

Agenda of Regular Meeting

The Board of Trustees Splendora ISD

A Regular meeting of the Board of Trustees of Splendora ISD will be held August 18, 2025, beginning at 6:00 PM in the Administration Building Boardroom, 23419 FM 2090, Splendora, Texas 77372.

The 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.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

I. Call to Order

II. Closed Session from 6:00 to 7:00 PM

- A. Safety - Section 551.076
- B. Personnel - Section 551.074
 - 1. Resignation(s)/Retirement(s)/New Hire(s)
- C. Real Estate - Section 551.072
- D. Consultation with Attorney - Section 551.071

III. Reconvene from Closed Session 7:00 PM

IV. Board Protocol, Invocation, Pledge & Good Things

- A. Invocation
- B. U.S. & State of Texas Pledge of Allegiance
- C. Good Things

V. Audience

VI. Strategic Direction Review

4

VII. Board Recognitions

- A. GED Recognitions

VIII. 2022 Bond Updates

- A. Program Manager Update - LAN

5

IX. Superintendent's Report

- A. Month-At-A-Glance
- B. Balanced Scorecard Board Presentation - Student Services

17
19

X. Informational Items

- A. Presentation of Texas Senate Bill 10 - Ten Commandments Poster Donation

XI. Administrative Presentations

- A. Gifted and Talented Annual Update - Dr. Dietrich

20

B. Student Service Update - Mrs. Aubri Deheck and Mr. Dairus Cosby	
XII. Consent Agenda	
A. Determine and Approve Any Consent Agenda Items	
B. Approve Board Meeting Minutes	
1. Regular Board Minutes for July 21, 2025	22
2. Board Workshop Minutes July 30, 2025.	
3. Special Board Agenda Minutes, August 11, 2025.	
C. Approve Financials, Tax Report, Investment Report, and Accounts Payable.	27
D. Approve 2025-2026 Texas Teacher Evaluation and Support System (T-TESS) Appraisal Calendar and T-TESS List of Teacher Appraisers.	55
E. Receive Enrollment Report	
F. Gifted and Talented Universal Screening Change for Local Board Policy (EHBB).	58
XIII. Action and/or Discussion Items	
A. Consider Approval of Resolution Regarding Hazardous Traffic Conditions	63
B. Consider Approval of Election Items	
1. Consider Order Calling for Election for Splendora Independent School Board of Trustees	71
2. Consider Joint Election Agreement	72
3. Consider Election Service Agreement	75
C. Senate Bill 13 - Recommendation of Local School Library Advisory Council.	83
D. Discussion and Possible Action to Approve the Employee Handbook for the 2025-2026 School Year.	84
XIV. Closed Session Items	
XV. Possible Action Arising from Closed Session	
XVI. Possible Agenda Items for Next Meeting	
XVII. Adjourn	

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on _____, at _____

For the Board of Trustees



STRATEGIC DIRECTION 3.0 - *why we exist*

VISION Right People. Right Things. Right Way. Right Resources. Right Relationships

MISSION Cultivating Exceptional People

BELIEFS - <i>why we act</i>	PRINCIPLES
<u>Student-Focused</u> : We believe the greatest outcomes result when students come first.	<ul style="list-style-type: none"> • Be accountable. • Live with integrity. • Focus on student needs.
<u>Relationships</u> : We believe positive and supportive relationships create the conditions for students to be advocates in their education.	<ul style="list-style-type: none"> • Value each other.
<u>Culture</u> : We believe a healthy, collaborative culture fosters exploration and innovation in a supportive environment.	<ul style="list-style-type: none"> • Ensure a safe physical, emotional, + social environment.
<u>Servant Leaders</u> : We believe servant leaders and critical thinkers strengthen our community and democracy.	<ul style="list-style-type: none"> • Develop servant leaders.
<u>Learning</u> : We believe all students deserve high-quality, engaging learning experiences that honor the potential in each student.	<ul style="list-style-type: none"> • Create a dynamic learning environment.

LEARNER PROFILE

The Splendor ISD Learner Profile provides an educational setting where every student is empowered to be: Self Motivated, Confident, An Adaptable Learner, A Critical Thinker, A Productive Citizen

EDUCATOR PROFILE

The Splendor ISD Educator Profile includes all members of the learning organization who interact with, guide and support our students. Every educator will be inspired and motivated to be: Designers, Relational, Servant Leaders, and focused on a Growth Mindset.

[Splendor ISD's Educator Profile](#)

STRATEGIC PRIORITIES

Click here for the most recent [SISD Strategic Priorities](#).



Splendora ISD Bond 2022

Elementary Schools

August 18, 2025

5



Peach Creek Elementary School

6



Construction – Peach Creek

- Completed Activities
 - Certificate of Compliance
 - Health Inspection
 - Ribbon Cutting
 - First Day of School
- Current Activities
 - Punchlist



Construction – Peach Creek



Front Entry



Classroom

Construction – Peach Creek



9

Ribbon Cutting Ceremony

Budget Update– Peach Creek

Peach Creek Elementary Project Budget

Description	Budget	Committed Cost	Forecast	Cost at Completion	Delta
Construction	\$ 40,845,000	\$ 36,187,601.00	\$ 100,000	\$ 36,287,601	\$ (4,557,399)
Design Services	\$ 2,428,165.00	\$ 2,403,865.00	\$ -	\$ 2,403,865	\$ (24,300)
Specialty Services	\$ 536,490.00	\$ 487,382.50	\$ 25,000	\$ 512,383	\$ (24,108)
Furniture, Fixtures & Equipment	\$ 1,600,000.00	\$ 1,121,428.01	\$ 150,000	\$ 1,271,428	\$ (328,572)
General Owner Expenses/Allowance	\$ 2,581,010.00	\$ 1,031,794.80	\$ 750,000	\$ 1,781,795	\$ (799,215)
Land Acquisition & Development	\$ 1,300,000.00	\$ 960,000.00	\$ -	\$ 960,000	\$ (340,000)
Total	\$ 49,290,665	\$ 42,192,071	\$ 1,025,000	\$ 43,217,071	\$ (6,073,594)

Committed to Date

86%
\$ 278.37

10

Peach Creek Elementary Allowance Status

Description	Budget	Committed	Remaining	Remaining %
Project Sign	\$1,500	\$1,500	\$0	0%
Utility Allowance	\$67,000	\$0	\$67,000	100%
Owner Betterment Allowance	\$2,567,611	\$2,283,616	\$283,995	11%
Total	\$2,636,111	\$2,285,116	\$350,995	13%

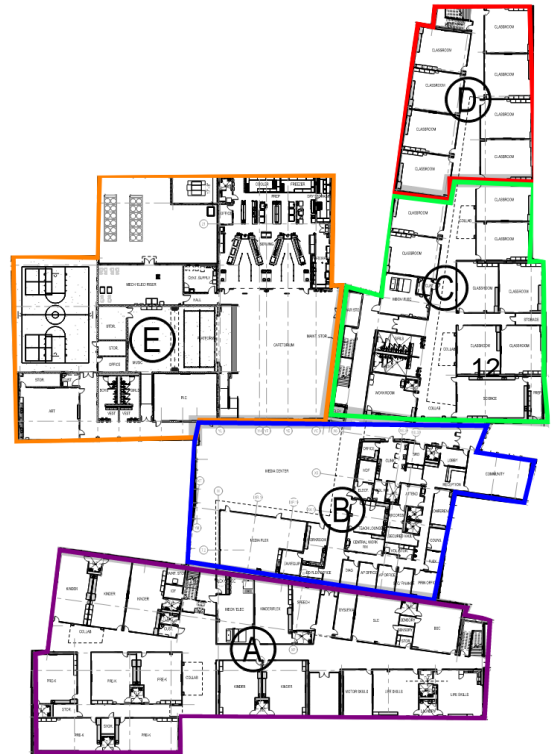




Greenleaf Elementary School

Construction – Greenleaf

- Current Activities
 - Stone and brick – main entry
 - Roofing
 - Gypsum board – one side
 - In wall plumbing
 - HVAC ductwork
 - Fire sprinkler
 - Electrical panels
- Upcoming Activities
 - Set electrical switchboard
 - Pull electrical wire
- Substantial Completion
 - November 28, 2025



Construction – Greenleaf



Front Entry



Exterior Waterproofing

Construction – Greenleaf



Corridor – Area A



Media Center

Budget Update– Greenleaf

Greenleaf Elementary Project Budget

Description	Budget	Committed Cost	Forecast	Cost at Completion	Delta
Construction	\$ 40,845,000.00	\$ 36,379,239	\$ 250,000	\$ 36,629,239	\$ (4,215,761)
Design Services	\$ 2,121,828.00	\$ 2,041,828	\$ 50,000	\$ 2,091,828	\$ (30,001)
Specialty Services	\$ 537,637.00	\$ 691,211	\$ 25,000	\$ 716,211	\$ 178,574
Furniture, Fixtures & Equipment	\$ 1,600,000.00	\$ 994,415	\$ 350,000	\$ 1,344,415	\$ (255,585)
General Owner Expenses/Allowance	\$ 2,579,863.00	\$ 1,228,721	\$ 1,000,000	\$ 2,228,721	\$ (351,142)
Land Acquisition & Development	\$ 4,464,540.00	\$ 2,172,056	\$ 750,000	\$ 2,922,056	\$ (1,542,484)
Total	\$ 52,148,868	\$ 43,507,470	\$ 2,425,000	\$ 45,932,470	\$ (6,216,398)

Committed to Date

83%
\$ 279.84

15

Greenleaf Elementary Allowance Status

Description	Budget	Committed	Remaining	Remaining %
Project Sign	\$1,500	\$0	\$1,500	100%
Onsite Soil Haul off	\$250,000	\$239,656	\$10,344	4%
Owner Betterment Allowance	\$1,500,000	(\$94,998)	1,594,997.54	106%
Total	\$1,751,500	\$144,658	\$1,606,842	92%



Questions

16



Lockwood, Andrews
& Newnam, Inc.

A LEO A DALY COMPANY





- Meet the Teacher
- First Day of School







**Splendoria ISD Board of Trustees
Agenda Item Information Form**

BOARD MEETING DATE: August 18, 2025

AGENDA ITEM NAME: Balance Scorecard Update- Student Services

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Student Well-being

BACKGROUND INFORMATION:

This report will provide an overview of historical student discipline data, updates to the district's Student Management Plan, and details our attendance improvement strategies.

The information will highlight trends over time, the proactive measures we are implementing to support positive student behavior, and our targeted efforts to increase overall student attendance.

ADMINISTRATIVE RECOMMENDATION:

NA

ATTACHMENTS:

BUDGET INFORMATION: NA

RESOURCE PERSONNEL: Aubri Deheck & Dr. Shane Conklin

RECOMMENDED MOTION:



**Splendoria ISD Board of Trustees
Agenda Item Information Form**

BOARD MEETING DATE: 08/18/ 2025

AGENDA ITEM NAME: Gifted & Talented Annual Update

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Fiscal & Operational Systems; Community Engagement and Partnerships, Professional Learning and Quality Staff; Engaged Well-Rounded Students

BACKGROUND INFORMATION: Annual update on the Gifted & Talented Program

ADMINISTRATIVE RECOMMENDATION:

ATTACHMENTS: [GT Presentation](#), [Texas State Plan \(Eng\)](#) [Texas State Plan \(Span\)](#)

BUDGET INFORMATION:

RESOURCE PERSONNEL: Eva Baker, GT Coordinator

RECOMMENDED MOTION:

SPLENDORA INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
July 21, 2025
6:00 PM

The Trustees of the Splendor Independent School District met in the Boardroom at Splendor Independent School District Administration building, located at 23419 FM 2090, Splendor, TX 77372, on Monday, July 21, 2025, for a regular monthly meeting. It was the intent of the District to have, and the meeting did have, a quorum of the Board of Trustees physically present. The meeting was recorded as required by law.

- I. Call to Order:** Meeting began at 6:04 PM. ROLL CALL: (1) Jennifer Stewart - Member, (2) Dan Muirhead – Vice President, (3) Barry Welch – Assistant Secretary, (4) Jason Sessum - Member, (5) Allen Wells - President, (6) Brandon Fry - Member, (7) Kimberly Klepcyk - Secretary, and Dr. Dustin Bromley – Superintendent

Presiding: Allen Wells
Recording: Kim Klepcyk
Absent: Barry Welch
Late: 6:30pm Jennifer Stewart, Dan Muirhead

II. CLOSED SESSION ITEM(S)

“The Board of Trustees will now go into a Closed session. This Closed Session will be held for purposes authorized by the Texas Open Meetings Act, Texas Government Code(s) Personnel - Section 551.074, Real Estate - Section 551.072, Consultation with Attorney - Section 551.071, and Safety - Section 551.076, concerning any and all purposes permitted by the Act. No voting will take place in the closed meeting. Any action the Board wishes to take as a part of discussions in closed session will take place after the Board reconvenes in the open meeting. It is now 6:04 pm.”

BREAK AT 6:05 PM
CLOSED SESSION BEGAN AT 6:05 PM
RECONVENED FROM CLOSED SESSION AT 7:06 PM

- A. Safety - Section 551.076
- B. Personnel - Section 551.074
 - 1. Resignation(s)/Retirement(s)/New Hire(s)
- C. Real Estate - Section 551.072
- D. Consultations with Attorney - Section 551.071

III. Reconvene from Closed Session

- IV. Board Protocol, Invocation, Pledge & Good Things**
 - A. Board Leadership Guidelines & Code of Ethics
 - B. Invocation by Jason Sessum
 - C. U.S. & State of Texas Pledge of Allegiance
 - D. Good Things

- V. Strategic Direction Review**

- VI. Board Recognitions**
 - A. 5th-Grade Dual Language was recognized for receiving their LOTE Credit - Itzil Welch

- VII. 2022 Bond Updates**
 - A. Program Manager Update - Presentation by Turner & Townsend Heery

- VIII. Superintendent's Report**
 - A. Month-At-A-Glance

- IX. AUDIENCE** - Participants must have signed up prior to the Board Meeting start time. Participants may address the Board on any agenda item. Participation is limited to three minutes to make comments to the Board unless the participant requires the use of a translator, in which case participation is limited to six minutes. The Board will only consider complaints that remain unresolved after being addressed through proper administrative channels and when they have been placed on the agenda. Please note the Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted. For further information on these requirements, contact Miranda McCulloch, Superintendent Secretary, at 281-689-4441.

No Audience Participation.

- X. Informational Items**
 - A. Annual Delinquent Tax Report - Jeff McRae

- XI. Administrative Presentations**
 - A. Special Services Department - Overview of Services, Impact, and Future Direction for the 2025-2026 School Year - Brandi Perkins
 - B. 89th Legislature Law Update - Dr. Conklin

- XII. Consent Agenda**
 - A. Determine and Approve Any Consent Agenda Items
 - B. Approve Board Meeting Minutes

1. Regular Meeting Minutes, June 16, 2025
2. Special Meeting Minutes, June 23, 2025
- C. Approve Financials, Tax Report, Investment Report, and Accounts Payable
- D. Approve Juvenile Justice Alternative Education Program MOU
- E. Approve the Construction of the East Campus Fiber Loop
- F. Approve the Optional Flexible School Day Program for REACH
- G. Approve \$3,500 Donation to the District from the Education Foundation for 2025 Convocation
- H. Approve Wellington ISD Speaking Agreement for Assistant Principal
- I. Approve Purchase of Combi-Steamer Ovens to Replace Existing High School Convection Ovens

A motion was made by Jennifer Stewar and seconded by Brandon Fry to approve the consent agenda items as presented.

Voting for: 6 Against: 0 Motion: Passes

XIII. Action and/or Discussion Items

A. Consider Approval of Financial Advisor Agreement

A motion was made by Allen Wells and seconded by Dan Muirhead to approve the SAMCO Capital Financial Advisor Agreement.

Voting for: 6 Against: 0 Motion: Passes

B. Consider Approval to Opt Out of Allowing Non-Enrolled Students to Participate in UIL Activities

A motion was made by Dan Muirhead and seconded by Kim Klepcyk to opt out of allowing non-enrolled students to participate in UIL activities, in accordance with Senate Bill 401, effective with the 2025-2026 school year.

Voting for: 6 Against: 0 Motion: Passes

C. Consider Approval of the Conroe ISD Shared Service Agreement (SSA)

A motion was made by Jennifer Stewart and seconded by Dan Muirhead to approve the Conroe ISD Shared Services Agreement for the 2025-2026 school year.

