programs;
4. District-level awards and honors in excess of $2,500;

5. Purchases that materially differ in type, scope, purpose, or cost from prior purchases;
6. Purchases that do not align with Board Policy EMB (Local), EFA (Local), or EFB (Local); or
7. Purchases for professional services, consulting services, technology systems or software platforms, and large equipment or infrastructure items.

The Board shall be provided annually with a report of all District vendors paid in the previous fiscal year.

All contracts shall be signed by the Superintendent or designee.

Exception For Emergency Contracts

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff and so long as the total cost is no more than $100,000. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Texas Education Code Section 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

Purchasing Procedures

The Superintendent shall develop District purchasing procedures to implement the requirements of state and federal law.

Purchasing Method

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with methods allowed by Texas law as appropriate, except as provided by Board Policy CV(LOCAL).

Competitive Procurement Requirements

District contracts must be submitted to a competitive procurement process when the aggregate purchase costs $100,000 or more for each 12-month period. The Superintendent or designee shall prepare the request for bids or proposals and the bid or proposal specifications. All bids or proposals shall be submitted by the designated purchasing method, either through the District's electronic procurement system or in sealed envelopes, plainly marked with the name of the bidder or proposer and the time of opening.

All bidders or proposers and other interested persons shall be invited to attend the bid or proposal opening as allowed by policy or by best practice if policy is not applicable but shall not be required to be present.

Bid And Proposal Acceptance

The District may reject any and all proposals in accordance with state or federal law, as applicable. The Superintendent shall accept the bid or proposal deemed to be in the best interest of the District as identified in CH(LEGAL).

Bids, Quotes, And Other Proposals Under $100,000

The director of purchasing shall establish guidelines that may require bids, quotations, or proposals to be obtained prior to approving a purchase when it appears that the best value and substantial savings can be realized by the District.

Conflict Of Interest

A vendor that bids on or receives a contract from the District commits an offense if any individual serving on the Board:

1. Has a substantial interest in the vendor or a subcontractor hired by a vendor;
2. Is related in the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to an individual who has a substantial interest in the vendor; or
3. Has received or has been promised a gift or in-kind services with a value of more than $250.

The District shall adopt procedures to help ensure neither the Board nor a vendor violates the conflict-of-interest provision in this Board Policy.

Electronic Bids Or Proposals

The District shall accept bids or proposals through electronic transmission in accordance with District procedures. Such procedures shall safeguard the integrity of the competitive procurement process, ensure the identification, security, and confidentiality of electronic bids or proposals, and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility For Debts

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Electronic Purchase Commitments

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

Personal Purchases

District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

The District shall adopt procedures to implement this Board Policy.

Definition

Service provider means a person who provides services to the District. The term includes:

(A) A contractor or subcontractor for the District;

(B) A provider of tutoring services for the District;

(C) An entity that has entered into a contract to operate a school district campus under Texas Education Code Section 11.174;

(D) A staffing provider for the District; and

(E) A person employed by or under the control of a person described by Paragraph (A), (B), (C), or (D).

Assistance Prohibited

No individual that is a District employee, contractor, or agent. or the District shall assist a District employee, contractor, or agent of the District or of any other school district or education agency in obtaining a new job if the individual or agency knows, or has probable cause to believe, that the District employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

Service Provider Obligations

The District shall adopt procedures to help ensure all service providers comply with applicable provisions of Texas EducationCode Sections 22A.051 and 22A.052, and applicable Board Policies, including EFA(LOCAL), EFB(LOCAL), EMB(LOCAL), and FFG(LOCAL). The District shall seek to help ensure service providers assist in reporting misconduct to District or lawenforcement and in investigations under Board Policies, including FFG(LOCAL) and FFF(LOCAL).

Pre-Service Affidavit

A service provider must submit a form adopted by the Texas Education Agency, consent to release of employment records, and a pre-service affidavit disclosing whether the service provider has ever been:

1. Investigated by a law enforcement or child protective services agency for, or charged with, adjudicated for, or convictedof, an offense involving conduct described at Texas Education Code Section 22A.051(a)(2)(A)–(D);
2. Investigated by a licensing authority or had a license, certificate, or permit denied, suspended, revoked, or subject toanother sanction in this state or another state for conduct described at Texas Education Code Section 22A.051(a)(2)(A)–(D);
3. Included in the registry;
4. Employed or is currently employed by or has acted or is currently acting as a service provider for a public or private school; or
5. Terminated or discharged or has resigned, in lieu of being terminated or discharged, from a public or private school.

A service provider who answers affirmatively concerning any of the actions listed above must disclose in the pre-service affidavit all relevant facts known to the service provider pertaining to the matter, including, if applicable to the action, whether the allegation wasdetermined to be true or false.

A service provider is not precluded from providing services to the District based on a disclosed allegation if the District determines, based on the information disclosed in the affidavit, that the allegation was false.

A determination that a service provider failed to disclose information required to be disclosed by a person in the pre-service affidavit is grounds for the service provider's termination, including contract termination. The District shall discharge, terminate, or refuse to hire or contract with a service provider against whom this determination has been made.

In accordance with TEC §22A.055, the District shall make the TEA-approved Pre-Service Affidavit readily available on the District website.

Registry

The Distict shall adopt procedures to help ensure service providers review the Texas Education Agency registry of persons who are not eligible to be service providers for the District. Any individual whose name appears on the registry shall not be permitted to perform services, directly or indirectly, for or on behalf of the District.

Implementation

The District shall adopt procedures to implement this Board Policy.

Board's Designee For Certain Termination Actions

The Superintendent shall serve as the Board's designee to suspend a contract employee without pay, provide written notice that the person's contract is void, and terminate employment as soon as practicable when the District:

1. Receives notice that an individual's certificate has been revoked by the State Board for Educator Certification (SBEC) for reasons that require immediate action by the District; or
2. Becomes aware that a contract employee has been convicted of or has received deferred adjudication for a felony offense.

[See also DFAA, DFBA, and DFCA, as appropriate.]