Voting for: 6 Against: 0 Motion: Passes

D. Consider Approval of Board Resolution Extending Depository Contract

A motion was made by Jennifer Stewart and seconded Dan Muirhead to approve and adopt the second of three biennial extensions of the Depository Fund Contract with Southside Bank for the period of July 1, 2025, through June 30, 2027.

Voting for: 4 Against: 2 (Jason Sessum and Allen Wells) Motion: Passes

E. Consider approval of the Assignment of the Support Services project as it relates to the Bond 2025 to Alliance Architects for Design Services

A motion was made by Jason Sessum and seconded by Allen WellsI make a motion to approve the assignment of the Support Services project as it relates to the 2025 Bond to Alliance Architects for Design Services.

Voting for: 6 Against:0 Motion: Passes

F. Consideration and possible action concerning Cause No. 23-07-09627: Splendora Independent School District vs. LGI Homes - Texas, LLC, pending in Montgomery County, Texas.

A motion was made by Dan Sessum and seconded by Kim Klepcyk to authorize dismissal of Cause No. 23-07-09627: Splendora Independent School District vs. LGI Homes - Texas, LLC, pending in Montgomery County, Texas

Voting for: 6 Against: 0 Motion: Passes

XIV. Possible Action Arising from Closed Session

XV. Possible Agenda Items for Next Meeting

- A. Data Integrity
- B. Policy Review

XVI. Adjourn

Adjournment at 8:41 PM

President

Secretary

Draft

**Splendora ISD Investment Report
July-25**

FUND ACCOUNT	INTEREST RATE	INVESTMENT LOCATION	BEGINNING BALANCE	DEPOSITS / (WITHDRWS)	INTEREST EARNED	FISCAL YTD INTEREST	ENDING BALANCE	TOTAL BY FUND
199 GENERAL OPERATING								
Checking Account	0.65%	Southside Bank	6,248,021.81	722,282.44	2,734.20	2,734.20	6,973,038.45	
TexPool	4.31%	TexPool	4,840,122.97	(2,500,000.00)	15,653.91	15,653.91	2,355,776.88	
Government Overnight Fund	4.31%	LoneStar Inv Pool	310,825.84	(0.00)	1,138.61	1,138.61	311,964.45	
Texas CLASS Government	4.25%	Texas CLASS Pool	78,384.78	0.00	283.24	283.24	78,668.02	
								9,719,447.80
599 DEBT SERVICE								
Money Market Account	1.56%	Southside Bank	6,814,205.63	34,909.48	9,002.07	9,002.07	6,858,117.18	
								6,858,117.18
699 CAPITAL PROJECTS								
Checking Account	0.65%	Southside Bank	2,862,268.26	4,373,821.10	2,125.36	2,125.36	7,238,214.72	
TexPool	4.31%	TexPool	1,219,448.86	(0.00)	4,465.97	4,465.97	1,223,914.83	
Bond Trust Account	4.31%	Southside Trust	70,789,918.42	(5,003,344.26)	260,228.54	260,228.54	66,046,802.70	
Bond Escrow Account	4.25%	Southside Trust	55,924.73	(2,832.50)	526.43	526.43	53,618.66	
								74,562,550.91
240 FOOD SERVICES								
Checking Account	0.65%	Southside Bank	496,562.27	3,246,407.17	239.66	239.66	3,743,209.10	
TexPool	4.31%	TexPool	1,221,265.22	0.00	4,472.56	4,472.56	1,225,737.78	
								4,968,946.88
TOTALS			94,936,948.79	871,243.43	300,870.55	300,870.55	96,109,062.77	96,109,062.77

Signed:


Stacey Swanson, Director of Finance


Yvonne Johnson, CFO

Board Report
 Recap Comparison of Revenue to Budget
 SPLENDORA ISD
 As of July

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
168 / 6 SKATING RINK	265,000.00	-14,948.02	-14,948.02	250,051.98	5.64%
169 / 6 ATHLETICS	85,000.00	.00	.00	85,000.00	.00%
199 / 6 GENERAL FUND	66,286,000.00	-25,359.96	-25,359.96	66,260,640.04	.04%
240 / 6 NATL SCHOOL LUNCH	4,800,000.00	-5,295.97	-5,295.97	4,794,704.03	.11%
599 / 6 DEBT SERVICE	9,513,000.00	-9,002.07	-9,002.07	9,503,997.93	.09%
699 / 6 CAPITAL PROJECTS	.00	-276,208.98	-276,208.98	-276,208.98	.00%
Total 5000 Revenues	80,949,000.00	-330,815.00	-330,815.00	80,618,185.00	.41%
Total 7000 Revenues	.00	.00	.00	.00	.00%
Total Revenues	80,949,000.00	-330,815.00	-330,815.00	80,618,185.00	.41%

Board Report
Recap Comparison of Expenditures and Encumbrances to Budget
SPLENDORA ISD
As of July

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
168 / 6 SKATING RINK	-255,000.00	29,321.46	13,049.36	13,049.36	-212,629.18	5.12%
169 / 6 ATHLETICS	-340,000.00	32,922.22	28,196.99	28,196.99	-278,880.79	8.29%
199 / 6 GENERAL FUND	-68,041,000.00	2,544,519.80	5,478,963.19	5,478,963.19	-60,017,517.01	8.05%
240 / 6 NATL SCHOOL LUNCH	-4,800,000.00	126,725.00	135,881.97	135,881.97	-4,537,393.03	2.83%
599 / 6 DEBT SERVICE	-13,127,000.00	.00	.00	.00	-13,127,000.00	-.00%
699 / 6 CAPITAL PROJECTS	-69,280,180.33	38,452,279.63	499,960.36	499,960.36	-30,327,940.34	.72%
Total 6000 Expenditures	-155,843,180.33	41,185,768.11	6,156,051.87	6,156,051.87	-108,501,360.35	3.95%
Total 8000 Expenditures	.00	.00	.00	.00	.00	.00%
Total Expenditures	-155,843,180.33	41,185,768.11	6,156,051.87	6,156,051.87	-108,501,360.35	3.95%
End of Report						

SPLENDORA ISD MC TAX COLLECTION
June-25

YEAR	M&O AMOUNT	I&S AMOUNT	LEVY PAID	P&I AMOUNT	ATTORNEY	TOTAL
2024	182,184.37	120,619.96	302,804.33	48,514.53	44,875.04	396,193.90
2023	119,234.29	71,698.12	190,932.41	55,109.73	48,627.45	294,669.59
2022	8,889.37	4,197.22	13,086.59	2,166.80	1,420.37	16,673.76
2021	4,524.38	2,097.57	6,621.95	790.02	442.17	7,854.14
2020	3,753.71	1,655.32	5,409.03	279.63	226.31	5,914.97
2019	105.77	42.57	148.34	114.22	52.51	315.07
2018	894.34	328.69	1,223.03	633.50	371.31	2,227.84
2017	180.29	66.26	246.55	248.56	99.02	594.13
2016	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	0.00
PRIOR	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	\$319,766.52	\$200,705.71	\$520,472.23	\$107,856.99	\$96,114.18	\$724,443.40



Monthly Newsletter: August 2025

ANNOUNCEMENTS

August 2025

TexPool Prime Transaction Cutoff Extension

TexPool Participant Services is excited to announce that beginning August 18, 2025, TexPool Prime's transaction cutoff time will be extended from 2:00 pm CT to 3:00 pm CT.

We welcome the following entities who joined TexPool in July 2025:

TexPool

City of Crawford
 City of Dallas Housing Finance Corporation
 Harris County MUD 220
 Williamson County MUD 37
 Parker County ESD 7

TexPool Prime

City of Crawford
 City of Dallas Housing Finance Corporation
 Harris County MUD 220
 Williamson County MUD 37
 Parker County ESD 7

Upcoming Events

August 27, 2025
Texas Association of Counties (TAC) Legislative Conference
 Austin, TX

September 11, 2025
Texas Association of School Administrators (TASA) and Texas Association of School Boards (TASB): Annual Conference
 San Antonio, TX

September 15, 2025
77th Annual County Treasurers' Association of Texas Conference
 Sugar Land, TX

TexPool Advisory Board Members

Patrick Krishock Valarie Van Vlack
 Belinda Weaver David Landeros
 Deborah Lauder milk Dina Edgar

Overseen by the State of Texas Comptroller of Public Accounts Glenn Hegar

Operated under the supervision of the Texas Treasury Safekeeping Trust Company

Economic and Market Commentary

August 1, 2025

Difference of opinions at the Fed

The Federal Reserve's July Federal Open Market Committee (FOMC) meeting revealed a growing divide about the path of monetary policy. Most officials, including Chair Jerome Powell, still view inflation as a threat. Though it has fallen since the four-decade highs seen in 2022, they worry it could re-accelerate if rates are cut. Others think that the current restrictive stance—tighter than other major central banks—hurts the US economy. In July, the former outnumbered the latter, as the FOMC kept rates in the 4.25-4.5% target range. But Fed Governors Christopher Waller and Michelle Bowman dissented in favor of a 25 basis-point cut. It's been more than thirty years since two sitting Governors dissented.

The FOMC statement acknowledged a moderation in growth, but Powell stood his ground at the press conference, maintaining the wait-and-see stance. At issue, of course, is whether the new tariffs prove inflationary and, if so, will that prove temporary or long-term. While pressure appears to be showing up in prices of some consumer goods, it is still early days. Before convening in September, the data-dependent FOMC will have a slew of economic information, including two nonfarm payroll reports. It's anyone's guess if they will lower the target range. It's probably best to evaluate it after Powell's keynote address at the Fed's monetary policy symposium in Jackson Hole, Wyo., later this month. After all, last year he primed the markets by saying "the time has come" for a cut.

(continued page 6)

Performance as of July 31, 2025

	TexPool	TexPool Prime
Current Invested Balance	\$33,903,594,601	\$16,167,246,308
Weighted Average Maturity**	43 Days	41 Days
Weighted Average Life**	103 Days	71 Days
Net Asset Value	0.99994	0.99994
Total Number of Participants	2,944	678
Management Fee on Invested Balance	0.0450%	0.0550%
Interest Distributed	\$125,155,777.28	\$59,489,449.99
Management Fee Collected	\$1,254,291.59	\$740,456.91
Current S&P Global Rating	AAAm	AAAm

Month Averages

Average Invested Balance	\$34,221,638,633	\$15,840,901,057
Average Monthly Rate*	4.31%	4.42%
Average Weighted Average Maturity**	40	44
Average Weighted Average Life**	102	73

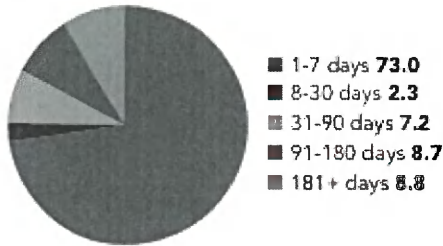
*This average monthly rate for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.

** See page 2 for definitions.

Past performance is no guarantee of future results.

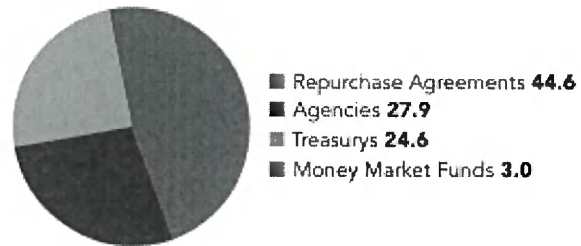
Portfolio by Maturity (%)

As of July 31, 2025



Portfolio by Type of Investment (%)

As of July 31, 2025



Portfolio Asset Summary as of July 31, 2025

	Book Value	Market Value
Uninvested Balance	-\$578.22	-\$578.22
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	70,894,317.06	70,894,317.06
Interest and Management Fees Payable	-125,156,585.91	-125,156,585.91
Payable for Investments Purchased	-152,061,541.28	-152,061,541.28
Accrued Expenses & Taxes	-40,034.37	-40,034.37
Repurchase Agreements	15,208,461,000.00	15,208,461,000.00
Mutual Fund Investments	1,017,085,200.00	1,017,085,200.00
Government Securities	9,503,513,189.85	9,503,132,333.99
US Treasury Bills	6,864,129,428.04	6,862,576,011.30
US Treasury Notes	1,516,770,206.11	1,516,996,680.90
Total	\$33,903,594,601.28	\$33,901,886,803.47

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

Participant Summary

	Number of Participants	Balance
School District	637	\$9,475,386,568.68
Higher Education	60	\$1,484,487,168.01
County	204	\$3,502,945,135.40
Healthcare	97	\$1,606,341,408.41
Utility District	951	\$5,869,882,096.83
City	523	\$9,210,546,845.18
Emergency Districts	117	\$515,488,891.19
Economic Development Districts	95	\$217,412,596.73
Transit/Toll Authorities	15	\$701,115,551.98
River/Port Authorities	18	\$345,752,292.73
Other	227	\$973,111,922.15

**Definition of Weighted Average Maturity and Weighted Average Life

WAM is the mean average of the periods of time remaining until the securities held in the fund's portfolio (a) are scheduled to be repaid, (b) would be repaid upon a demand by the fund or (c) are scheduled to have their interest rate readjusted to reflect current market rates. For government variable rate securities, if the interest rate is readjusted no less frequently than every 397 calendar days, the security shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate. For non-government variable rate securities, if the security has a scheduled maturity of 397 days or less the security is treated as maturing on the earlier of the date the security is scheduled to be repaid through demand or the period remaining until the next readjustment of the interest rate. If the variable rate security has a scheduled maturity that is more than 397 days it is the later of those two dates. The mean is weighted based on the percentage of the market value of the portfolio invested in each period.

WAL is calculated in the same manner as WAM, but is based solely on the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid or (b) would be repaid upon a demand by TexPool, without reference to 397 interest rates of securities within TexPool.



Daily Summary

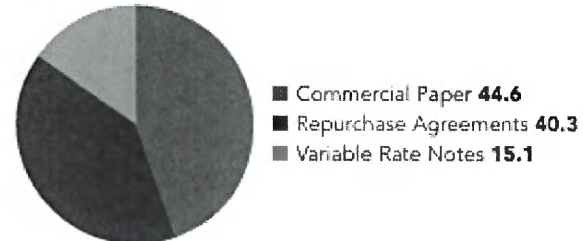
Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool Invested Balance	NAV	WAM Days	WAL Days
7/1	4.3550%	0.000119314	\$34,451,790,355.58	1.00000	39	102
7/2	4.3487%	0.000119142	\$34,347,807,854.33	1.00000	39	102
7/3	4.3232%	0.000118445	\$34,231,778,062.60	0.99994	40	102
7/4	4.3232%	0.000118445	\$34,231,778,062.60	0.99994	40	102
7/5	4.3232%	0.000118445	\$34,231,778,062.60	0.99994	40	102
7/6	4.3232%	0.000118445	\$34,231,778,062.60	0.99994	40	102
7/7	4.3045%	0.000117932	\$34,273,495,733.35	0.99995	37	99
7/8	4.3061%	0.000117975	\$34,203,405,756.83	0.99995	40	102
7/9	4.3046%	0.000117933	\$34,137,149,860.99	0.99997	39	101
7/10	4.2956%	0.000117689	\$34,097,214,925.11	0.99997	39	101
7/11	4.2933%	0.000117625	\$34,249,050,679.27	0.99995	39	102
7/12	4.2933%	0.000117625	\$34,249,050,679.27	0.99995	39	102
7/13	4.2933%	0.000117625	\$34,249,050,679.27	0.99995	39	102
7/14	4.3005%	0.000117823	\$34,135,824,571.60	0.99997	38	100
7/15	4.3220%	0.000118411	\$34,185,905,497.27	0.99995	39	100
7/16	4.3275%	0.000118563	\$33,999,584,737.32	0.99997	40	101
7/17	4.3192%	0.000118333	\$34,103,964,558.46	0.99995	40	101
7/18	4.3071%	0.000118004	\$34,001,506,583.81	0.99996	42	102
7/19	4.3071%	0.000118004	\$34,001,506,583.81	0.99996	42	102
7/20	4.3071%	0.000118004	\$34,001,506,583.81	0.99996	42	102
7/21	4.2888%	0.000117501	\$33,944,369,594.70	0.99996	41	102
7/22	4.2851%	0.000117400	\$34,385,271,562.65	0.99997	41	101
7/23	4.2817%	0.000117306	\$34,197,942,304.15	0.99995	42	102
7/24	4.2894%	0.000117518	\$34,083,599,010.01	0.99995	42	103
7/25	4.3149%	0.000118216	\$34,460,248,808.40	0.99995	42	102
7/26	4.3149%	0.000118216	\$34,460,248,808.40	0.99995	42	102
7/27	4.3149%	0.000118216	\$34,460,248,808.40	0.99995	42	102
7/28	4.3330%	0.000118713	\$34,426,342,126.32	0.99995	41	100
7/29	4.3280%	0.000118574	\$34,412,464,470.25	0.99997	41	100
7/30	4.3166%	0.000118264	\$34,203,495,614.73	0.99994	42	101
7/31	4.3274%	0.000118559	\$33,903,594,600.78	0.99994	43	103
Averages:	4.3120%	0.000118138	\$34,221,638,633.28	0.99996	40	102