Prohibited Actions

Diversity, Equity, And Inclusion Duties

District employees shall be prohibited from intentionally or knowingly engaging in or assigning to another person diversity, equity, and inclusion duties as defined in EMB(Local).

A violation of this prohibition shall be cause for appropriate discipline, including termination. [See DFAA, DFBA, and DFCA for procedures for discipline, including termination, as appropriate.]

Assistance With Social Transitioning

District employees shall be prohibited from assisting a student enrolled in the District with social transitioning as defined in EMB (Local), including by providing any information about social transitioning or providing guidelines intended to assist a person with social transitioning.

A violation of this prohibition shall be cause for appropriate discipline, including termination. [See DFAA, DFBA, and DFCA for procedures for discipline, including termination, as appropriate.]

Student Health Care Without Parental Consent

Unless required by state or federal law, the fundamental rights granted to parents by their Creator and upheld by the United States Constitution, the Texas Constitution, and the laws of this state, including the right to direct the moral and religious training of the parent's child, make decisions concerning the child’s education, and consent for medical, psychiatric, and psychological treatments of the parent's child under Section 151.001, Family Code, may not be infringed on, unless the infringement is: (1) necessary to further a compelling state interest, such as providing life-saving care to a child; and (2) narrowly tailored using the least restrictive means to achieve that compelling state interest. Unless otherwise provided by law, employees shall comply with this section and may not limit parental rights or withhold information from a parent regarding the parent's child.

A violation of this prohibition shall be cause for appropriate discipline, including termination. [See DFAA, DFBA, and DFCA for procedures for discipline, including termination, as appropriate.]

In accordance with S.B. 12 (89th Texas Legislature, R.S.), an employee or contractor of the district must generally obtain the written consent of a child's parent in the manner required by law before the employee or contractor may: (1) conduct a psychological or psychiatric examination or[.] test, or psychological or psychiatric treatment, unless the examination, test, or treatment is required

under Section 38.004 or state or federal law regarding requirements for special education; [or] (2) make or authorize the making of a videotape of a child or record or authorize the recording of a child's voice; (3 unless authorized by other law: (A) disclose a child's health or medical information to any person other than the child's parent; or (B) collect, use, store, or disclose to any person other than the child's parent a child's biometric identifiers; or (4) provide health care services or medication or conduct a medical procedure.

A violation of this prohibition shall be cause for appropriate discipline, including termination. [See DFAA, DFBA, and DFCA for procedures for discipline, including termination, as appropriate.]

Prohibition Of Violation Of Texas Education Code Section 28.0022

In accordance with S.B. 12 (89th Texas Legislature, R.S.), an employee or contractor shall not intentionally or knowingly engage in or assigns to another person an act prohibited by Texas Education Code Section 28.0022 or EMB (Local).

Employee Rights

A contract employee disciplined under this policy must receive adequate due process and an opportunity to
appeal disciplinary actions, including termination, in the same manner provided for other disciplinary actions.

Policy Notification

The District shall make available a physical and electronic copy of this Policy and procedure to each
district or school employee or contractor.

Each District employee shall perform his or her duties in accordance with state and federal law, Board Policy, District procedure, ethical standards, and the Employee Handbook. The District holds all employees accountable to the Educators' Code of Ethics. [See DH (EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations Of Standards Of Conduct

Each employee shall comply with the standards of conduct set out in Board Policy and with any other District procedures, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any Board Policies, District procedures, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD(LOCAL), EMB(LOCAL), FFG(LOCAL), and Board Policy DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Electronic And Other Communication

Electronic Communication Use With

Only electronic communications methods approved by the District shall be used to communicate with currently enrolled students. Unless an employee is using a communication method approved

Students

by the District and in accordance with the Employee Handbook or similar document, or other adopted District procedure, an employee shall not use a electronic communication to communicate with currently enrolled students. All electronic communications with students shall include a copy to the parent or guardian of the student.

The Employee Handbook or other District procedure shall detail:

1. Exceptions for family and social relationships;
2. That communications shall only be within the scope of the employee's professional responsibilities and duties related to any student, as appropriate;
3. The circumstances under which an employee may use electronic communication to communicate with individual students or student groups;
4. Hours of the day during which electronic communication is discouraged or prohibited; and
5. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics, state or federal law, Board Policy, or District procedure.

An employee shall have no expectation of privacy in any communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to communications. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their personal use of electronic communication as for any other public conduct. If an employee's use of communication violates state or federal law, Board Policy, or District procedure, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication

In accordance with Board Policy or District procedures, an employee shall notify his or her supervisor when a student engages in improper communication with the employee and shall fully comply with FFG(LOCAL) and FFG(LEGAL)].

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

Safety Requirements

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Harassment Or Abuse

An employee shall not engage in prohibited abuse, neglect or harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH (Local), FFH (Legal); see FFG (Local) and FFG (Legal)]

While acting in the course of employment, an employee shall not engage in prohibited abuse, neglect or harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG (Local) and FFG (Legal)]

Relationships With Students

An employee shall not form romantic or other inappropriate social relationships with students. Any inappropriate relationship between a student and a District employee is always prohibited, even if consensual.

No employee shall engage in abuse or neglect or misconduct, including:

1. Abusing or committing an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury;
2. Involvement in or solicitation of a romantic relationship with or soliciting or engaging in sexual contact with a student or minor;
3. Engaging in inappropriate communications with a student or minor;
4. Failing to maintain appropriate boundaries with a student or minor.

[See FFH(LOCAL), FFH(LEGAL) and FFG(LOCAL) AND FFG(LEGAL)]

The District shall notify the parent or guardian of a student with whom an employee is alleged to have engaged in certain misconduct. [See FFF(LOCAL), FFF(LEGAL), FFG(LOCAL) and FFG(LEGAL)]

Tobacco And E-Cigarettes

Employees shall not possess or use cigarettes, e-cigarettes, or tobacco products, as defined by Health and Safety Code §161.081 or similar product, on District property or at a school-related or school-sanctioned event or activity on or off school property or while acting within the scope of their employment on or off school property. [See also GKA]

Alcohol And Drugs / Notice Of Drug-Free Workplace

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice	Employees shall receive a copy of this policy.
District Investigations	When the District investigates a complaint of misconduct, including but not limited to a complaint of student abuse or any type of sexual harassment, each employee involved, including the complainant, witnesses, and the accused, shall be expected and required to cooperate with the investigation. During an investigation, the District may interview an employee privately and take oral and/or written statements. Any employee who fails to cooperate with an investigation or to provide complete and truthful information may be subject to disciplinary action up to and including termination from employment. [See also DIA and FFH]
Arrests, Indictments, Convictions, And Other Adjudications	An employee shall notify the employee's principal or department head in writing within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee.
Dress And Grooming	An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.
Employee Disruptive Activities	An employee engages in a disruptive activity if the employee, alone or in concert with others, intentionally engages in or coordinates a disruptive activity on District property under Texas Education Code § 37.123 and § 37.124.
Employment Assistance Prohibited	No District employee shall assist an employee, contractor or agent of the District or of any other education agency in obtaining a new job with a school district, private school, or open-enrollment charter school or other education agency, if the employee knows, or has probable cause to believe, that the employee, contractor or agent engaged in sexual misconduct as defined in this Board Policy regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

Compliance With Student Safety

All employees shall comply with relevant provisions of Board Policies regarding student safety, including EFA(LOCAL), EFB(LOCAL), EFB(LEGAL). EMB(LOCAL), FFG(LOCAL), FFG(LEGAL), and FFF(LOCAL).

Implementation

The Superintendent shall adopt District procedures to implement this Board Policy and include appropriate provisions in the Employee Handbook, employee contracts, or other employment documents.

The Superintendent shall adjust the Employee Handbook, employee contracts, or employment documents as soon as applicable and shall otherwise implement this Board Policy by no later than December 31, 2026.

Definitions

In this Board Policy, “library materials” means any book, record, file, or other instrument or document in a District, school district’s, or classroom’s library catalog for use or display, including material contained in school libraries, classroom libraries, online catalogs, library mobile applications, and any other library catalog a student may access. The term does not include instructional material, as defined by Section 31.002, or materials procured for the TexShare consortium under Subchapter M, Chapter 441, Government Code. Nothing in this Policy may be construed as limiting the acquisition of Instructional Material, as defined by Section 31.002, necessary for the teaching of, instruction in, or demonstration of knowledge of the essential knowledge and skills adopted under Section 28.002.

In this Board Policy, “Subject Persons” means those persons who (1) are employed by the District, (2) volunteer time or services on behalf of the District (3) directly interact with District students including contractors, vendors, and other individuals as defined in CJ(LOCAL).

Prohibition On Pornographic Material

The Superintendent shall develop District procedures to prohibit the possession, acquisition, and purchase of library materials listed below on District property by Subject Persons and students. The possession, acquisition, and purchase of such library materials is prohibited by all Subject Persons.

Unless required by state or federal law or the Texas Essential Knowledge and Skills, library materials shall not include pornographic material as defined in EMB (Local), including but not limited to:

1. Harmful material as defined by Penal Code Section 43.24;
2. Indecent content that portrays sexual or excretory organs or activities in a way that is patently offensive;
3. Profane content including grossly offensive language that is considered a public nuisance;
4. Sexually explicit material by the selling library material vendor;
5. Sexually explicit material as defined by Education Code 33.021;
6. Any library material containing indecent content or profane content;
7. Any material that is pervasively vulgar or educationally unsuitable, as referenced in *Board of Education v. Pico*, 457 U.S. 853 (1982);
8. Any material that refers a person to an Internet website containing pornographic material as described in this section of this Policy, including by use of a link or QR code, as defined by Section 443.001 of the Texas Health and Safety Code, or
9. Any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL) and EMB(Local)].

Library materials shall be consistent with the requirements set out in Education Code Chapters 33 and 35.

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [CQ]

Purpose And Standards For Collection Development And Goals

The Superintendent shall designate a District-level library supervisor to carry out all responsibilities set forth in this Board Policy. The District-level library supervisor is responsible for the development and maintenance of the library material catalog and District procedures.

The library supervisor shall ensure a professional librarian certified by the State Board for Educator Certification or other dedicated professional library staff trained on proper collection development standards is responsible for the evaluation, selection, acquisition, maintenance, reconsideration, deselection, or withdrawal of library materials.

The Superintendent is responsible for collection development and must develop District collection assessment and evaluation procedures to appraise the quality of library materials in the school library to ensure the library's goals, objectives, and information needs are serving the school community, and for Board evaluation, selection, acquisition, reconsideration, or deselection of library materials.

The Superintendent shall adopt District procedures regarding student and campus age groups, grade levels, and appropriate access to library materials by all students within each campus.

The Superintendent shall use joint agreements or collaboration with local public libraries and community organizations where feasible.

The Superintendent shall ensure the District’s collection development procedures are posted on the District webpage and reviewed at least every three years and updated as necessary.

All Library Materials shall be evaluated, selected, acquired, reconsidered, and deselected in accordance with all applicable state and federal laws and regulations, guidelines adopted by the Texas State Library and Archives Commission, this Board Policy, and District procedures.

The District shall adopt District procedures for the evaluation, selection, acquisition, reconsideration, and deselection of library materials based on whether the library material:

1. Enriches and supports the Texas Essential Knowledge and Skills (TEKS) and curriculum established by Education Code Section 28.002 (relating to Required Curriculum), while taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Takes into consideration students' varied interests, abilities, learning styles, and maturity levels.

3. Align with this Policy and Board Policy CH (Local), EMB (Local), EFA (Local) and EMI (Local).
4. Support growth in factual knowledge, enjoyment of reading, fostering high-level thinking skills, literary appreciation, aesthetic value, societal standards, and personal learning.
5. Develop a balanced collection presenting multiple viewpoints related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis [see EMB regarding instruction about controversial issues].
6. Be appropriate for the subject area and for the age, intellectual development, and ability level of the students for whom the materials are selected.
7. Represent many ethnic, religious, and cultural groups and their contributions to Texas, the nation, world, and national heritage.
8. Demonstrate literary merit, quality, value, and significance.
9. For non-fiction resources, include accurate and authentic factual content from authoritative sources.
10. Whether there are recommendations from parents, guardians, and local community members.
11. Consultations with the District's educators and library staff.