TEXPOOL Prime

Portfolio by Maturity (%) As of July 31, 2025



Portfolio by Type of Investment (%) As of July 31, 2025



Portfolio Asset Summary as of July 31, 2025

	Book Value	Market Value
Uninvested Balance	\$2,064.12	\$2,064.12
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	12,410,084.83	12,410,084.83
Interest and Management Fees Payable	-59,489,514.43	-59,489,514.43
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	-24,361.60	-24,361.60
Repurchase Agreements	6,541,995,000.00	6,541,995,000.00
Commercial Paper	8,588,353,034.89	8,587,239,454.32
Mutual Fund Investments	0.00	0.00
Government Securities	0.00	0.00
Variable Rate Notes	1,084,000,000.00	1,084,276,546.00
Total	\$16,167,246,307.81	\$16,166,409,273.24

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services

Participant Summary

	Number of Participants	Balance
School District	174	\$5,764,025,973.72
Higher Education	20	\$918,026,755.43
County	59	\$1,334,247,984.09
Healthcare	26	\$478,414,773.24
Utility District	91	\$556,543,629.13
City	136	\$2,786,381,739.98
Emergency Districts	40	\$279,850,638.27
Economic Development Districts	25	\$53,681,197.91
Transit/Toll Authorities	10	\$1,403,915,636.88
River/Port Authorities	8	\$931,124,050.82
Other	89	\$1,660,441,097.10



TEXPOOL *Prime*

Daily Summary

Date	Money Mkt. Fund Equiv. (SEC Std.)	Dividend Factor	TexPool <i>Prime</i> Invested Balance	NAV	WAM Days	WAL Days
7/1	4.4471%	0.000121838	\$15,721,730,988.50	1.00002	43	68
7/2	4.4440%	0.000121754	\$15,765,080,994.43	1.00002	43	68
7/3	4.4214%	0.000121134	\$15,670,030,277.92	0.99979	43	68
7/4	4.4214%	0.000121134	\$15,670,030,277.92	0.99979	43	68
7/5	4.4214%	0.000121134	\$15,670,030,277.92	0.99979	43	68
7/6	4.4214%	0.000121134	\$15,670,030,277.92	0.99979	43	68
7/7	4.4161%	0.000120989	\$15,671,062,257.67	0.99995	42	66
7/8	4.4149%	0.000120957	\$15,633,053,444.96	0.99995	44	70
7/9	4.4137%	0.000120924	\$15,701,277,453.71	0.99995	44	74
7/10	4.4119%	0.000120874	\$15,636,614,427.00	0.99996	44	74
7/11	4.4090%	0.000120795	\$15,648,499,840.56	0.99980	44	74
7/12	4.4090%	0.000120795	\$15,648,499,840.56	0.99980	44	74
7/13	4.4090%	0.000120795	\$15,648,499,840.56	0.99980	44	74
7/14	4.4130%	0.000120903	\$15,604,358,154.73	0.99996	41	71
7/15	4.4244%	0.000121217	\$15,586,642,283.29	0.99996	42	73
7/16	4.4275%	0.000121302	\$15,663,902,836.38	0.99994	42	72
7/17	4.4231%	0.000121180	\$15,807,690,204.75	0.99993	44	74
7/18	4.4196%	0.000121086	\$15,637,485,340.39	0.99982	49	79
7/19	4.4196%	0.000121086	\$15,637,485,340.39	0.99982	49	79
7/20	4.4196%	0.000121086	\$15,637,485,340.39	0.99982	49	79
7/21	4.4133%	0.000120913	\$15,609,575,027.76	0.99996	47	77
7/22	4.4078%	0.000120762	\$15,600,789,630.00	0.99995	46	77
7/23	4.4045%	0.000120672	\$15,952,564,811.31	0.99996	45	76
7/24	4.4030%	0.000120629	\$16,423,634,824.86	0.99996	43	74
7/25	4.4184%	0.000121053	\$16,361,952,934.26	0.99985	44	74
7/26	4.4184%	0.000121053	\$16,361,952,934.26	0.99985	44	74
7/27	4.4184%	0.000121053	\$16,361,952,934.26	0.99985	44	74
7/28	4.4283%	0.000121324	\$16,460,622,604.36	0.99996	42	71
7/29	4.4298%	0.000121365	\$16,399,521,420.86	0.99997	41	71
7/30	4.4225%	0.000121165	\$16,364,974,894.72	0.99998	41	70
7/31	4.4312%	0.000121404	\$16,167,246,307.81	0.99994	41	71
Averages:	4.4194%	0.000121081	\$15,840,901,057.22	0.99990	44	73



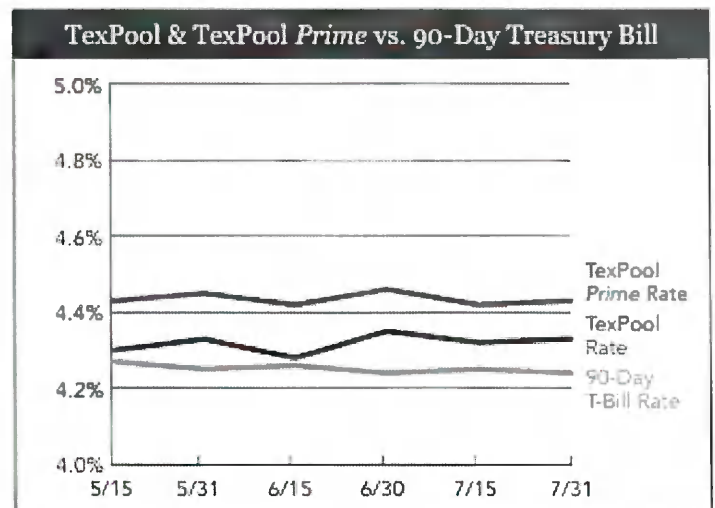
Participant Services
 1001 Texas Ave. Suite 1150
 Houston, TX 77002

Treasury floodgates opening

When the US federal debt limit was reinstated in January, the Treasury Department's use of extraordinary measures commenced. This allowed it to tap federal retirement funds and its own cash balance to manage interest and repaying maturing securities while meeting its other financial obligations. Since Congress finally raised the debt ceiling as part of the One Big Beautiful Bill Act last month, the Treasury has issued net new bill supply of approximately \$200 billion and is expected to continue at a robust issuance pace with an additional \$400 billion of net new bill supply through September. While the flood of supply is welcome, it is not quite the deluge seen after the suspension of the debt limit in 2023.

What does this substantial supply mean to the money markets? Simply that the government will have to offer higher interest rates to ensure demand. That, in turn, should put upward pressure on the yields of liquidity products. And with the Fed on hold for another two months, the environment should continue to be attractive for investors. The continued popularity of liquidity products—money market funds alone hit nearly \$7.5 trillion in assets under management in June (government data)—implies just that. Investors still appreciate their value.

At the end of the month, yields on 1-, 3-, 6- and 12-month US Treasuries were 4.35%, 4.34%, 4.28% and 4.11%, respectively.



90-Day Treasury Bill is a short-term debt instrument backed by the national government. These are used to collect immediate cash to meet outstanding obligations.

Any private investor can invest in a Treasury bill. The 90-Day Treasury Bill is a weighted average rate of the weekly auctions of 90-Day Treasury Bills.

Past performance is no guarantee of future results.

First Public
12007 Research Blvd.
Austin, Texas 78759
800-558-8875 • firstpublic.com

Custodian Bank: State Street Bank

*Investment Managers:
American Beacon Advisors and
Mellon Investments Corp (Dreyfus)*

A TASBO Strategic Partner



The Official Investment Pool of



Lone Star Monthly Performance Update

The Lone Star Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges, and expenses associated with this or any security prior to investing. Investment in Lone Star Investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency, and although Lone Star seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in Lone Star. For further information or for an Information Statement, contact First Public at 800.558.8875. The return information is net of all current operating expenses. The return represents past performance and is no indication of future results.

First Public is a registered broker dealer with the Securities and Exchange Commission, the Financial Industry Regulatory Authority, and the Municipal Securities Rulemaking Board. First Public is not acting as a municipal advisor and is not providing advice or recommending any action to any municipal entity (including governmental entities under Section 15B of the U.S. Securities Exchange Act) or any of such entity/s obligated persons. First Public does not assume or owe any fiduciary duty under Section 15B of the U.S. Securities Exchange Act with respect to the information contained herein. Please consult your professional and legal advisors and fiduciaries before acting on any of this information.



Fund Performance Update
July 31, 2025

Comments by Mellon, Investment Manager

US Treasury yields moved higher in July as market priced a higher probability of just one rate cut of 25 basis points (bps) by year-end. At the start of July, market pricing was reflecting two to three rate cuts by the end of 2025. Before trading modestly lower at the end of the month, the US equity markets reached all-time highs in July, as the Dow Jones Industrial Average, S&P 500, and Nasdaq-100 indexes gained 0.8%, 2.2% and 3.7%, respectively. As expected, the Federal Open Market Committee (FOMC) left the target rate unchanged at the July 30 meeting. One of the most noteworthy things that came out of the meeting was that there were two dissenters in favor of a rate cut. It was the first time that there were two dissenters at a meeting since 1993, indicating that there are some disagreements within the committee. The inflation data has continued to show a trend toward the Federal Reserve's (Fed's) 2% target. The payroll data for July was much weaker than expected, largely due to significant downward revisions of the prior releases. There is no FOMC meeting scheduled for August. The next meeting will be on September 17.

Active Participants This Month

Schools and Colleges	601
Other Governmental Entities	94
<i>Total</i>	<i>695</i>

Government Overnight Fund

Return Information

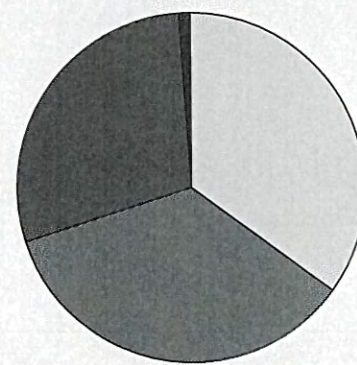
July 31, 2025

Average Monthly Return (a)	4.31%
SEC 7-day Fund Yield (b)	4.32%
Weighted Average Maturity One (c)	26 days
Weighted Average Maturity Two (c)	102 days
Portfolio Maturing beyond One Year	7%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	2,174,805,225.47	2,174,805,225.47
US Treasuries	1,805,402,716.12	1,805,210,233.92
Agencies	2,137,608,518.08	2,137,966,519.61
Money Market Funds	84,898,530.29	84,898,530.29
Total Assets	6,202,714,989.96	6,202,880,509.29

Investment Distribution



	Cash Repo	35%
	Agencies	35%
	Treasuries	29%
	Money Market	1%

(a) The return information represents the average annualized rate of return on investments for the time period referenced. Return rates reflect a partial waiver of the Lone Star Investment Pool operating expense. Past performance is no guarantee of future results.

Corporate Overnight Fund

Return Information

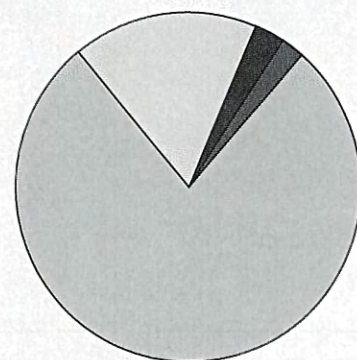
July 31, 2025

Average Monthly Return (a)	4.42%
SEC 7-day Fund Yield (b)	4.42%
Weighted Average Maturity One (c)	39 days
Weighted Average Maturity Two (c)	74 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	643,173,075.80	643,173,075.80
US Treasuries	84,678,317.08	84,680,821.00
Agencies	-	-
Commercial Paper	3,009,782,077.58	3,009,420,083.15
Money Market Funds	112,279,937.88	112,282,534.88
Total Assets	3,849,913,408.34	3,849,556,514.83

Investment Distribution



Commercial Paper	78%
Cash/Repo	17%
Money Market	3%
Treasuries	2%

(b)

SEC 7-Day Yield Calculation

$$\text{Yield} = 2 \left[\left[\frac{a-b}{cd} + 1 \right]^6 - 1 \right]$$

*a - Dividend and interest income
b - Expenses accrued for the period
c - Average daily number of shares outstanding during the period that was entitled to dividends
d - Maximum offering price per share on the last day of the period*

Corporate Overnight Plus Fund

Return Information

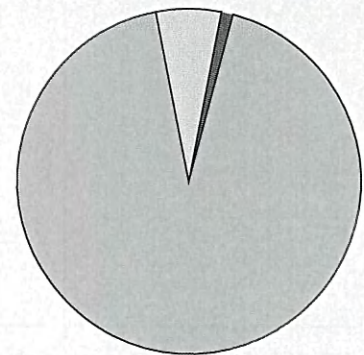
July 31, 2025

Average Monthly Return (a)	4.44%
SEC 7-day Fund Yield (b)	4.44%
Weighted Average Maturity One (c)	43 days
Weighted Average Maturity Two (c)	82 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAf/S1+

Inventory Position

	Book Value	Market Value
Cash/Repo	580,296,570.16	580,296,570.16
US Treasuries	-	-
Agencies	-	-
Commercial Paper	10,074,553,991.39	10,073,449,916.21
Money Market Funds	138,736,313.94	138,744,104.94
<i>Total Assets</i>	<i>10,793,586,875.49</i>	<i>10,792,490,591.31</i>

Investment Distribution



Commercial Paper	93%
Cash/Repo	6%
Money Market	1%

(c) The Weighted Average Maturity One calculation uses the industry standard definition of state maturity for floating rate instruments, the number of days until the next reset date. The Weighted Average Maturity Two calculation uses the final maturity of any floating rate instruments, as opined in Texas Attorney General Opinion No. JC0359.