The District will not deselect or remove library materials based solely on the ideas contained in the material or the personal background of the author of the material or characters in the material.

Process For Board Of Trustees Evaluation, Selection, Acquisition, Reconsideration, And Deselection Of Library Materials

The Superintendent shall meet at least two times each year and at other times as necessary for evaluation, selection, acquisition, reconsideration, maintenance, withdraw, or deselection of library materials. The Superintendent shall follow the notice procedures in Texas Education Code Sec. 33.025(g)-(h) for these meetings.

The Superintendent or designee shall make available on the District’s public webpage a list of all books for Board evaluation, selection, acquisition, reconsideration, maintenance, withdrawal, and deselection at least 30 days before any Board vote. The Superintendent or designee shall also include the list in Board communications.

Each Board member is entitled to review each list of library materials that has been donated to or that is proposed to be evaluated, selected, acquired, reconsidered, maintained, withdrawn, or deselected, and may propose changes to any list.

The Board shall vote in an open meeting on the selection or acquisition of library materials, including donated materials, at the first open meeting of the Board held on or after the 30th day following the date the list is made accessible on the District webpage for public review. Prior to any Board vote, the Superintendent will certify verbally at a Board meeting that the Superintendent has evaluated the Library Materials for compliance with this Board Policy.

The Board is not required to vote on any library materials that are evaluated, reconsidered, maintained, withdrawn, or deselected. At the request of two or more Board members, a library material on a list for evaluation, reconsideration, maintenance, withdrawal, or deselection will be placed on the Board agenda for Board consideration on or after the 30th day after the date the list is made accessible on the District webpage for review by the public.

The District shall not add donated library material to the school library catalog or otherwise make the donated library material available for student use unless the Board approves the addition of that donated material for the grade levels for which the material is intended.

This section does not apply to library materials that have been donated to or that are to be procured by a school library that:

1. replace a damaged copy of a library material with the same International Standard Book Number that is currently in the school library catalog;
2. are additional copies of a library material with the same International Standard Book Number that is currently in the school library catalog; or
3. have the same International Standard Book Number and have been approved for the same grade levels by the Board of Trustees of the District from a previous proposed list of library materials.

Parental Rights To Opt Out Of Library Materials

Parents are the primary decision makers regarding their student's access to library materials. The District recognizes that parents and guardians hold an essential role in the education of their children and have the right to guide what their children read as set forth in Education Code Chapter 26. While District employees may provide guidance to students in selecting library materials, the ultimate determination of appropriateness lies with the parent or guardian.

Public Access To Library Material Information And Searchable Library Catalog

The District shall allow efficient parental access to the catalog of all of the District’s available library materials. The District shall focus on maximizing the involvement of and transparency with parents and guardians while meeting the educational needs of students by making access to its library catalogs. The District shall maintain a library materials webpage that includes the online library catalogs and focuses on maximizing access for students, community members, parents, and guardians.

The Superintendent shall include on the webpage:

1. The online library catalog, including information about titles and how and where material can be accessed;
2. Any list for Board evaluation, selection, acquisition, reconsideration, or deselection, as well as available timelines;
3. Access to Board Policies and District procedures relating to school libraries and library materials;
4. Any Library Materials Challenge or similar District Forms;
5. Submitted Library Materials Challenge Forms with information on next steps;

6. Information about the District’s commitment to compliance with the Children's Internet Protection Act (Pub. L. No. 106-554), including through the use of technology protection measures, as defined by that Act;
7. Opportunities for students, parents, educators, and community members to provide feedback on library materials and services; and
8. Other library resources.

A library catalogs shall be searchable by:

1. the District
2. individual campus; and
3. individual classroom libraries.

Searchable library catalogs will be available at: Library Services — Conroe ISD. The library catalogs shall include a warning that library materials may include objectionable content, and the procedure for a parent or guardian to restrict or opt their student out of access to such materials. The library catalog shall be updated as District collections change and at least annually, or upon the acquisition of Board-approved library materials, and account for challenged library materials that the Board voted to remove.

For individual or mobile classroom libraries, employees shall include only library materials from the District-or campus-approved library systems and library catalog. No library materials may be in an individual classroom library unless they include an approved District or campus label. No employee shall bring materials from their personal library collection that are not in the District-or campus-approved library systems and library catalogs, with an approved District or campus label.

Employees may submit library materials for inclusion in the library catalog. Such library materials would require Board approval.

Parent Library Opt-Out Process

Parents or guardians may choose to opt-out or restrict their student from accessing library materials by
submitting the electronic form available at Library Services — Conroe ISD. The District may not allow a student to check out or otherwise use a library material the student’s parent has included on this list. Any parent or guardian can select an alternative library material for their student. [For information on parental rights regarding instructional materials and other instructional resources see EFA(LEGAL).]

The parent or guardian of a student in a college level, dual credit, Advanced Placement, or similar course must give written permission to access a book not available in library materials.

A parent or guardian who wishes to physically access a District, campus or classroom library shall first submit a request to the principal. The principal or designee will work with the parent or guardian
to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

The District shall provide to parents or guardians a record of each time the parent's student checks out
a library material. This record must include, as applicable, the library material's title, author, genre, and return date for the material.

Board Approval Of Library Materials

The Board of Trustees must approve all library materials that have been donated to or that are to be procured by a school library in the District, with the advice and recommendations of the Superintendent.

Challenge Of Library Materials To The Board Of Trustees

A parent of or person standing in parental relation to a student enrolled in a school district, a person employed by the district, or a person residing in the district may submit a written challenge to any library material in the catalog of a school library in the District using a form provided by the District on this District webpage. The District shall post the form on the district 's Internet website. The form shall require the person submitting the form to identify how the challenged library material violates the library standards approved under Section 33.021.

The District shall include a form adopted by the Texas Education Agency to challenge library materials on its public internet library materials webpage and ensure the form is publicly available at the District administrative office. The webpage shall include information about the challenge process and deadlines. A completed form shall be distributed as soon as practicable to the Superintendent, District-level library supervisor, school librarian, and Board at the time of submission and posted on the public library catalog's webpage.

Challengers shall be informed of the timelines for review and process.

The District shall have a review committee charged with the review of the item in its entirety. The review committee shall use criteria established by the District to ensure a thorough and fair process. The review committee may develop a form to assist the Board. The review committee shall meet as soon as possible but no longer than 90 days after the date of the form is received.

The Board of Trustees shall take action on a written challenge to any library material at the first open
meeting of the Board held after the 90th day after the date on which the school District receives a written challenge.

A District that receives a challenge to a library material shall prohibit students enrolled in the district from accessing the library material until the district takes action in response to the challenge. If
a challenge to a library material submitted results in the board of trustees, with the recommendation of
the Superintendent removing the library material from a school library catalog, the board shall

notify
each teacher assigned as the classroom teacher at the grade level for which the library material was determined to be not appropriate and instruct the teacher to remove any copy of the library material from the teacher ’s classroom library, if applicable.

Appeal Of Board Of Trustees Decision Related To Challenge Of Library Materials

A parent of or person standing in parental relation to a student enrolled in a school District, a person employed by the district, or a person residing in the district may submit to the Board an appeal of Board of Trustees final decision to withdraw or not withdraw library materials as a result of a library materials challenge.

The Board may not act on an appeal in response to the Board’s final decision on a library material challenge before the second anniversary of the date of the Board’s determination to withdraw or not withdraw the challenged library material. The District shall adopt and post on its webpage a challenge appeal form for this appeal purpose, and the date of the second anniversary of the Board’s final library material challenge decision. The Board’s final decision may not be appealed under Board Policies FNG(LOCAL) or DGBA(LOCAL) or any other grievance or complaint method not provided in the section.

Appeal Of District Action Related To Challenge Of Library Materials To The Board Of Trustees

This provision is only applicable to actions by the District, and not by the Board of Trustees. A parent or person standing in parental relation to a student enrolled in the District, a person employed by the District, or a person residing in the District may submit to the District’s Board an appeal of an action taken by the District, and not the Board of Trustees, in response to a written challenge received for any library material. The District shall adopt and post a District challenge appeal form on its website for this purpose. The District’s decision may not be appealed under Board Policies FNG (Local) or DGBA (Local) or any other grievance or complaint method not provided in the section.

Board Standard Of Review Of Written Challenge

In taking action on a submitted written challenge, the Board shall follow the law. The District may develop forms to assist the Board in applying legal review standards.

Implementation

The Superintendent shall develop District procedures to ensure compliance with this Board Policy.

The Superintendent shall certify to the Board of Trustees that the District complies with this Board Policy not later than December 31, 2026.

Note: For information related to the accounting of Instructional Materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB(LOCAL).

The District shall provide a wide range of Instructional Materials (as defined below) designed to teach the Texas Essential Knowledge and Skills; and further the District's educational mission, and be
consistent with Board Policy CH (Local), EFB (Local), EMB (Local), and EMI (Local), and this Policy.

Although the Superintendent may select Instructional Materials for their use in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Objectives

In this policy, "Instructional Materials" may include, but is not limited to textbooks, workbooks, supplementary resources for classroom use, a combination of book, workbook, and supplementary materials, including all media, writings, drawings, graphs, charts, photographs, pictures, film, videotapes, sound recordings, images, data, and data compilations of any kind, electronic resources, such as computer software, magnetic media, DVD, CD-ROM, computer courseware, online services,
or an electronic media or other means of conveying information to students or otherwise contributing
to the learning process through electronic means, that are used for formal or informal teaching and learning purposes. The primary objective of instructional materials is to implement, enrich, and support the District's educational program.

Protection From Inappropriate Material

Instructional Materials shall not include "harmful material" as defined by Penal Code 43.24(a)(2) or "obscene" material as defined by Penal Code 43.21(a)(1).

Selection

Instructional Materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative procedures and this policy.

The Board shall rely on the Superintendent to select and acquire Instructional Materials that:

1. Aligned with the Texas Essential Knowledge and Skills and are consistent with this Policy, Board Policy CH(Local), EFB(Local), EMB(Local), and EMI(Local).
2. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
3. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.

4. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.

5. Are designed to help students gain an awareness of our pluralistic society.
6. Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.

7. Promote literacy.

8. Balance cost with need.

9. Are designed to develop each student's civil knowledge, including:

    - a. An understanding of:

        - i. The fundamental moral, political, and intellectual foundations of the American experiment in self-government;

        - ii. The history, qualities, traditions, and features of civic engagement in the United States;

        - iii. The structure, function, and processes of government institutions at the federal, state, and local levels; and

        - iv. The founding documents of the United States;

- b. The ability to:
    - i. Analyze and determine the reliability of information sources;
    - ii. Formulate and articulate reasoned positions;
    - iii. Understand the manner in which local, state, and federal government works and operates through the use of simulations and models of governmental and democratic processes;
    - iv. Actively listen and engage in civil discourse, including discourse with those with different viewpoints; and
    - v. Participate as a citizen in a constitutional democracy by voting; and
- c. An appreciation of:
    - i. The importance and responsibility of participating in civic life;
    - ii. A commitment to the United States and its form of government; and
    - iii. A commitment to free speech and civil discourse.

When selecting Instructional Materials or providing instruction regarding the founding documents of the United States, these shall be presented appropriately for the grade level and in supportive, comprehensive, and affirmatory manner that respects the entirety of the document. The founding documents of the United States include the entirety of the Declaration of Independence; the entirety of the United States Constitution; the Federalist Papers, including the entirety of Essays 10 and 51; excerpts from Alexis de Tocqueville’s Democracy in America; the transcript of the first Lincoln-Douglas debate; the writings of the founding fathers of the United States; the entirety of Frederick Douglass’s speeches “The Meaning of July Fourth for the Negro” and “What the Black Man Wants”; and the entirety of Martin Luther King Jr.’s speech “I Have a Dream.”