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
009936	07-17-2025	#SOCIALSCHOOL4EDU	260169	14-4214	199-61-6299.00-999-699000	MEMBERSHIP RENEWAL COMMU	795.00	N
009937	07-17-2025	ACME ARCHITECTURAL	260088	4125098	699-81-6629.00-999-699000	DAEP BUILDOUT-DOOR HARDWA	9,437.68	N
009938	07-17-2025	AMANDA IVERS	000045	07/9-12	199-13-6411.00-001-699000	CAMT CONF TRAVEL	160.00	N
009939	07-17-2025	AMY DEERINGER	000033	07/24-27	199-34-6411.00-999-699000	TAPT CLASS EVENT TRAVEL	144.00	N
009940	07-17-2025	BAYLOR UNIVERSITY	260064	REGISTATION	199-13-6411.00-001-699000	TAL LOSTRACCO'S SUMMER THE	900.00	N
009941	07-17-2025	CENTERPOINT ENERGY	000017	ACCT #2624185-	199-51-6259.73-999-699000	DISTRICT GAS	60.25	N
009942	07-17-2025	CHALK'S TRUCK PARTS	260035	425537/1	199-34-6319.00-999-699000	School Bus Parts / Equipment	260.00	N
			260035	426741/1	199-34-6319.00-999-699000	School Bus Parts / Equipment	458.54	N
						Totals for Check 009942	718.54	
009943	07-17-2025	CITY OF SPLENDORA	000018	ACCT 07-4143-	168-51-6259.70-999-699000	SKATING RINK WATER	86.87	N
			000018	ACCT 04-4241-	199-51-6259.70-999-699000	DISTRICT WATER	701.71	N
			000018	ACCT 07-4148-	199-51-6259.70-999-699000	DISTRICT WATER	166.83	N
			000018	ACCT 07-4146-	199-51-6259.70-999-699000	DISTRICT WATER	243.69	N
			000018	ACCT 07-4145-	199-51-6259.70-999-699000	DISTRICT WATER	213.98	N
						Totals for Check 009943	1,413.08	
009944	07-17-2025	CLASS INTERCOM	260168	6317	199-61-6299.00-999-699000	SOCIAL MEDIA PLATFORM	3,345.00	N
009945	07-17-2025	COLLIN LISTEN	000027	07/21-25	199-11-6411.61-001-622000	AG TEACHERS CONF TRAVEL	208.00	N
009946	07-17-2025	COLONIAL OIL INDUSTRI	260027	IN-1591536A	199-34-6311.00-999-699000	Diesel / Gas Fuel	16,668.40	N
009947	07-17-2025	CONROE WELDING SUP	260046	R 06252356	199-34-6319.00-999-699000	Lease of Tank	17.00	N
009948	07-17-2025	CYBERSOFT TECHNOLO	260120	9826140	240-35-6397.00-999-699000	SOFTWARE	18,445.00	N
009949	07-17-2025	MAC PIZZA MANAGEME	260091	92324584027	199-51-6497.00-999-699000	MEETING FOOD	127.98	N
009950	07-17-2025	DUKE COMMUNICATION	260223	12323	199-51-6249.00-999-699000	ACC CONTROL DIAG @ HS AG BA	1,005.00	N
009951	07-17-2025	DUSTY HART	000025	07/21-25	199-11-6411.61-001-622000	AG TEACHERS CONF TRAVEL	208.00	N
			000025	06/30-07/04	199-11-6411.61-001-622000	AG TEACHERS CONF TRAVEL	192.00	N
						Totals for Check 009951	400.00	
009952	07-17-2025	EAST MONGOMERY CO.	000022	30550092003520	199-51-6259.70-999-699000	DISTRICT WATER	102.21	N
			000022	30550092003510	199-51-6259.70-999-699000	DISTRICT WATER	421.34	N
						Totals for Check 009952	523.55	
009953	07-17-2025	EICHEL BAUM WARDELL	260098	94445	199-11-6399.00-001-611000	HB 6: STUDENT DICIPLINE WEBIN	175.00	N
009954	07-17-2025	ORACLE ELEVATOR HO	260152	SIN341160	199-51-6249.00-999-699000	ELEVATOR MAINTENANCE	10,876.80	N
009955	07-17-2025	EMC CAR CARE & TOWI	260040	25-07475	199-34-6299.00-999-699000	Towing Services	100.00	N
			260040	5663	199-34-6299.00-999-699000	Towing Services	18.50	N
			260040	5666	199-34-6299.00-999-699000	Towing Services	18.50	N
			260040	5669	199-34-6299.00-999-699000	Towing Services	18.50	N
			260040	5671	199-34-6299.00-999-699000	Towing Services	18.50	N
			260040	5673	199-34-6299.00-999-699000	Towing Services	18.50	N
						Totals for Check 009955	192.50	

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
009956	07-17-2025	ENGINEERED AIR BALA	000039	H-73460	699-00-2210.00-000-600000	PCE	35,840.00	N
009957	07-17-2025	ENTERGY	000019	2026305068	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	29,922.57	N
009958	07-17-2025	EUNA SOLUTIONS , INC	260014	INV129603	199-51-6397.00-999-699025	IWT SOFTWARE LICENSE FEE	5,000.00	N
009959	07-17-2025	EVERON , LLC	260133	159209640	199-51-6249.00-999-699000	FIRE ALARM INSPECTIONS	1,169.28	N
			260089	159076468	699-81-6629.00-999-699000	REACH-ALARM RELOCATION	1,457.51	N
Totals for Check 009959							2,626.79	
009960	07-17-2025	FACILITIES MANAGEME	260204	41046	199-51-6397.00-999-699000	FACILITY MNGMNT SW	7,211.22	N
009961	07-17-2025	FAST GROWTH SCHOOL	260254	1672	199-41-6495.00-701-699000	FAST GROWTH SCHOOL COALITI	1,600.00	N
009962	07-17-2025	ACTIVE INTERNET TECH	260170	INV079566	199-41-6299.00-750-699042	Website	2,000.00	N
			260170	INV079565	199-41-6299.00-750-699042	Website	13,877.00	N
Totals for Check 009962							15,877.00	
009963	07-17-2025	FOUNTAIN VIEW FARM	260243	000103	199-21-6268.00-999-699040	DISTRICT TRAINING 7/28	1,000.00	N
009964	07-17-2025	GLASS & MIRROR OF TH	260039	4010	199-34-6249.00-999-699000	Automotive Glass Replacement	275.00	N
009965	07-17-2025	GREATER EMC CHAMBE	260111	102506	199-41-6411.00-701-699000	CHAMBER LUNCHEON	70.00	N
			260111	102463	199-41-6419.00-702-699000	CHAMBER LUNCHEON	35.00	N
Totals for Check 009965							105.00	
009966	07-17-2025	HARDIES	000003	06509617	242-00-2210.00-000-600000	PRODUCE DELIVERED	136.45	N
			000003	06509616	242-00-2210.00-000-600000	PRODUCE DELIVERED	136.45	N
			000003	06535574	242-00-2210.00-000-600000	PRODUCE DELIVERED	67.00	N
			000003	06535564	242-00-2210.00-000-600000	PRODUCE DELIVERED	67.00	N
			000003	06509619	242-00-2210.00-000-600000	PRODUCE DELIVERED	87.40	N
			000003	06509618	242-00-2210.00-000-600000	PRODUCE DELIVERED	87.40	N
				06509616	242-00-2210.00-000-600000	BROWN LETTUCE	-67.00	N
				06509617	242-00-2210.00-000-600000	BROWN LETTUCE	-67.00	N
				06535564	242-00-2210.00-000-600000	BROWN LETTUCE	-67.00	N
				06535574	242-00-2210.00-000-600000	BROWN LETTUCE	-67.00	N
Totals for Check 009966							313.70	
009967	07-17-2025	HEATHER WALLACE	000044	07/9-12	199-13-6411.00-001-699000	CAMT CONF TRAVEL	160.00	N
009968	07-17-2025	H-E-B	000009	953918	199-00-2210.00-000-600000	SUB APPRICIATION LUNCH	265.48	N
			000009	189293	199-00-2210.00-000-600000	BOARD MEETING FOOD	180.00	N
Totals for Check 009968							445.48	
009969	07-17-2025	HIGH POINT	260096	210640	199-51-6399.02-999-699078	CHEMICALS,, GLOVES, PADS	301.40	N
			260096	210640-1	199-51-6399.02-999-699078	CHEMICALS,, GLOVES, PADS	620.46	N
			260096	210723	199-51-6399.02-999-699078	CHEMICALS,, GLOVES, PADS	721.00	N
Totals for Check 009969							1,642.86	
009970	07-17-2025	HILAND DAIRY FOODS C	000004	0623259070698	242-00-2210.00-000-600000	MILK DELIVERED	335.41	N
			000004	0623259070699	242-00-2210.00-000-600000	MILK DELIVERED	355.14	N
			000004	0630259075493	242-00-2210.00-000-600000	MILK DELIVERED	236.76	N
			000004	0630259075492	242-00-2210.00-000-600000	MILK DELIVERED	197.30	N
Totals for Check 009970							1,124.61	