District professional staff shall avoid classroom assignments which utilize Instructional Materials that teach prohibited concepts under the Texas Essential Knowledge and Skills and Board Policy CH
(Local), EFB Local, EMB Local, EMI Local, and this Policy. [See EMB]

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend lnstructional Materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of Instructional Materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

Prior to Board approval or vote, the Superintendent shall certify to the Board that the Instructional Materials comply with this Policy.

The Superintendent shall develop procedures to comply with this policy. The Superintendent shall certify to the Board that the District is in compliance with this policy by no later than February 1, 2026.

Rejected Instructional Materials

No course of instruction, unit of study, materials, Instructional Materials, or any other curricular or extracurricular offerings adopting, supporting, or promoting items on the list of rejected instructional materials maintained by the State Board of Education under Texas Education Code § 31.022(a) shall be used or introduced in any District school or otherwise.

For the avoidance of doubt, this prohibition will also include any such materials or Instructional Materials that a teacher or administrator might seek to provide to any student, including any situation in which a teacher or administrator would allow a student to "borrow" such materials or Instructional Materials from the teacher's or administrator's private collection.

Any materials or Instructional Materials adopting, supporting, or promoting on the list of rejected instructional materials maintained by the State Board of Education under Texas Education Code § 31.022(a) shall be removed from any District premises generally accessible to the student population, including but not limited to any library or classroom setting.

Reconsideration Of Instructional Materials

A parent or guardian of a District student, a student, an individual employee, or any District resident may request reconsideration of an Instructional Material used in the District's educational program on the basis that the lnstructional Material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of Instructional Materials:

1. A complainant may raise an objection to an Instructional Material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for Instructional Materials set out in this policy.

2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.

3. Access to a challenged material shall not be restricted during the reconsideration process, except the District shall deny access to a student if requested by the student's parent.

4. No material should be removed for appropriateness by District personnel without reading the material in its entirety.

Informal Reconsideration

When the District or a campus receives requests to reconsider Instructional Material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the Instructional Material. If appropriate, the administrator may offer a concerned parent an alternative Instructional Material to be used by that parent's child in place of the requests to reconsider Instructional Material.

If the complainant still wishes to make a formal challenge to the Instructional Material, the administrator shall provide the complainant a copy of this policy and a formal reconsideration form or direct the complainant to where the information is located on the District's website: Instructional Materials — Conroe ISD.

Formal Reconsideration

A complainant shall make any formal challenge to an Instructional Material in current use or that has been removed through a formal reconsideration process by submitting a Reconsideration of Instructional Resource form available on the District's website: Instructional Materials — Conroe ISD. Upon receipt of the form, a reconsideration committee shall be assigned, and the Board shall be notified. Instructional Materials under formal review shall not be removed during the reconsideration process.

The reconsideration committee shall include:

- A non-voting committee moderator from the District;
- A campus administrator;
- A District-level professional staff member who is knowledgeable about the District's curriculum and instruction;
- A campus educator; and
- Four parents of currently enrolled students.

The District shall solicit parent committee members throughout the school year. Parent committee members will be randomly selected, and their names shall remain confidential to the extent permitted by law.

All members of the reconsideration committee shall review the challenged Instructional Material in its entirety for compliance with the Texas Essential Knowledge and Skills and compliance consistent
with Board Policy CH (Local), EFB (Local), EMB (Local), EMI (Local), and this Policy. As soon as

reasonably
possible, the committee shall meet and determine whether the challenged Instructional Material conforms to the principles of selection set out in this policy and whether the challenged Instructional
Material shall continue to be used in the educational program.

At the reconsideration committee meeting, the complainant shall have 10 minutes to present to the committee and may provide supplemental information. The complainant shall exit the meeting after his or her presentation.

The decision of the reconsideration committee shall be by simple majority.

Absent extenuating circumstances, within 10 District business days of the reconsideration committee's meeting, the complainant shall be sent the committee's written report.

The Board, the Superintendent, and other appropriate administrators shall also receive a copy of the committee's report. The titles of Instructional Materials that have been formally challenged and the determination of the reconsideration committee shall be posted on the District's website: Instructional Materials — Conroe ISD.

Frequency Of Review

After an Instructional Material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with the appropriate grievance policy, starting at Level Three. [See DGBA, FNG, and GF]

Gifts And Donations

Gifts of Instructional Materials shall be evaluated in accordance with the Texas Essential Knowledge and Skills and in accordance with this Policy, Board Policy CDC(Local), CH(Local), EFB(Local), EMB(Local), and EMI(Local).

Superintendent Authority

The Superintendent shall develop policies and procedures to ensure compliance with this Policy. The Superintendent shall certify to the Board of Trustees that the District complies with this Policy not later than February 1, 2026.

Student Expression: Distribution of Nonschool Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District student, except in accordance with this policy.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed by students.

For purposes of this policy, "distribution" means the circulation of more than ten copies of material from a source other than the District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.

[For distribution of nonschool literature by nonstudents, see GKDA]

Limitations On Content

Nonschool literature shall not be distributed by students on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.
9. The materials promote concepts described in the prohibited concepts of Board Policies EFA (Local), EFB (Local), EMB (Local), and EMI (Local).

Prior Review

All nonschool literature intended for distribution by students on school campuses or other District premises under this policy shall be submitted to the campus principal for prior review in accordance with the following:

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at Limitations on Content, the campus principal shall approve or reject submitted materials within two school days of the time the materials were received.

Exceptions To Prior Review

Prior review shall not be required for distribution of nonschool literature by District students only in the following circumstances:

1. Distribution of materials by a student to other attendees during a meeting of a noncurriculum-related student group authorized to meet at school during noninstructional time in accordance with FNAB(LOCAL); or
2. Distribution of nonschool materials in circumstances for which exceptions to prior review are authorized at GKDA(LOCAL).

Even when prior review is not required, all other provisions of this policy shall apply.

Time, Place, And Manner Restrictions

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students to students or others at the principal's campus.

The appropriate assistant superintendent shall designate times, locations, and means for distribution of nonschool literature by students at District facilities other than school campuses, in accordance with this policy.

Violations Of Policy

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a noncurriculum-related student group's use of District facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).

Superintendent Authority

The Superintendent shall develop policies and procedures to ensure compliance with this Policy. The Superintendent shall certify to the Board of Trustees that the District complies with this Policy not later than February 1, 2026.

Promotional Activities

District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee.

[For information relating to nonschool use of facilities, see GKD.]

Advertising

For purposes of this policy, "advertising" shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. "Advertising" does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or school support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for the District and not for the purpose of establishing a forum for communication. The District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The District shall retain the authority to determine the size and location of any advertising. The District reserves the right to reject advertising that:

1. Is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum;
2. Is inappropriate in a school setting with a student audience;
3. Advertises products presenting a health hazard;
4. Creates a substantial likelihood of material disruption, including adding to the District's obligations for security and facilities maintenance; or
5. Adds to the District's administrative burden by exposing the District to complaints, controversy, or litigation.

Advertising shall be rejected if not aligned and consistent with district values and in compliance with EMB Local, EFA Local, EFB Local, and EMI Local.

The District shall not accept paid political advertising.

Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District's formal procurement process.

[For information relating to school-sponsored publications, see FMA.]

Sponsorships And Donations

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

Nonschool Use of School Facilities: Distribution of Nonschool Literature

Distribution Of Nonschool Literature Permitted

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except in accordance with this policy.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed on any District premises.

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students]

Limitations On Content

Nonschool literature shall not be distributed on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.
9. The materials are for political campaigns, except as allowed on election day at polling places.
10. The materials promote concepts described in the prohibited concepts of Board Policies EFA (Local), EFB (Local), EMB (Local), and EMI (Local).

Prior Review

All nonschool literature intended for distribution on school campuses or other District premises under this policy shall be submitted to the campus principal and/or the District communications department for prior review in accordance with the following:

1. Materials shall be submitted to each campus principal for review if the materials are intended for the students and/or staff of that school.
2. Materials shall be submitted to the District communications department for review if the materials are intended for distribution to the employees at any other District facility other than a school campus.
3. Materials shall include the name of the person or organization sponsoring the distribution.
4. Using the standards found in this policy at Limitations on Content, the campus principal and/or the District communications department shall approve or reject submitted materials within five school days of the time the materials were received.

Exceptions To Prior Review

Prior review shall not be required for distribution of nonschool literature in the following circumstances:

1. Distribution of materials by an attendee to other attendees at a school-sponsored meeting intended for adults and held after school hours;
2. Distribution of materials by an attendee to other attendees at a community group meeting held in accordance with GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL); or
3. Distribution for electioneering purposes during the time a school facility is being used as a polling place in accordance with state law [see BBBA].

All nonschool literature distributed under these exceptions shall be removed from District property immediately following the event at which the materials were distributed.

Even when prior review is not required, all other provisions of this policy shall apply.

Time, Place, And Manner Restrictions

Except as provided at FNAA(LOCAL), classrooms and hallways shall not be used during the school day for the distribution of any nonschool literature over which the District does not exercise control.

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed to students or others at the principal's campus.

The District communications department shall designate times, locations, and means for distribution of nonschool literature at District facilities other than school campuses, in accordance with this policy.

Violations Of Policy

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming

materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked. [See GKA]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with the appropriate District complaint policy. [See DGBA or GF]

Superintendent Authority

The Superintendent shall develop policies and procedures to ensure compliance with this Policy. The Superintendent shall certify to the Board of Trustees that the District complies with this Policy not
later than February 1, 2026.

Conroe ISD (conroe-isd)

Employment Practices (DC)

Policy Type: Local Policy

Date Issued: 2025-09-16

Version: 1

Personnel Duties

The Superintendent or designee shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors. The descriptions shall include requirements that personnel comply with all Board Policies, including Board Policies EMB, EFA, EFB, and EMI, as appropriate.

Posting Vacancies

The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates, and compliance with Board Policies including EMB, EFA, EFB, and EMI, as appropriate. Current District employees may apply for any vacancy for which they have appropriate qualifications.

Applications

Applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position. No employee shall be hired unless they qualify under School Board Policies, including DBAA, as appropriate, and agree to comply with Board Policies including DH, EMB, EFA, EFB, and EMI, as appropriate.

[For information related to the evaluation of criminal history records, see DBAA.]

Employment Of Contractual Personnel

The Board delegates to the Superintendent the final authority to employ all contractual personnel except the Board retains final authority for the employment of Administrative - Education (AE) and Administrative Business - (AB) personnel above pay grade 9. The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel, including Administrative - Education (AE) and Administrative Business - (AB) personnel above pay grade 9. [See Board Policy DCA, DCB, DCC, and DCE as appropriate]

The Board retains final authority for the selection and employment of the Internal Auditor.

On a monthly basis, the Superintendent or designee shall inform the Board of all contractual personnel hired during the previous month.

~~The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.~~
~~The Board retains final authority for employment of contractual personnel. However, from the day following the last regular Board meeting in March until the day of the first regular Board meeting in the following school year, the Board delegates to the Superintendent the authority to employ contractual personnel in positions up to and including coordinator. The Superintendent shall inform the Board of staff hired under this authority.~~

Employment Of Noncontractual Personnel

Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).

The Board delegates to the Superintendent or designee final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]

~~Employment Assistance Prohibited~~

~~No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]~~

Retired Employee Surcharge

For any employee hired July 1, 2025 or thereafter, the District shall collect any surcharge and other required fees it must pay to the Teacher Retirement System (TRS) or any other retirement program on behalf of any employee who is currently receiving benefits from TRS or another retirement program.