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
009971	07-17-2025	HOUSTON CHRONICLE	000005	11053174	240-00-2210.00-000-600000	AD FOR BIDS & PROPSALS 6/30	61.00	N
			000005	11053174	240-35-6499.00-999-699000	AD FOR BIDS & PROPSALS 7/7	61.00	N
Totals for Check 009971							122.00	
009972	07-17-2025	INCIDENT IQ, LLC	260057	10402	199-11-6397.00-999-611053	INVENTORY & TICKETING SYSTE	21,760.46	N
009973	07-17-2025	INDIANA WESLEYAN UNI	260157	4SU2025 6 3 25	199-13-6221.00-999-699041	COURSE TUITION	22,602.13	N
009974	07-17-2025	INTEGRATED SYSTEMS	260173	0747393	199-53-6639.00-750-699000	HOSTING FOR SKYWARD	9,239.00	N
009975	07-17-2025	JASON'S DELI	260222	25070706902001	199-21-6497.00-999-699040	T-PESS TRAINING FOR DISTRICT	376.73	N
009976	07-17-2025	JC COMMERCIAL	260153	300-070925	199-51-6299.00-999-699078	STRIP 4 FLOORS AT PWE	362.24	N
009977	07-17-2025	JOHNSON SUPPLY	260235	04295908	199-51-6248.77-999-699000	HVAC REPAIR SUPPLIES	1,037.69	N
			260235	04296007	199-51-6248.77-999-699000	HVAC REPAIR SUPPLIES	897.89	N
			260235	04296083	199-51-6248.77-999-699000	HVAC REPAIR SUPPLIES	2,298.90	N
Totals for Check 009977							4,234.48	
009978	07-17-2025	JOSHUA CALBO	000043	06/30-07/04	199-11-6411.61-001-622000	FFA CONVENTION TRAVEL	192.00	N
009979	07-17-2025	KINGS III EMERGENCY C	260085	3102087	199-51-6249.77-999-699000	CELL LINES FOR ELEVATORS	38.26	N
009980	07-17-2025	THE CASSIDY FAMILY LL	000014	06192029	199-00-2210.00-000-600000	SUMMER SCHOOL	199.00	N
009981	07-17-2025	KORI LONG	000026	07/21-25	199-11-6411.61-001-622000	AG TEACHERS CONF TRAVEL	208.00	N
			000026	06/30-07/04	199-11-6411.61-001-622000	AG TEACHERS CONF TRAVEL	192.00	N
Totals for Check 009981							400.00	
009982	07-17-2025	KYMBERLY STONE	000046	07/24-27	199-34-6411.00-999-699000	TAPT CLASS EVENT TRAVEL	144.00	N
009983	07-17-2025	LAUREL SHILLING	000042	07/9-12	199-13-6411.00-001-699000	CAMT CONF TRAVEL	160.00	N
009984	07-17-2025	LEE TECHNOLOGY SOL	260203	000006	199-11-6399.57-999-611053	C6GC NETWORK SOFTWARE	800.00	N
	07-31-2025	LEE TECHNOLOGY SOL	260203	000006	199-11-6399.57-999-611053	VOID AND REISSUE WRONG ADD	-800.00	N
Totals for Check 009984							.00	
009985	07-17-2025	LONE STAR A/C	260093	LS2746	699-81-6629.00-999-699079	PCSS Server Room HVAC Install	9,870.00	N
009986	07-17-2025	MARIA BEKER	000034	07/24-27	199-34-6411.00-999-699000	TAPT CLASS EVENT TRAVEL	144.00	N
009987	07-17-2025	MCGRIFF INSURANCE S	000036	5538450	199-34-6429.00-999-699000	RENEWAL - POLLUTION	2,136.00	N
009988	07-17-2025	MICHELLE CATCHINGS	000032	07/24-27	199-34-6411.00-999-699000	TAPT CLASS EVENT TRAVEL	144.00	N
009989	07-17-2025	MONTGOMERY COUNTY	000037	MAY 3RD FINAL	199-00-2210.00-000-600000	MAY 3 ELECTIONS - FINAL	34,200.00	N
009990	07-17-2025	O'REILLY AUTOMOTIVE	260029	JUNE 2025	199-34-6319.00-999-699000	Automotive Parts	2,901.38	N
009991	07-17-2025	OPTIMUM BUSINESS	260072	ACCT#102069	199-11-6299.00-999-611053	OPEN PO FOR INTERNET PROVID	119.84	N
009992	07-17-2025	PERRY WEATHER LLC	000013	9600	169-36-6299.00-001-691000	SOFTWARE OUTDOOR WARING	4,141.06	N
009993	07-17-2025	PURIFY	260237	141295843357	199-51-6259.74-999-699000	WWTP/WTP CHEMICAL SERVICE	275.40	N
009994	07-17-2025	R E PORTABLE BUILDIN	260116		699-81-6629.00-999-699079	PCSS SIDEWALK DEMO	2,860.00	N
009995	07-17-2025	RANDALL REED'S PLAN	260038	FOCS244262	199-34-6249.00-999-699000	Automotive Repairs	188.40	N
009996	07-17-2025	RAPTOR TECHNOLOGIE	260212	INV175804	199-00-1312.00-000-600000	RAPTOR LABELS&SCANNER	1,610.00	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
009997	07-17-2025	READYMADE MUSIC, LL	260123	1474	199-11-6399.22-001-611055	Music Literacy Materials	365.00	N
009998	07-17-2025	REGION VI - ED. SERV.	000007	075260	199-00-2210.00-000-600000	DYSLEXIA TRAINING	100.00	N
			000007	075315	199-00-2210.00-000-600000	DYSLEXIA TRAINING	100.00	N
			000007	075314	199-00-2210.00-000-600000	DYSLEXIA TRAINING	100.00	N
			000007	075316	199-00-2210.00-000-600000	DYSLEXIA TRAINING	100.00	N
			000008	075193	199-00-2210.00-000-600000	T-PESS TRAINING MORSE	450.00	N
			000008	075193	199-00-2210.00-000-600000	T-PESS TRAINING KERSCHER	450.00	N
Totals for Check 009998							1,300.00	
009999	07-17-2025	REPUBLIC SERVICES #8	000016	0853008414115	199-51-6259.75-999-699000	DISTRICT TRASH SERVICE	9,292.93	N
			000015	0853008417749	699-00-2210.00-000-600000	ROLL OFF AT OLD PCE	579.47	N
Totals for Check 009999							9,872.40	
010000	07-17-2025	SAMARITAN FUND PRO	000012	1338	199-11-6142.00-999-611099	HEALTH SPONSOR FOR HIGH RIS	55,000.00	N
010001	07-17-2025	SARAH CRAWFORD	000029	07/15-18	199-41-6411.00-750-699041	TASPA CONF TRAVEL	132.00	N
010002	07-17-2025	SCHOOLCOMP	000006	18978	199-00-2210.00-000-600000	JUNE 2025 CLAIMS COST	3,405.84	N
010003	07-17-2025	SHANE CONKLIN	000030	07/15-18	199-41-6411.00-750-699041	TASPA CONF TRAVEL	132.00	N
010004	07-17-2025	SHANNON WATSON	000024	07/21-26	199-11-6411.61-001-622000	AG TEACHERS CONF TRAVEL	208.00	N
			000024	06/30-07/04	199-11-6411.61-001-622000	AG TEACHERS CONF TRAVEL	192.00	N
Totals for Check 010004							400.00	
010005	07-17-2025	SHERWIN WILLIAMS	260220	4218-1	199-51-6319.00-999-699000	PAINT SUPPLIES	128.54	N
010006	07-17-2025	SKYWARD, INC	260172	0000236645	199-53-6639.00-750-699000	SKYWARD RENEWAL	22,133.00	N
010007	07-17-2025	SOLUTION TREE INC	252373	S325917	255-21-6291.00-999-524040	ONSITE PROFESSIONAL DEVEL D	3,830.00	N
010008	07-17-2025	SOUTHERN TIRE MART	260030	4560164382	199-34-6319.00-999-699000	Automotive Tires	588.88	N
010009	07-17-2025	SPEEDSPORTZ RACING	260253	07/21 RENTAL	199-41-6268.00-701-699000	VENUE RENTAL FOR DLT RETRE	2,171.00	N
010010	07-17-2025	SPLENDORA ISD EDUCA	000020	CONVO	199-00-5744.00-000-600024	PARTIAL REFUND CONVO DONAT	1,500.00	N
010011	07-17-2025	SUNSET FIRE & SECURI	260164	022238	199-51-6249.77-999-699000	FIRE & BURGLAR ALARM SERVIC	1,293.30	N
			260138	022220	699-81-6629.00-999-699079	ALARM REPAIR @ PCSS	850.00	N
			260179	022221	699-81-6629.00-999-699079	ALARM REPAIR @ PCSS	1,463.45	N
Totals for Check 010011							3,606.75	
010012	07-17-2025	SYN-TECH SYSTEMS, IN	260048	317014	199-34-6397.00-999-699000	Fuel Master Support	550.00	N
010013	07-17-2025	TAMEKA MARTIN	000028	07/9-12	199-23-6411.00-001-699000	CAMT CONF TRAVEL	160.00	N
010014	07-17-2025	TAPT	260073	0155-0042	199-34-6411.00-999-699000	TAPT Professional Development	280.00	N
			260073	0155-0019	199-34-6411.00-999-699000	TAPT Professional Development	290.00	N
			260073	0155-0018	199-34-6411.00-999-699000	TAPT Professional Development	230.00	N
			260073	0155-0025	199-34-6411.00-999-699000	TAPT Professional Development	110.00	N
			260073	0155-0020	199-34-6411.00-999-699000	TAPT Professional Development	220.00	N
				0155-0026	199-34-6411.00-999-699000	CANCELED CLASS	-60.00	N
			260066	F191E119T1	199-34-6495.00-999-699000	TAPT Membership Dues	50.00	N
			260066	F191E144T1	199-34-6495.00-999-699000	TAPT Membership Dues	25.00	N
			260066	F191E118T1	199-34-6495.00-999-699000	TAPT Membership Dues	50.00	N
			260066	F191E175T1	199-34-6495.00-999-699000	TAPT Membership Dues	50.00	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			260066	F191E213T1	199-34-6495.00-999-699000	TAPT Membership Dues	25.00	N
			260066	F191E211T1	199-34-6495.00-999-699000	TAPT Membership Dues	25.00	N
			260066	F191E212T1	199-34-6495.00-999-699000	TAPT Membership Dues	25.00	N
						Totals for Check 010014	1,320.00	
010015	07-17-2025	TASBO	000031	CALESTA	199-41-6495.00-750-699000	MEMBERSHIP - HOUSE	195.00	N
			260016	434148	199-51-6411.00-999-699025	PURCHASING ACADEMY	335.00	N
						Totals for Check 010015	530.00	
010016	07-17-2025	TASPA	260159	200019261	199-41-6411.00-750-699041	TASPA CONFERENCE RHODES	220.00	N
			260159	200019262	199-41-6411.00-750-699041	TASPA CONFERENCE RHODES	325.00	N
						Totals for Check 010016	545.00	
010017	07-17-2025	TEXAS BANDMASTERS	260126	12794	199-13-6495.29-001-699055	TBA Active Membership Meadows	200.00	N
			260126	12866	199-13-6495.29-001-699055	TBA Active Memberships Ramsey	200.00	N
						Totals for Check 010017	400.00	
010018	07-17-2025	TEXAS DEPT OF PUBLIC	000041	CR311452	199-41-6499.00-750-699041	CRIMINAL HISTORIES	62.00	N
010019	07-17-2025	TEXAS POLITICAL SUBDI	000011	2173	199-00-2210.00-000-600000	AUTO LIABILITY MAY & JUNE	1,560.66	N
			000011	104614	199-00-2210.00-000-600000	PROPERTY CONTRACT 24-F0688	2,178.00	N
			000035	104606	199-34-6429.00-999-699000	AUTO LIABILITY	68,784.00	N
			000035	104606	199-34-6429.00-999-699000	AUTO PHYSICAL DAMAGE	41,477.00	N
			000035	104606	199-41-6429.00-750-699000	GENERAL LIABILITY	5,538.00	N
			000035	104606	199-41-6429.00-750-699000	SCHOOL BOARD LEGAL	21,063.00	N
			000035	104606	199-41-6429.00-750-699000	CRIME	1,495.00	N
			000035	104606	199-41-6429.00-750-699000	CYBER LIABILITY	6,168.00	N
			000035	104606	199-51-6429.00-999-699000	PROPERTY	649,212.00	N
			000035	104606	199-52-6429.00-999-699000	LAW ENFORCEMENT	3,941.00	N
						Totals for Check 010019	801,416.66	
010020	07-17-2025	THOMAS BUS GULF	260028	02602444	199-34-6319.00-999-699000	School Bus Parts / Equipment	164.00	N
			260028	02602500	199-34-6319.00-999-699000	School Bus Parts / Equipment	1,126.66	N
			260028	02602708	199-34-6319.00-999-699000	School Bus Parts / Equipment	1,798.47	N
			260028	02602765	199-34-6319.00-999-699000	School Bus Parts / Equipment	95.86	N
			260028	02602886	199-34-6319.00-999-699000	School Bus Parts / Equipment	2,424.06	N
			260028	02602842	199-34-6319.00-999-699000	School Bus Parts / Equipment	67.12	N
			260028	02602887	199-34-6319.00-999-699000	School Bus Parts / Equipment	210.34	N
			260028	02602663	199-34-6319.00-999-699000	School Bus Parts / Equipment	510.30	N
			260028	02602939	199-34-6319.00-999-699000	School Bus Parts / Equipment	2,256.10	N
						Totals for Check 010020	8,652.91	
010021	07-17-2025	THOMPSON & HORTON	000010	72836	199-00-2210.00-000-600000	LEGAL SERVICES	925.00	N
			000010	72835	199-00-2210.00-000-600000	LEGAL SERVICES	313.75	N
						Totals for Check 010021	1,238.75	
010022	07-17-2025	TRANSFINDER	260070	62461	199-34-6397.00-999-699000	Annual Software License	8,650.00	N
			260199	63339	199-34-6397.00-999-699000	Annual Tech Support Infofinder	1,400.00	N
						Totals for Check 010022	10,050.00	
010023	07-17-2025	TSNAP	260209	300013523	199-21-6495.00-999-699043	MEMBERSHIP FEE BROMLEY	55.00	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
010024	07-17-2025	TEXAS SCHOOL PUBLIC	260167	MR20254552	199-41-6495.00-750-699042	MEMBERSHIP RENEWAL	255.00	N
			260167	MR20254550	199-41-6495.00-750-699042	MEMBERSHIP RENEWAL FOSTER	255.00	N
Totals for Check 010024							510.00	
010025	07-17-2025	UNITED DATA TECHNOL	260069	0500328055	699-81-6629.00-999-699071	SWITCHES FOR NEW CAMPUS	44,334.10	N
			260069	0500328106	699-81-6629.00-999-699073	SWITCHES FOR NEW CAMPUS	16,837.22	N
			260069	0500328055	699-81-6629.00-999-699073	SWITCHES FOR NEW CAMPUS	1,507.24	N
			260069	0500328055	699-81-6629.00-999-699074	SWITCHES FOR NEW CAMPUS	6,228.13	N
Totals for Check 010025							68,906.69	
010026	07-17-2025	UNIVERSAL NATURAL G	000021	400650	199-51-6259.73-999-699000	DISTRICT GAS	832.39	N
010027	07-17-2025	VERTICAL SCHOOL PAR	260201	3090	199-34-6397.00-999-699000	Infinet-I Training Videos	3,275.00	N
010028	07-17-2025	WILLIAM RHODES	000047	07/15-18	199-41-6411.00-750-699041	TASPA CONF TRAVEL	468.86	N
010029	07-17-2025	WINNING WAY SERVICE	000038	24-07010832	699-00-2210.00-000-600000	PCE PLAN REVIEW	37,075.00	N
			000038	25-07090853	699-00-2210.00-000-600000	PCE SITE INSPECTION	11,425.00	N
			000038	25-07090854	699-00-2210.00-000-600000	GLE SITE INSPECTION	11,425.00	N
Totals for Check 010029							59,925.00	
010030	07-17-2025	WORTH HYDROCHEM O	260238	134174	199-51-6248.77-999-699000	HVAC WATER TREATMENT SERVI	795.00	N
010031	07-17-2025	YELLOW FOLDER, LLC	260156	20215732	199-41-6299.00-750-699041	ONLINE SERVICES	2,308.68	N
010032	07-24-2025	BARBERS HILL ISD	000060	CC 08/01 ENTRY	169-36-6499.18-001-691000	VARSITY CC ENTRY FEE 08/01	100.00	N
010033	07-24-2025	BEVERLY VARGAS	000052	CN ACCT	240-00-5751.00-000-600000	CN ACCOUNT REFUND	21.00	N
010034	07-24-2025	BROOKS DUPLICATOR	260214	103810	199-11-6399.00-001-611000	A RICHARDS POSTER PAPER	1,791.60	N
010035	07-24-2025	CARRIE REED	000053	07/15-16	199-21-6411.00-999-699043	TXCSA CONF TRAVEL	345.40	N
010036	07-24-2025	CHALK'S TRUCK PARTS	260035	427604/1	199-34-6319.00-999-699000	School Bus Parts / Equipment	125.18	N
010037	07-24-2025	CHRISTINE SMIKAL	000058	07/20-23	199-13-6411.00-001-622000	TEXAS HEALTH CONF TRAVEL	108.00	N
010038	07-24-2025	CITIBANK	000048	3651729166	168-00-2210.00-000-600000	SKATING RINK POS	220.32	N
			000048	3651729166	199-00-2210.00-000-600000	LIVESTOCK TRAVEL	109.57	N
			000048	3651729166	199-00-2210.00-000-600000	TLE CONFERENCES TRAVEL	794.72	N
			000048	3651729166	199-00-2210.00-000-600000	COMMUNICATONS PR CONF TRA	1,193.37	N
			000048	3651729166	199-00-2210.00-000-600000	ORIENTATION BRAKFAST	37.05	N
			000048	3651729166	199-00-2210.00-000-600000	DISTRICT FLOWERS	87.50	N
			000048	3651729166	199-00-2210.00-000-600000	TASSP CONF TRAVEL	826.88	N
			000048	3651729166	199-00-2210.00-000-600000	SUMMER SCHOOL INCENTIVES	270.00	N
			000048	3651729166	199-00-2210.00-000-600000	TASSP CONF TRAVEL	287.42	N
			000048	3651729166	199-00-2210.00-000-600000	DISTRICT SUPPLIES	530.51	N
			000048	3651729166	199-00-2210.00-000-600000	STUDENT HEROS HOTEL	227.29	N
			000048	3651729166	199-00-2210.00-000-600000	ROTC ACTIVITY	600.00	N
			000048	3651729166	199-00-2210.00-000-600000	TASSP CONF TRAVEL	1,908.09	N
			000048	3651729166	199-00-2210.00-000-600000	GT CONF TRAVEL	378.70	N
			000048	3651729166	199-00-2210.00-000-600000	TRANSPORTATION	466.16	N
			000048	3651729166	199-00-2210.00-000-600000	TASB SLI CONF BOARD/ SUPER T	5,261.69	N
			000048	3651729166	199-11-6411.61-001-622000	FFA CONVENTION PARKING	11.91	N
			000048	3651729166	199-11-6411.61-001-622000	FFA CONVENTION PARKING	23.82	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			000048	3651729166	199-13-6411.00-001-699039	UT APSI ONLINE CLASS ROBLA	595.00	N
			000048	3651729166	224-00-2210.00-000-600000	MTSS BEHAVIOR CONF TRAVEL	339.00	N
			000048	3651729166	240-00-2210.00-000-600000	TASN CONF TRAVEL	3,612.24	N
			000048	3651729166	255-00-2210.00-000-500000	TIA CONF TRAVEL	469.64	N
			000048	3651729166	699-00-2210.00-000-600000	DAEP BUILDOUT	634.74	N
						Totals for Check 010038	18,885.62	
010039	07-24-2025	MAC PIZZA MANAGEME	000054	INV10967	199-00-2210.00-000-600000	SR PIZZA	33.15	N
010040	07-24-2025	ECOLAB	260310	6352455490	240-35-6342.00-999-699000	CHEMICALS	382.52	N
010041	07-24-2025	ENTERGY	000061	215007578901	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	8,968.53	N
010042	07-24-2025	FASTSIGNS CONROE	260162	I326-102651	199-51-6299.79-999-699091	SCOREBOARD SIGN REPAIR	405.13	N
010043	07-24-2025	FAULKNER HOUSE	260143	25721	699-81-6629.00-999-699000	MOVE PORTABLE FOR REACH	20,000.00	N
010044	07-24-2025	GLASS & MIRROR OF TH	260039	4026	199-34-6249.00-999-699000	Automotive Glass Replacement	345.00	N
			260039	4025	199-34-6249.00-999-699000	Automotive Glass Replacement	325.00	N
			260039	4024	199-34-6249.00-999-699000	Automotive Glass Replacement	325.00	N
						Totals for Check 010044	995.00	
010045	07-24-2025	GTS TECHNOLOGY SOL	260059	INV86596	199-11-6399.57-999-611053	STAFF DEVICES	38,826.20	N
010046	07-24-2025	JASON'S DELI	260266	25072106902000	199-13-6497.00-999-699043	CURRICULUM WORKSHOP	375.86	N
010047	07-24-2025	KELBI KELLY	000059	07/20-22	199-13-6411.00-001-622000	TEXAS HEALTH CONF TRAVEL	96.00	N
010048	07-24-2025	KIMBALL MIDWEST	260052	103579601	199-34-6319.00-999-699000	Shop Supplies	185.23	N
010049	07-24-2025	KINGS III EMERGENCY C	260085	31026200	199-51-6249.77-999-699000	CELL LINES FOR ELEVATORS	84.85	N
010050	07-24-2025	LONE STAR A/C	260186	LS2758	199-51-6248.77-999-699000	HVAC REPAIR @ STADIUM PRES	10,560.00	N
			000050	JLA2909	240-35-6249.00-999-699000	HS WIF-A CONTACTOR	453.87	N
			260139	LS2757	699-81-6629.00-999-699079	HVAC RELOC TO NEW WH	8,840.00	N
						Totals for Check 010050	19,853.87	
010051	07-24-2025	MCKENNA CONTRACTIN	260177	25057401	199-51-6299.00-999-699000	PLAYGROUND MULCH	11,700.00	N
010052	07-24-2025	PACIFIC NORHTWEST P	252063	119650	287-11-6399.00-999-524000	DISTRICT CHAMPS TRAINING SU	3,514.95	N
010053	07-24-2025	PINNACLE MEDICAL MA	260031	114885	199-34-6218.00-999-699000	Physicals & Drug Tests	288.00	N
010054	07-24-2025	PITNEY BOWES GLOBAL	260256	3321027796	199-00-1311.00-000-600000	DIST. MAIL LEASE 2025-2026	774.33	N
010055	07-24-2025	PLATINUM COPIER SOL	000063	268424	199-00-2210.00-000-600000	DISTRICT COPIERS	8,882.42	N
010056	07-24-2025	PNG HIGH SCHOOL	000055	VB 08/14-16	169-36-6499.15-001-691000	VOLLEYBALL ENTRY FEE 08/14-1	550.00	N
010057	07-24-2025	POSITIVE PROMOTIONS	260219	07600586	199-34-6399.00-999-699000	Bus Safety Week Supplies	2,999.76	N
010058	07-24-2025	PS LIGHTWAVE, LLC	260286	40360	199-11-6299.00-999-611053	SISD INTERNET PROVIDER	9,970.82	N
010059	07-24-2025	PURIFY	260237	141295845893	199-51-6259.74-999-699000	WWTP/WTP CHEMICAL SERVICE	903.00	N
			260237	141295845692	199-51-6259.74-999-699000	WWTP/WTP CHEMICAL SERVICE	125.00	N
						Totals for Check 010059	1,028.00	
010060	07-24-2025	RACK COACH	260249	7099	169-36-6299.00-001-691000	RACK PRO- NEW SUBSCRIPTION	1,750.00	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
010061	07-24-2025	REGION VI - ED. SERV.	260128	075515	199-13-6411.00-999-637000	TRAINING	860.00	N
010062	07-24-2025	RUSH BUS CENTERS	260151	3042495320	199-34-6249.00-999-699000	Bus 360 Repairs	8,090.70	N
010063	07-24-2025	RYAN MEADOWS	000056	07/23-26	199-13-6411.29-001-699055	PD TMEA CONF TRAVEL	108.00	N
010064	07-24-2025	RYAN RAMSEY	000057	07/23-26	199-13-6411.29-001-699055	PD TMEA CONF TRAVEL	108.00	N
010065	07-24-2025	SECURLY INC	260234	141973	199-11-6397.00-001-611000	A RICHARDS SECURLY FLEX	8,100.00	N
010066	07-24-2025	SELCO SEATING AND C	260160	2025893	199-51-6299.79-999-699091	BLEACHER INSPECTIONS/REPAI	3,500.00	N
010067	07-24-2025	SOUTHERN TIRE MART	260030	4560165207	199-34-6319.00-999-699000	Automotive Tires	881.58	N
010068	07-24-2025	MIDWAY FAST FOODS	260265	1/A 712021	199-41-6497.00-701-699000	FOOD FOR REALTOR LUNCH & L	99.06	N
010069	07-24-2025	SUMMIT AIR LLC	260078	421	199-51-6248.77-999-699000	HVAC DIAG @ PC	10,000.00	N
010070	07-24-2025	TAPT	260066	F191E210T1	199-34-6495.00-999-699000	TAPT Membership Dues	25.00	N
			260066	F191E298T1	199-34-6495.00-999-699000	TAPT Membership Dues	25.00	N
			260066	F191E300T1	199-34-6495.00-999-699000	TAPT Membership Dues	25.00	N
			260066	F191E314T1	199-34-6495.00-999-699000	TAPT Membership Dues	25.00	N
					Totals for Check 010070		100.00	
010071	07-24-2025	TASB	260255	677438	199-41-6495.00-702-699000	BOARDBOOK PREMIER SUBSCRI	2,250.00	N
			260114	675262	199-41-6499.00-702-699000	LOCAL DISTRICT POLICY CHANG	120.00	N
					Totals for Check 010071		2,370.00	
010072	07-24-2025	TEXAS POLITICAL SUBDI	000049	104618	199-34-6429.00-999-699000	FLEET AUDIT ADD LIABILITY	6,244.00	N
			000049	104618	199-34-6429.00-999-699000	FLEET AUDIT ADD PHYSICAL DA	5,998.00	N
					Totals for Check 010072		12,242.00	
010073	07-24-2025	THE FLIPPEN GROUP LL	260224	81143	199-21-6299.00-999-699040	DISTRICT CKH TRAINING	51,000.00	N
010074	07-24-2025	THE TIRE SHOP OF SPL	260290	L/P # 1199515	199-34-6249.00-999-699000	Balance Tires on A-5	110.00	N
010075	07-24-2025	THOMAS BUS GULF	260028	02603160	199-34-6319.00-999-699000	School Bus Parts / Equipment	251.60	N
010076	07-24-2025	VITALSOURCE TECHNO	000051	VST22373BJUN2	199-00-2210.00-000-600000	ECHS BOOKS	7,301.31	N
010077	07-24-2025	WEX BANK	260049	106040361	199-34-6311.00-999-699000	Fuel Credit Card	1,361.53	N
010078	07-24-2025	WINNING WAY SERVICE	242125	25-07080838	699-81-6629.00-999-699073	TEA CODE 61 INSPECTIONS NEW	3,125.00	N
010079	07-24-2025	YELLOWSTONE LANDSC	260261	948540	199-51-6299.79-999-699000	LANDSCAPING SERVICE	13,729.57	N
010080	07-31-2025	ACME ARCHITECTURAL	260218	4125796	199-51-6319.00-999-699000	DOOR REPAIR SUPPLIES	968.72	N
010081	07-31-2025	ALL PRO SEPTIC INC.	260279	90764	199-51-6259.74-999-699000	WASTE PUMP SERVICE	375.00	N
010082	07-31-2025	ALLHEART	260119	0006568073	240-35-6395.00-999-699000	25-26 UNIFORMS	7,797.63	N
010083	07-31-2025	AMAZON CAPITAL	260121	07/07-07/17	199-00-1312.00-000-600000	DISTRICT STOCK 2025-26	12,955.77	N
010084	07-31-2025	AT&T	260385	6364324011	199-51-6259.71-999-699000	DISTRICT PHONE SERVICE	1,418.10	N
			260385	6354324013	199-51-6259.71-999-699000	DISTRICT PHONE SERVICE	222.48	N
					Totals for Check 010084		1,640.58	
010085	07-31-2025	CASH	000071	25/26 START UP	240-00-1110.03-000-600000	CN - KITCHENS START UP MONE	1,280.00	N
010086	07-31-2025	CHARLIE'S PLUMBING, I	260180	0000161683	199-51-6249.00-999-699000	GAS TESTING	2,916.00	N
			260180	0000161951	199-51-6249.00-999-699000	GAS TESTING	3,810.00	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			260180	0000162042	199-51-6249.00-999-699000	GAS TESTING	558.00	N
			260180	0000162044	199-51-6249.00-999-699000	GAS TESTING	468.00	N
			260180	0000162046	199-51-6249.00-999-699000	GAS TESTING	723.00	N
			260180	0000162113	199-51-6249.00-999-699000	GAS TESTING	918.00	N
			260180	0000162123	199-51-6249.00-999-699000	GAS TESTING	1,425.00	N
						Totals for Check 010086	10,818.00	
010087	07-31-2025	COBURNS SUPPLY COM	260226	566229525	199-51-6319.00-999-699000	DISTRICT PLUMBING SUPPLIES	53.32	N
010088	07-31-2025	DEANNA BOYETT	000068	CN ACCT	240-00-5751.00-000-600000	CN ACCOUNT REFUND	14.25	N
010089	07-31-2025	TX DEPT. OF INFORMATI	260384	25061389N	199-51-6259.71-999-699000	DISTRICT PHONE SERVICE	401.68	N
010090	07-31-2025	DUKE COMMUNICATION	260084	12374	699-81-6629.00-999-699074	HS ADD DOOR SERVICE	6,482.53	N
010091	07-31-2025	EDUCATOR'S DEPOT,IN	052248	2006758	699-81-6629.00-999-699073	MOVING SERVICES - JH	4,809.12	N
010092	07-31-2025	EMC CAR CARE & TOWI	260040	5691	199-34-6299.00-999-699000	Towing Services	18.50	N
			260040	5674	199-34-6299.00-999-699000	Towing Services	18.50	N
						Totals for Check 010092	37.00	
010093	07-31-2025	ENTERGY	260374	100007262548	168-51-6259.72-999-699000	SKATING RINK ELECCTRICITY	1,258.54	N
			260373	240006512906	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	9,842.90	N
			260373	240006512905	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	52.17	N
			260373	270006558167	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	2,655.17	N
			260373	120007111076	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	1,204.57	N
			260373	90008711495	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	340.25	N
			260373	240006512904	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	570.54	N
			260373	15009198335	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	690.41	N
			260373	2026319072	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	14,796.45	N
			260373	210006439334	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	244.37	N
			260373	240006512907	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	8,346.59	N
			260373	2026319007	199-51-6259.72-999-699000	DISTRICT ELECTRICITY	29,255.13	N
						Totals for Check 010093	69,257.09	
010094	07-31-2025	FISH WINDOW CLEANIN	260150	181681	199-51-6299.00-999-699078	EXTERIOR WINDOWS	450.00	N
			260150	181682	199-51-6299.00-999-699078	EXTERIOR WINDOWS	450.00	N
			260150	181678	199-51-6299.00-999-699078	EXTERIOR WINDOWS	1,999.00	N
			260150	181678	199-51-6299.00-999-699078	EXTERIOR WINDOWS	1,699.00	N
						Totals for Check 010094	4,598.00	
010095	07-31-2025	ACCO BRANDS USA LLC	260026	4730604542	699-81-6629.00-999-699073	FFE LAMINATOR AND SHREDDER	850.36	N
			260026	4730540442	699-81-6629.00-999-699073	FFE LAMINATOR AND SHREDDER	2,371.67	N
						Totals for Check 010095	3,222.03	
010096	07-31-2025	GLACIERGRID, INC.	000064	63D7F8B9-0004	240-35-6499.00-999-699000	HUB REPLACEMENT	250.00	N
010097	07-31-2025	GRINGO'S MEXICAN KIT	260323	G14-186	169-36-6497.00-001-691000	COACHES MEAL	284.95	N
010098	07-31-2025	HIGH POINT	260096	211017	199-51-6399.02-999-699078	CHEMICALS,, GLOVES, PADS	51.10	N
010099	07-31-2025	JASON'S DELI	260319	25072206905001	199-21-6497.00-999-699040	ASSISTANT PRINCIPALS	444.65	N
			260303	25071806906001	199-41-6497.00-702-699000	FOOD FOR BOARD MEETING	156.59	N
						Totals for Check 010099	601.24	

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
010100	07-31-2025	KIMBALL MIDWEST	260052	103584113	199-34-6319.00-999-699000	Shop Supplies	345.60	N
010101	07-31-2025	LCD CONCEPTS, INC	260099	22668	699-81-6629.00-999-699079	NEW ISS PRO DEV IFP'S	10,450.00	N
			260102	22669	699-81-6629.00-999-699079	NEW ISS PRO DEV IFP'S	10,450.00	N
Totals for Check 010101							20,900.00	
010102	07-31-2025	LEE TECHNOLOGY SOL	000069	000006	199-11-6399.57-999-611053	C6GC NETWORK SOFTWARE	800.00	N
010103	07-31-2025	LEGEND INSURANCE	000066	884-2025	199-36-6429.00-001-699000	CATASTROPHIC ACCIDENT INSU	1,560.00	N
010104	07-31-2025	LIBERTY OFFICE	260252	5631957-0	199-00-1312.00-000-600000	DISTRICT STOCK 2025-26	110.49	N
			260268	5633485-0	199-00-1312.00-000-600000	DISTRICT STOCK 2025-26	337.85	N
Totals for Check 010104							448.34	
010105	07-31-2025	LONE STAR A/C	260190	LS2763	168-51-6249.00-999-699000	HVAC MAINTENANCE @SKATING	985.00	N
			260269	LS2771	199-51-6248.77-999-699000	CULINARY ARTS HVAC MAINT	935.00	N
			000065	LS2773	240-35-6249.00-999-699000	SUMMER MAINT - HS	2,620.00	N
			000065	LS2772	240-35-6249.00-999-699000	SUMMER MAINT - WAREHOUSE	600.00	N
			000065	LS2764	240-35-6249.00-999-699000	DEFROST TIMER - GLE	475.00	N
			000065	LS2766	240-35-6249.00-999-699000	SUMMER MAINT - GLE	2,295.00	N
			000065	LS2767	240-35-6249.00-999-699000	SUMMER MAINT - PWE	2,360.00	N
			000065	LS2768	240-35-6249.00-999-699000	SUMMER MAINT - TLE	1,920.00	N
			000065	LS2769	240-35-6249.00-999-699000	SUMMER MAINT - JH	1,795.00	N
Totals for Check 010105							13,985.00	
010106	07-31-2025	MAGNATAG	260067	687648	699-81-6629.00-999-699073	MASTER SCHEDULE BOARD	1,167.69	N
010107	07-31-2025	MEGHAN MOTLOCH	000070	CN ACCT	240-00-5751.00-000-600000	CN ACCOUNT REFUND	6.00	N
010108	07-31-2025	MICRO INTEGRATION IN	260322	240835	199-53-6398.00-999-699000	SFP MODULES	3,750.00	N
010109	07-31-2025	MOBILE	260063	858000790-2	699-81-6629.00-999-699073	RADIOS FOR CAMPUS	683.00	N
			260063	858000790-1	699-81-6629.00-999-699073	RADIOS FOR CAMPUS	13,885.00	N
Totals for Check 010109							14,568.00	
010110	07-31-2025	NATIONAL HEALTH LIFE	000067	884-2025	169-36-6429.00-001-691000	BASE ACCIDENT INSURANCE	21,000.00	N
			000067	884-2025	199-36-6429.00-001-699000	BASE ACCIDENT INSURANCE	10,900.00	N
Totals for Check 010110							31,900.00	
010111	07-31-2025	O'REILLY AUTOMOTIVE	260029	JULY 2025	199-34-6319.00-999-699000	Automotive Parts	1,993.05	N
010112	07-31-2025	PINNACLE MEDICAL MA	260031	114995	199-34-6218.00-999-699000	Physicals & Drug Tests	48.00	N
			260031	115059	199-34-6218.00-999-699000	Physicals & Drug Tests	140.00	N
			260338	114937	199-34-6218.00-999-699000	Physicals & Drug Tests	5,180.00	N
Totals for Check 010112							5,368.00	
010113	07-31-2025	PRECISION BUSINESS M	260301	1727373	199-11-6399.00-102-611000	POSTER PAPER MACH/ STUDENT	1,099.70	N
010114	07-31-2025	RANDALL REED'S PLAN	260038	F0CS246319	199-34-6249.00-999-699000	Automotive Repairs	194.87	N
010115	07-31-2025	RISING SON INDUSTRIA	260023	C25-46	699-81-6629.00-999-699000	REACH-PORTABLE BLDG SERV	6,430.60	N
010116	07-31-2025	SAM'S CLUB DIRECT	260136	DISTRICT	199-00-1312.00-000-600000	DISTRICT SUPPLIES	1,100.00	N
010117	07-31-2025	SHERWIN WILLIAMS	260259	4555-6	699-81-6629.00-999-699000	FLOOR PAINT FOR DAEP BUILD	1,103.60	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
010118	07-31-2025	SUMMIT AIR LLC	260077	423	199-51-6248.77-999-699000	HVAC REPAIR @ PCE	2,400.00	N
010119	07-31-2025	TAB TECHNOLOGIES, LL	242063	10221	699-81-6629.00-999-699073	TAB OF THE HVAC FOR NEW JH	56,006.00	N
010120	07-31-2025	TASBO	260328	54246-2025	199-21-6495.00-999-699043	MEMBERSHIP FEE SHEPPARD	145.00	N
010121	07-31-2025	TEXAS AWNINGS ETC.	260100		699-81-6629.00-999-699079	RAISE CANOPY AT PCSS	4,264.10	N
010122	07-31-2025	TEXAS MULTI-CHEM, LT	260197	1063641	199-51-6299.79-999-699091	TURF MAINT-SOFTBALL	379.00	N
			260198	1063640	199-51-6299.79-999-699091	TURF MAINT-BASEBALL	800.00	N
						Totals for Check 010122	1,179.00	
010123	07-31-2025	THOMAS BUS GULF	260028	02603193	199-34-6319.00-999-699000	School Bus Parts / Equipment	1,362.40	N
			260028	02603282	199-34-6319.00-999-699000	School Bus Parts / Equipment	102.64	N
			260028	02603006	199-34-6319.00-999-699000	School Bus Parts / Equipment	88.64	N
			260028	02603472	199-34-6319.00-999-699000	School Bus Parts / Equipment	253.56	N
				02603367	199-34-6319.00-999-699000	CORE RETURN	-590.00	N
						Totals for Check 010123	1,217.24	
010124	07-31-2025	TNT PRINTING CO.	260194	699774	199-41-6399.00-750-699000	JOHNSON/CONKLIN BUSINESS C	349.00	N
010125	07-31-2025	UNIFIRST FIRST AID CO	260034	B279436	199-34-6299.00-999-699000	First Aid Cabinet Refills	56.37	N
010126	07-31-2025	UNIFY ENERGY SOLUTI	260342	SM5378	199-51-6248.77-999-699000	HVAC DIAG @ GLE	1,342.00	N
010127	07-31-2025	UNIVERSITY INTERSCH	000072	25/26	199-36-6495.00-999-699000	DISTRICT UIL MEMBERSHIP FEE	3,250.00	N
010128	07-31-2025	VICON SYSTEMS LLC	260309	INV000000513	199-51-6248.77-999-699000	TLE IAQ SERVICE	6,825.00	N
010129	07-31-2025	CAPITAL ONE	260051	1663940204	199-34-6497.00-999-699000	Ride and Drive Event Food	143.72	N
			260283	1663940204	199-41-6497.00-701-699000	BACK-TO-SCHOOL RETREAT	356.17	N
						Totals for Check 010129	499.89	
010130	07-31-2025	WENGER CORPORATIO	242061	895605	699-81-6629.00-999-699073	BAND STORAGE EQUIP FOR NEW	197,324.25	N
010131	07-31-2025	WILBANKS CONTRACTO	260276	IN0005907	199-51-6248.77-999-699000	HS BOILER REPAIR	1,727.52	N
136632	07-30-2025	FIRST FINANCIAL ADMIN	DEDCH		863-00-2153.00-310-600000	JUL DED LIFE INSURANCE	696.80	N
			DEDCH		863-00-2153.00-311-600000	JUL DED LIFE INSURANCE	9,048.56	N
			DEDCH		863-00-2159.00-203-600000	JUL DED HSA	2,066.66	N
			DEDCH		863-00-2159.00-204-600000	JUL DED MISCELLANEOUS DEDU	12,558.28	N
			DEDCH		863-00-2159.00-205-600000	JUL DED DEPENDENT CHILD CAR	1,649.98	N
			DEDCH		863-00-2159.00-300-600000	JUL DED MISCELLANEOUS DEDU	2,348.60	N
			DEDCH		863-00-2159.00-312-600000	JUL DED MISCELLANEOUS DEDU	1,998.62	N
			DEDCH		863-00-2159.00-313-600000	JUL DED MISCELLANEOUS DEDU	211.00	N
			DEDCH		863-00-2159.00-314-600000	JUL DED MISCELLANEOUS DEDU	274.00	N
			DEDCH		863-00-2159.00-315-600000	JUL DED MISCELLANEOUS DEDU	2,639.20	N
			DEDCH		863-00-2159.00-504-600000	JUL DED MISCELLANEOUS DEDU	131.00	N
			DEDCH		863-00-2159.00-505-600000	JUL DED MISCELLANEOUS DEDU	23,840.52	N
			DEDCH		863-00-2159.00-506-600000	JUL DED MISCELLANEOUS DEDU	6,306.20	N
			DEDCH		863-00-2159.00-507-600000	JUL DED MISCELLANEOUS DEDU	10,740.78	N
			DEDCH		863-00-2159.00-508-600000	JUL DED MISCELLANEOUS DEDU	3,443.70	N
			DEDCH		863-00-2159.00-509-600000	JUL DED MISCELLANEOUS DEDU	1,752.62	N
			DEDCH		863-00-2159.00-510-600000	JUL DED MISCELLANEOUS DEDU	3,232.32	N
			DEDCH		863-00-2159.00-511-600000	JUL DED MISCELLANEOUS DEDU	1,470.52	N