Because the District does not incur such expenses in the employment of other staff members, the affected employee's pay will be reduced to offset this expense.

Exemption

Employees hired prior to July 1, 2025 are exempt from this provision and the District shall continue to pay the surcharge and other required fees.

Pay Protection

Deductions shall not reduce the employee's pay below the applicable state minimum salary schedule (if the minimum salary schedule applies to the employee's position) or below the applicable minimum wage rate for hourly employees.

Payment Of Excess Amounts

If the amount owed by the employee exceeds the amount that can be deducted from the employee's paycheck, the employee shall submit payment to the District by personal check.

Non-Payment Consequences

If, after receiving notice, the employee fails to reimburse the District the amount owed, the employee may be terminated or suspended without pay until all outstanding balances are paid.

Employee Responsibility

It is the employee's responsibility to understand when and how surcharges will be applied. Detailed information regarding employment after retirement is available in the TRS publication "Employment After Retirement". Employees may contact TRS at 800-223-8778 or 512-542-6400, or visit the TRS website for additional information.

DATE ISSUED: 2025-09-16

UPDATE: 1

DC (Local Policy)

Conroe ISD (conroe-isd)

Student Records (FL)

Policy Type: Local Policy

Date Issued: 2025-10-21

Version: 1

Comprehensive System

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

Cumulative Record

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

Custodian Of Records

The District's general counsel is custodian of all records for currently enrolled students. The District's general counsel is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

Types Of Education Records

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.

3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any accelerated education plan developed for the student.
5. Health services record, including:
    1. The results of any tuberculin tests required by the District.
    2. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
    3. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs such as at risk, ESOL, bilingual, gifted, dyslexia, or special education.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Records relating to school library materials the student obtains from a school library.
17. Other records that may contribute to an understanding of the student.

Access By Parents

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches

and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

Access By School Officials

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. A person appointed to serve on a team to support the District's safe and supportive school program.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

Transcripts And Transfers Of Records

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL),

Required Documentation] The District may return an education record to the school identified as the source of the record.

Records Responsibility For Students In Special Education

The director of special education shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special education department offices and the administrative offices on each campus.

Procedure To Amend Records

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within 10 District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within 10 District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

Directory Information

The District shall not release directory information except to military recruiters, to accredited colleges or institutions of higher learning, or to groups that are affiliated with the District and need such information to provide education services to students (PTO/PTA, booster clubs, school photographers, District consultants, advisers, and the like).

Directory information shall include parent's name, parent's email, student's name, student's email, address, telephone number, school attended, photograph, grade level, degrees and honors received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Parents may deny the release of directory information by submitting a form that is available on the District's website.

DATE ISSUED: 2025-10-21

UPDATE: 1

FL (Local Policy)

Conroe ISD (conroe-isd)

Student Conduct: Personal Telecommunications/Electronic Devices (FNCE)

Policy Type: Local Policy

Date Issued: 2025-07-08

Version: 1

Note: For searches of personal telecommunications devices or other personal electronic devices, see FNF.

Purpose

This policy is established to reduce distractions for students during the school day and to minimize interruptions to the learning process for all students. The District recognizes that personal telecommunications may be a safety tool, but asks that parents and guardians please call the school's phone number to relay any urgent messages to their child.

“Telecommunications Device” Defined

As used in this policy, the term “telecommunications device” includes but, is not limited to, a telephone, cell phone, such as a smartphone or flip phone, tablet, radio device, smartwatch, or any other electronic device capable of telecommunication or digital communication. The term does not include an electronic device provided to a student by the District.

Personal Use

Telecommunications Device

All telecommunications devices must remain turned off during the instructional school day and stowed off the student in a backpack, purse, locker, or other designated storage area unless the devices are being used for approved purposes. Stowed devices should be turned off.

The instructional school day begins at the beginning of the first instructional period of the day and ends at the last instructional period of the day. As such, telecommunications devices are not to be used during class change passing periods or lunch periods. Telecommunications devices may be used respectfully and responsibly before and after the instructional school day.

A District employee may confiscate a personal telecommunications device used in violation of this policy or applicable campus rules. At any time, administrators reserve the right to deny usage or possession of telecommunications devices during the school day. District employees shall not allow students to use telecommunications devices as a reward or during free time. District employees may allow the use of a telecommunications device during the school day in extenuating circumstances (i.e., to notify the student's parent/guardian of a late bus).

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas. Additionally, telecommunications devices should not be used to capture video, audio, or images at school unless given permission by a District administrator.

This Policy shall take effect for Grades K-12 on August 13, 2025.

Other Electronic Devices

Guidelines regarding other electronic devices shall be addressed in the student handbook.

Consequences For Unauthorized Use Of Telecommunications Devices

The consequences for unauthorized use of telecommunications devices during the school day have been established based on the student's grade level and campus.

First Offense

The telecommunications device(s) will be confiscated with each offense, held in the school office, and returned to the student at the end of that school day. Campus administrators have the discretion to determine additional consequence(s) based on the number of offenses, grade levels, and Texas Education Code Chapter 37 factors.

Notice Of Disposal To Parent Or Guardian

In accordance with Texas Education Code § 37.082, if a parent or guardian has not retrieved the telecommunications device after a reasonable time has passed, the District may send notice to the student's parent and the company whose name and address or telephone number appear on the device 90 days' prior notice of its intent to dispose of that device. The notice shall include the serial number of the device and may be made by telephone or in writing.

Exception

A student may be excepted from this policy or parts of this policy if the use of a telecommunications device is determined to be necessary by the student's medical provider. Additionally, a student may be excepted from this policy or parts of this policy of the student's Admission Review and Dismissal (ARD) Committee or 504 Committee determines such use is necessary.

To avoid interference with these exceptions or inappropriate discipline of affected students, the District shall develop procedures to ensure that campus personnel are trained and informed on students with exceptions established through ARD or 504 Committee determinations.

Instructional Use

Personal telecommunications or other personal electronic devices shall not be used for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreement. [See CQ]

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FNCE (Local Policy)