Cnty Dist: 170-907

From To

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			DEDCH		863-00-2159.00-520-600000	JUL DED MISCELLANEOUS DEDU	2,401.00	N
			DEDCH		863-00-2159.00-613-600000	JUL DED MISCELLANEOUS DEDU	8,932.76	N
Totals for Check 136632							95,743.12	
136633	07-30-2025	TIVA	DEDCH		863-00-2159.00-709-600000	JUL DED MISCELLANEOUS DEDU	31.16	N
136634	07-30-2025	HORACE MANN INSURA	DEDCH		863-00-2159.00-403-600000	JUL DED TAX SHEL. ANNUITY	2,920.59	N
136635	07-30-2025	TCG ADMINISTRATORS	DEDCH		863-00-2159.00-100-600000	JUL DED 457 DEFERRED COMP.	1,314.94	N
			DEDCH		863-00-2159.00-415-600000	JUL DED TAX SHEL. ANNUITY	15,544.00	N
			DEDCH		863-00-2159.00-416-600000	JUL DED ROTH ANNUITY	5,099.00	N
			DEDCH		863-00-2159.00-418-600000	JUL DED PAYROLL DEDUCTION	8,150.00	N
			DEDCH		863-00-2159.00-419-600000	JUL DED 457 DEFERRED COMP.	5,350.00	N
Totals for Check 136635							35,457.94	
E00074	07-17-2025	CARRIER CORPORATIO	000040	908096038	699-00-2210.00-000-600000	GLE HVAC	19,500.00	Y
E00075	07-17-2025	JW PEPPER & SON INC.	260213	367612521	199-11-6399.29-001-611055	Drill Team/Band Music	337.60	Y
E00076	07-17-2025	SYMMETRY ENERGY SO	000023	20396894	199-51-6259.73-999-699000	DISTRICT GAS	2,648.10	Y
E00077	07-24-2025	CARRIER CORPORATIO	000062	908239991	699-00-2210.00-000-600000	PCE UNITS	8,100.00	Y
			000062	908166124	699-00-2210.00-000-600000	PCE UNITS	2,160.00	Y
			000062	908012093	699-00-2210.00-000-600000	PCE UNITS	24,050.00	Y
Totals for Check E00077							34,310.00	
E00078	07-24-2025	FRONTLINE TECHNOLO	260205	INVESP21872	199-11-6397.00-999-611043	RTI-eStar Renewal 2025/2026	9,566.93	Y
			260155	INVUS224192	199-41-6299.00-750-699041	ASSET MANAGEMENT SUBSCRIP	4,973.00	Y
			260154	INVUS221117	199-41-6299.00-750-699041	ABSENCE & TIME SOLUTION	37,130.23	Y
Totals for Check E00078							51,670.16	
Total Checks							2,381,947.01	

End of Report

BOARD CHECK PAYMENT RECAP
For the month ending Jul 31, 2025

ACCOUNTS PAYABLE

Skating Rink	2,550.73
Athletics	27,826.01
General Fund	1,577,652.18
Food Service	45,887.82
Bond Fund	593,877.46
Payroll Clearing	134,152.81
TOTAL ACCOUNTS PAYABLE*	<u>\$ 2,381,947.01</u>

PAYROLL

Skating Rink	11,168.95
General Fund	4,056,885.56
Food Service	102,936.48
Bond Fund	32,301.44
Grants	149,136.61
TOTAL PAYROLL	<u>\$ 4,352,429.04</u>

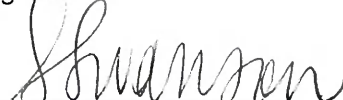
WIRE TRANSFERS

Bond Payments to Computershare	-
Bond Payments to Bank of NY Mellon	-
Other Wires (land purchases)	-
TOTAL OUTGOING WIRES	<u>\$ -</u>

TOTAL DISBURSEMENTS **\$ 6,734,376.05**

*See attached Check Register

Signed:



Stacey Swanson, Director of Finance



Yvonne Johnson, CFO

Date Run: 08-08-2025 4:22 PM
 Cnty Dist: 170-907
 From To

Check Payments Fund Summary
 SPLENDORA ISD

Program: FIN1300
 Page: 1 of 1
 File ID: C

For the Month of July

Check Nbr	Check Date	Payee	Organization	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount
					Totals for Fund 168 / 6	2,550.73
					Totals for Fund 169 / 6	27,826.01
					Totals for Fund 199 / 6	1,569,498.59
					Totals for Fund 224 / 6	339.00
					Totals for Fund 240 / 6	44,449.51
					Totals for Fund 242 / 6	1,438.31
					Totals for Fund 255 / 5	4,299.64
					Totals for Fund 287 / 5	3,514.95
					Totals for Fund 699 / 6	593,877.46
					Totals for Fund 863 / 6	134,152.81
					Totals For Checks	2,381,947.01

Estimated Number Of Unpaid Checks To Print:

End of Report

Splendora Independent School District
Texas Teacher Evaluation and Support System (T-TESS)
GENERAL GUIDELINES AND APPRAISAL CALENDAR
2025-2026

1. Each school district shall establish a calendar for the appraisal of teachers. TAC 150.1003(d)

2. The appraisal period must include all the days of a teacher's contract. TAC 150.1003(d)

Appraisal Period

August 5 – May 29

3. An orientation to the Texas Teacher Evaluation and Support System (T-TESS) must be provided no later than the final day of the first three weeks of school and at least two weeks before the first observation. TAC 150.1006(a) (b). In SISD, the T-TESS orientation will be completed before August 29, 2025.

4. Observations during the appraisal period must be conducted during the required days of instruction for students during one school year. The appraisal period shall exclude the first two weeks of instruction. TAC 150.1003(d)(1)

The first two weeks of instruction are excluded from documented T-TESS Walkthroughs.

August 13 – August 29

T-TESS Window Begins

September 15, 2025

5. An observation post-conference shall be conducted within 10 working days after the completion of an observation. TAC 150.1003 (b)(5)(A)

6. Goal-Setting and the Professional Development Plan shall be submitted to the teacher's appraiser within the first six weeks after the T-TESS orientation TAC 150.1003(b) (1) (A). For a teacher in their first year of appraisal under the T-TESS or for teachers new to the district, a Goal-Setting and Professional Development Plan conference must take place before the teacher submits the plan to their appraiser. TAC 150.1003(b) (2)

The Goal-Setting and Professional Development Plan shall be maintained throughout the school year and shared with the teacher's appraiser before the end-of-year conference. TAC 150.1003(b) (C, D)

Goal-Setting and Professional Development Plan

September 1 – October 10

7. End-of-year conferences shall be completed no later than 15 working days before the last day of instruction for students. TAC 150.1003(d)(2) also (i).

In cases where the certified appraiser is not an administrator on the teacher's campus, as defined in §150.1005(b) (Appraiser Qualifications), either the principal, assistant principal, or another supervisory staff member designated as an administrator on the campus must participate in the end-of-year conference.

End-of-Year Conferences

In SISD, the goal is for all End-of-Year Conferences to be completed by March 13.

8. Written summative annual appraisal report shall be shared with the teacher within 10 working days following the end-of-year conference TAC 150.1003 (h) (i)

Written Summative Annual Appraisal Reports

In SISD, it is recommended that all administrators complete written summatives by March 27, prior to Spring Break.

A teacher may request a second appraisal by another certified appraiser at the following times: TAC 150.1004(c) (1) for Domains I, II, and III after receiving a written observation summary with which the teacher disagrees; or (2) for Domain IV after receiving a written summative annual appraisal report with which the teacher disagrees.

The second appraisal must be requested within 10 working days of receiving a written observation summary or a written summative annual appraisal report. TAC 150.1004 (d)

The second appraiser shall make observations and walk-throughs as necessary to evaluate the dimensions in Domains I-III or shall review the Goal-Setting and Professional Development Plan for evidence of goal attainment and professional development activities, when applicable. Cumulative data may also be used by the second appraiser to evaluate other dimensions. TAC 150.1004 (f)

9. The written summative annual appraisal report shall be placed in the teacher's personnel file (Eduphoria Strive) by the end of the appraisal period. TAC 150.1003(h).

In Splendor ISD, all appraisal documents will be signed by the teacher and then the appraiser.

NOTE: A teacher new to the district or when the teacher has never been appraised under T-TESS shall be provided with an orientation of T-TESS no later than the final day of the first three weeks of school and at least two weeks before the teacher's first observation. TAC 150.1006(a) (1) (2) This would include teachers employed at any time during the year. Teachers employed after the first three weeks of school will receive training within the first three weeks of their start date with Splendor ISD and at least two weeks prior to their first observation. Additional orientations shall be provided anytime substantial changes occur in the T-TESS. TAC 150.1006(a)(3) (b)

Revised 8/13/25

Splendor ISD Board of Trustees approved

Texas Teacher Evaluation and Support System (T-TESS)
List of Appraisers
2025-2026

Allen Painter	Splendora High School
John DeBrock	Splendora High School
Forrest Patterson	Splendora High School
TaMeka Martin	Splendora High School
Bay Hill	Splendora High School
Molly Bufford	Splendora Junior High
Clay Davis	Splendora Junior High
Johnathon Andrews	Splendora Junior High
Kaley Jackson	Splendora Junior High
Nichole Gardner	Coleman 6th Grade Campus
Dr. Megan Durtche	Coleman 6th Grade Campus
Sonya Simpson	Greenleaf Elementary
Kelly Smoot	Greenleaf Elementary
Jessica Sowell	Peach Creek Elementary
Patricia Tillery	Peach Creek Elementary
Lonny Harris	Peach Creek Elementary
Harrison Gillaspy	Piney Woods Elementary
Stephanie Morse	Timber Lakes Elementary
Dr. Brittney Pettis	Special Services
Dr. Shane Conklin	Administration
Dr. William Rhodes	Administration



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: 08/18/ 2025

AGENDA ITEM NAME: GT Universal Screening Change for Local Board Policy (EHBB)

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Fiscal & Operational Systems; Community Engagement and Partnerships, Professional Learning and Quality Staff; Engaged Well-Rounded Students

BACKGROUND INFORMATION: The purpose of this policy change is to identify gifted students earlier in elementary school using a screener without relying on teacher or parent referrals. This approach aims to prevent underrepresentation, reduce the cost per student for screening and assessment, and streamline the process for obtaining permissions to assess for gifted services.

ADMINISTRATIVE RECOMMENDATION: To universally screen in Kindergarten with planned experiences; Universally screen in Grade 2 with a cognitive assessment.

ATTACHMENTS: [Local Policy- GT Screening](#) [GT Presentation](#)

BUDGET INFORMATION: Change in policy reduces cost per student from \$17 per student screened with a nonverbal abilities assessment to a range of \$6.50-\$13.50 per student.

RESOURCE PERSONNEL: Eva Baker, GT Coordinator

RECOMMENDED MOTION:

Referral	Students may be referred for the gifted and talented program at any time by teachers, school counselors, parents, or other interested persons.
Screening and Identification Process	<p>The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year.</p> <p>The District shall schedule a gifted and talented program awareness session for parents that provides an overview of the identification procedures and services for the program prior to beginning the screening and identification process.</p>
Parental Consent	The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.
Identification Criteria	The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
Assessments	Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.
Selection	A placement committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law.
Notification	The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted and talented program.

Reassessment	If the District reassesses students in the gifted and talented program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.
Transfer Students	When a student identified as gifted by a previous school district enrolls in the District, the placement committee shall review the student's records and conduct assessment procedures when necessary to determine if placement in the District's program for gifted and talented students is appropriate.
Interdistrict	[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]
Intradistrict	A student who transfers from one campus in the District to the same grade level at another District campus shall continue to receive services in the District's gifted and talented program.
Furloughs	The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student. In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.
Exit Provisions	The District shall monitor student performance in response to gifted and talented program services. If at any time the placement committee or a parent determines the program is not meeting the student's educational needs, the committee shall meet with the parent and student before finalizing an exit decision.
Appeals	A parent, student, or educator may appeal any final decision of the placement committee regarding services in the gifted and talented program. Appeals shall be made first to the placement committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.
Program Evaluation	The District shall annually evaluate the effectiveness of the District's gifted and talented program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members,

administrators, teachers, school counselors, students in the gifted and talented program, and the community.

Funding

The Superintendent shall develop administrative procedures to ensure that 100 percent of the state funds allocated for the gifted and talented program are spent providing and enhancing the District's program and that a method accounting for expenditures related to the gifted and talented program is established and aligns with the Texas Education Agency's financial compliance guidance.

Community Awareness

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.



Splendor ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE:8/18/2025

AGENDA ITEM NAME:2025-2026 Resolution of the Board Regarding Hazardous Traffic Conditions

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Fiscal & Operational Systems

BACKGROUND INFORMATION:A Resolution of the Board Regarding Hazardous Traffic Conditions is a document adopted by a school district's board of trustees that identifies specific areas around schools where traffic conditions are deemed hazardous, potentially making students eligible for transportation services funded by the [Texas Education Agency \(TEA\)](#). These resolutions are based on [Education Code 42.155\(d\)](#), which defines hazardous conditions and allows districts to seek funding for transporting students who would otherwise be ineligible due to proximity to school.

ADMINISTRATIVE RECOMMENDATION:

ATTACHMENTS: 2025/2026 Resolution of the Board Regarding Hazardous Traffic Conditions

BUDGET INFORMATION: None

RESOURCE PERSONNEL: None

RECOMMENDED MOTION:

Resolution of the Board Regarding Hazardous Traffic Conditions

WHEREAS, Education Code 42.155(d) allows the Board of Trustees of Splendora Independent School District to obtain supplemental state funding for transporting regular, otherwise ineligible students who live within two miles of their school but who would be subject to hazardous traffic conditions if they walked to school;

WHEREAS, the Texas Education Agency handbook on School Transportation Allotments requires the Board to adopt language providing the definition of hazardous traffic conditions applicable to the District and identifying the specific hazardous areas for which such funding is requested; and

WHEREAS, the Board acknowledges Education Code 42.155(d) provisions, stating that a hazardous condition exists where no walkway is provided and children must walk along or cross a freeway or expressway, an underpass, an overpass or a bridge, an uncontrolled major traffic artery, an industrial or commercial area, or another comparable condition;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Splendora Independent School District has determined that a hazardous condition exists because there is no walkway where students must walk along or cross:

Piney Woods Elementary

FM 2090 RD (West of US Hwy 59, North FM 2090 RD)

- Heavy commercial traffic
- Major connector between Hwy 59 and FM 3083 Rd
- Sidewalks not present
- No pedestrian traffic control provided
- 55 mph road to be crossed

Peach Creek Elementary

N & S Tram Rd (Including artery streets)

- Artery to FM 2090 Rd, E River Rd and Roman Forest Blvd
- 40 mph road to be crossed
- No pedestrian traffic control provided
- Narrow roadway
- Sidewalks not present

Hill & Dale Ave (Including Hill and Dale Ranch Subdivision)

- Artery to First St and Tram Rd
- No pedestrian traffic control provided
- Narrow roadway with curves
- Sidewalks not present
- 35 mph road to be crossed

Frye Rd

- Connector to S Tram Rd
- No pedestrian traffic control provided ●
- Narrow roadway

- Sidewalks not present
- 35 mph road to be crossed

Hill & Dale Terrace (Including artery streets)

- No pedestrian traffic control provided ●
- Narrow roadway
- Sidewalks not present

S Oak Creek Dr (Including artery streets)

- Connector to S Tram Rd
- No pedestrian traffic control provided ●
- Narrow roadway
- Sidewalks not present

Oak Creek Dr

- Connector to S Tram Rd
- No pedestrian traffic control provided ●
- Narrow roadway
- Sidewalks not present

Brentwood Rd

- Connector to S Tram Rd
- No pedestrian traffic control provided ●
- Narrow roadway
- Sidewalks not present

Westgate Rd (Including artery streets)

- Connector to FM 2090 Rd
- No pedestrian traffic control provided ●
- Narrow roadway
- Sidewalks not present

Short St

- Connector to S Tram Rd
- No pedestrian traffic control provided ●
- Narrow roadway
- Sidewalks not present

Center St

- Connector to S Tram Rd
- No pedestrian traffic control provided ●
- Narrow roadway
- Sidewalks not present

Long St

- Connector to S Tram Rd
- No pedestrian traffic control provided ●
- Narrow roadway
- Sidewalks not present

Rio Vista Blvd (Including artery streets)

- Connector to S Tram Rd
- No pedestrian traffic control provided ●
- Narrow roadway
- Sidewalks not present

Holly Dr

- Connector to FM 2090 Rd

- No pedestrian traffic control provided •
- Narrow roadway
- Sidewalks not present

Magnolia Dr

- Connector to FM 2090 Rd
- No pedestrian traffic control provided •
- Narrow roadway
- Sidewalks not present

Pin Oak Dr

- Connector to N Tram Rd
- No pedestrian traffic control provided •
- Narrow roadway
- Sidewalks not present

Hickory Dr

- No pedestrian traffic control provided •
- Narrow roadway
- Sidewalks not present

May Rd

- Connector to N Tram Rd
- No pedestrian traffic control provided •
- Narrow roadway
- Sidewalks not present

Coral St

- Connector to N Tram Rd
- No pedestrian traffic control provided •
- Narrow roadway
- Sidewalks not present

Mustang St

- Connector to N Tram Rd
- No pedestrian traffic control provided •
- Narrow roadway
- Sidewalks not present

Sundown St

- Connector to N Tram Rd
- No pedestrian traffic control provided
- Narrow roadway
- Sidewalks not present

Wagon Wheel

- Connector to N Tram Rd
- No pedestrian traffic control provided
- Narrow roadway
- Sidewalks not present

Sunset St

- Connector to N Tram Rd
- No pedestrian traffic control provided
- Narrow roadway
- Sidewalks not present

- Connector to N Tram Rd
- No pedestrian traffic control provided
- Narrow roadway
- Sidewalks not present

Double X

- Connector to N Tram Rd
- No pedestrian traffic control provided
- Narrow roadway
- Sidewalks not present

3 Bar

- Connector to N Tram Rd
- No pedestrian traffic control provided
- Narrow roadway
- Sidewalks not present

FM 2090 RD (East of US Hwy 59)

- Heavy commercial traffic
- Major connector between Hwy 59 and FM 1010 Rd
- Sidewalks not present
- No pedestrian traffic control provided
- 55 mph road to be crossed

Joy Village

- Connector to FM 2090 Rd
- 55 mph road to be crossed
- No pedestrian traffic control provided

Carol Ln

- Connector to FM 2090 Rd
- 55 mph road to be crossed
- No pedestrian traffic control provided

Greenleaf Elementary

FM 2090 RD (West of Hwy 59)

- Heavy commercial traffic
- Major connector between Hwy 59 and FM 3083 Rd
- Sidewalks not present
- No pedestrian traffic control provided
- 55 mph road to be crossed

Etta Rd

- Cross railroad tracks
- Cross major intersection
- Artery to service road of US Hwy 59
- Sidewalks not present
- No pedestrian traffic control provided
- 55 mph road to be crossed

Sallee Rd

- Cross railroad tracks
- Cross major intersection
- Artery to service road of US Hwy 59
- Sidewalks not present

- Heavy commercial traffic
- 55 mph road to be crossed

US Hwy 59 Service Rd

- Artery to US Hwy 59
- Cross railroad tracks
- Sidewalks not present
- 55 mph
- Heavy commercial traffic

N Hwy 59 Business

- Cross Railroad tracks
- Sidewalks not present
- Major connector to Hwy 59
- Heavy commercial traffic
- 55 mph road to be crossed

Lake Splendor Subdivision

- Artery to FM 2090 Rd
- 55 mph road to be crossed
- No pedestrian traffic control provided

Timber Lakes Elementary

Hwy 242

- Cross major intersection
- Sidewalks not present
- Heavy commercial traffic
- 55 mph road to be crossed
- Major connector between Hwy 59 and Interstate 45
- 4 lane divided roadway

Northcrest Ranch (Northcrest Trail & Lost Spur only)

- Cross major intersection
- No pedestrian traffic control provided
- 55 mph road to be crossed
- Artery to FM 242
- Sidewalks not present

Splendor High School

FM 2090 RD (West of US Hwy 59)

- Heavy commercial traffic
- Major connector between Hwy 59 and FM 3083 Rd
- Sidewalks not present
- 55 mph road to be crossed

Presswoods Subdivision

- Connector to FM 2090 Rd
- 55 mph road to be crossed

The Canopies Subdivision

- Connector to FM 2090 Rd
- 60 mph road to be crossed

- No pedestrian traffic control provided

Townsend Reserve Subdivision

- Connector to FM 2090 Rd
- 60 mph road to be crossed
- No pedestrian traffic control provided

Morgan Dr (including Alta Rd & W Holly Ln.)

- Connector to FM 2090 Rd
- Sidewalks not present
- Artery to FM 2090 Rd

Marks Rd

- Connector to FM 2090 Rd
- Sidewalks not present
- Artery to FM 2090 Rd

Hayden Rd

- Connector to FM 2090 Rd
- Sidewalks not present
- Artery to FM 2090 Rd

Drivers Rd

- Connector to FM 2090 Rd
- 55 mph road to be crossed
- No pedestrian traffic control provided

Goodson Rd

- Sidewalks not present
- Connector to FM 2090 Rd

Coleman 6th Grade Campus

FM 2090 RD (West of US Hwy 59)

- Heavy commercial traffic
- Major connector between Hwy 59 and FM 3083 Rd
- Sidewalks not present
- No pedestrian traffic control provided
- 55 mph road to be crossed

Presswoods Subdivision

- Connector to FM 2090 Rd
- 55 mph road to be crossed
- No pedestrian traffic control provided

The Canopies Subdivision

- Connector to FM 2090 Rd
- 60 mph road to be crossed
- No pedestrian traffic control provided

Townsend Reserve Subdivision

- Connector to FM 2090 Rd
- 60 mph road to be crossed
- No pedestrian traffic control provided

Morgan Dr (including Alta Rd & W Holly Ln.)

- Sidewalks not present

- Connector to FM 2090 Rd

Marks Rd

- Sidewalks not present
- Connector to FM 2090 Rd

Hayden Rd

- Sidewalks not present
- Connector to FM 2090 Rd

Drivers Rd

- Connector to FM 2090 Rd
- 55 mph road to be crossed
- No pedestrian traffic control provided

Goodson Rd

- Sidewalks not present
- Connector to FM 2090 Rd

Splendora Junior High School

FM 2090 RD (West of US Hwy 59)

- Heavy commercial traffic
- Major connector between Hwy 59 and FM 3083 Rd
- Sidewalks not present
- No pedestrian traffic control provided

Adopted this _____ (date) day of _____ (month), _____ (year), by the Board of Trustees.

Presiding officer's signature

Board Secretary's signature

ORDER FOR ELECTION
ORDEN DE ELECCION
Splendor Independent School District
Distrito Escolar Independiente de Splendor

An election is hereby ordered to be held on November 4, 2025, for the purpose of electing trustees to the Splendor Independent School District Board: Positions #6, and #7. *Se llevará a cabo una elección el 4 de noviembre de 2025 con el propósito de elegir fideicomisarios para la Junta del Distrito Escolar Independiente de Splendor: Posiciones #6, y #7.*

The first day for early voting by personal experience is October 20, 2025 and the last day of early voting is October 31, 2025. *El primer día de votación anticipada por experiencia personal es el 20 de octubre de 2025 y el último día de votación anticipada es el 31 de octubre de 2025.*

Early Voting times are:

Los tiempos de votación temprana son:

October 20 – 25 Monday – Saturday 8:00 am – 5:00 pm

October 27 – 31 Monday – Friday 7:00 am – 7:00 pm

Early voting will be conducted at the following location(s) during the early voting period:

Central Library, 104 I-45 North, Conroe, 77301 Large Meeting room

La votación temprana se llevará a cabo en el siguiente lugar durante el período de votación temprana:

Central Library, 104 I-45 North, Conroe, 77301, *Sala Principal*

Applications for ballot by mail shall be mailed to:

Las solicitudes de boleta electoral por correo se enviarán por correo a:

Election Central, 9159 Airport Road, Conroe 77303

Applications for ballot by mail must be received no later than the close of business on October 24, 2025.

Las solicitudes de boletas por correo deben recibirse antes del cierre de operaciones del 24 de octubre de 2025.

Additional early voting will be held at the following locations:

La votación temprana adicional se llevará a cabo en los siguientes lugares:

North Montgomery County Community Center 600 Gerald Street

Willis 77378, Community Room 102 and 103, (Sala comunitaria 102 y 103)

Lone Star Community Center 2500 Lone Star Parkway

Montgomery 77356, Cissy Boulware Room (Sala Cissy Boulware)

West Montgomery County Community, Development Center, 31355 Friendship Drive

Magnolia 77355, Green Room (Sala verde)

Magnolia Event Center Annex 11731 FM 1488, Magnolia 77354, Main Room (Sala principal)

Kevin Brady Community Center 2250 Buckthorne Place, Spring 77380, TBD, (TBD)

Spring Creek Greenway Nature Center 1300 Riley Fuzzel Road, Spring 77386, Community Center (Centro comunitario)

East Montgomery County Fair Association Building, 21675A McCleskey Road, New Caney 77357

Main Room (Sala principal)

East Montgomery County Community, Development Center, 16401 First Street, Suite 100, Splendor 77372

Hayden and Dunn Conference Rooms (Salas de conferencia Hayden y Dunn)

Issued this 18 day of August 2025.

Publicado el 18 de agosto de 2025.

Signature of Splendor ISD Board of Trustees President, Allen Wells

Firma del presidente de la Junta Directiva de Splendor ISD, Allen Wells

Signature of Splendor ISD Board of Trustees Secretary, Kimberly Klepcyk

Firma del Secretaria, Distrito Escolar Independiente de Splendor, Kimberly Klepcyk

Joint Election Agreement

Political Subdivision of _____

WHEREAS, the undersigned Political Subdivisions (collectively referred to hereinafter as "Participating Entities") will each hold an election on November 4, 2025; and

WHEREAS, Montgomery County Elections Administrator, Suzie Harvey, as Montgomery County's Election Officer, has entered into separate Election Services Agreements with each of the undersigned Participating Entities wherein the County's Election Officer will administer elections occurring on November 4, 2025, to be held in precincts in Montgomery County, as authorized under Subchapter D of Chapter 31 of the Texas Election Code ("Election Services Agreements"); and

WHEREAS, the Participating Entities desire to enter into a Joint Election Agreement, as authorized under Chapter 271 of the Texas Election Code, for the purpose of sharing election equipment, election officials, polling places, and costs where appropriate.

NOW, THEREFORE, Participating Entities enter this Joint Election Agreement under the terms that follow:

I. Scope of Joint Election Agreement

The Participating Entities enter this Joint Election Agreement ("Agreement") for the purpose of jointly conducting elections to be held on November 4, 2025 ("Joint Election").

II. Appoint Election Officer

The Participating Entities appoint Suzie Harvey, Montgomery County Elections Administrator ("Contracting Officer"), to serve as the Election Officer to perform the duties and responsibilities of Election Officer itemized in the Election Services Agreements for the Joint Election.

III. Early Voting and Election Day

Early voting and election day voting shall be held in common precincts where appropriate, at the dates, times, and locations adopted by Montgomery County Commissioners' Court or designated by Contracting Officer, as applicable, and shall be authorized and ordered by the governing body of each Participating Entity.

IV. Joint Election Costs; Adjustment of Costs in the Event of Cancellation of Election; Payment

The estimated election expenses for each Participating Entity, including administrative costs and expenses for facilities, personnel, supplies, equipment, services, and training, are reflected in the Exhibit D - Cost Estimate, when incorporated into each Election Services Agreement. The Participating Entities agree that they will be responsible for and will pay from budgeted funds their share of the actual election expenses attributable to each entity according to the table incorporated into the Election Services Agreements as the Final Invoice.

V. Reasonable Cooperation

The Participating Entities agree to reasonably cooperate with each other as is necessary to carry out the terms of this Agreement.


VI. Miscellaneous Provisions

1. This Agreement becomes effective with respect to each Participating Entity upon execution by that Participating Entity. The obligations of this Agreement will continue as to each Participating Entity until each Participating Entity has made full payment of its share of election costs under this Agreement and its respective Election Services Agreement, which costs are related to the Joint Election.
2. If for any reason a Participating Entity does not participate in the Joint Election, this Joint Election Agreement shall remain in effect between all remaining Participating Entities.
3. Notices given under this Agreement must be in writing and may be effected by hand delivery, fax, email, or certified mail to the Contracting Officer and/or the Participating Entities at the addresses listed on their respective signature blocks below.
4. This Agreement may not be amended or modified except in writing executed by the Contracting Officer and each respective Participating Entity with whom the amendment or modification has been mutually agreed.
5. The obligations under this Agreement are performable in Montgomery County, Texas.
6. Venue for any dispute arising under this Agreement shall be in Montgomery County, Texas. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and the United States of America.
7. If any provision of this Agreement is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect the remaining provisions of this Agreement; and the Participating Entities shall perform their obligations under this Agreement as expressed in the terms and provisions of this Agreement.
8. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes. Faxed or emailed signatures and/or electronic signatures shall have the same force and effect as an original signature.

IN TESTIMONY WHEREOF, this Agreement is executed by Montgomery County, Texas or the Contracting Officer, as applicable, and each Participating Entity on the dates indicated below.

See attached signature page(s):

July 15, 2025
Date

Signature: 
Printed name: Mark Keough
Title: County Judge
Political Subdivision: Montgomery County, Texas
All correspondence to be directed to:
Montgomery County Elections Office
Address: P. O. Box 2646
City, State, Zip: Conroe, Texas 77305-2646
Telephone: (936) 539-7843
Fax: (936) 788-8340
Email: suzie.harvey@mctx.org
cynthia.jamieson@mctx.org

Date

Signature: _____
Printed name: _____
Title: _____
Political Subdivision: _____
Address: _____
City, State, Zip: _____
Telephone: () _____
Fax: () _____
Email: _____

Date

Signature: _____
Printed name: _____
Title: _____
Political Subdivision: _____
Address: _____
City, State, Zip: _____
Telephone: () _____
Fax: () _____
Email: _____

Date

Signature: _____
Printed name: _____
Title: _____
Political Subdivision: _____
Address: _____
City, State, Zip: _____
Telephone: () _____
Fax: () _____
Email: _____

ELECTION SERVICES AGREEMENT

STATE OF TEXAS)
COUNTY OF MONTGOMERY)

THIS CONTRACT (“Agreement”), including all attachments and Exhibits hereto, is made this date countersigned by the governing body of the Political Subdivision, by and between the Political Subdivision of _____, hereinafter called “Political Subdivision,” and Montgomery County, Texas, by its County Election Officer, Suzie Harvey, hereinafter called “Contracting Officer,” pursuant to Texas Election Code Section 31.092. The parties agree to hold a November 4, 2025 Joint Election with all participating Political Subdivisions in accordance with Chapter 271 of the Texas Election Code and this Agreement. This Agreement is entered into in consideration of the mutual covenants and promises hereinafter set out:

1. **RECITALS.** Contracting Officer is the Elections Administrator of Montgomery County, Texas, and is the County Officer in charge of election duties. Political Subdivision is a political entity situated wholly or partially within Montgomery County, Texas. Political Subdivision and Contracting Officer have determined that it is in the public interest of Montgomery County voters that the following contract be made and entered into for the purpose of having Contracting Officer furnish to Political Subdivision certain election services and equipment needed by Political Subdivision in connection with holding its November 4, 2025 Election. Montgomery County’s certified Hart InterCivic Verity Voting System Version 2.5 voting system is to be used in the November 4, 2025 Joint Election, hereinafter called “Joint Election.”
2. **DUTIES AND SERVICES OF CONTRACTING OFFICER.** Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:
 - (a) Determine the number of election officials and voting equipment units needed for each polling location. Notify and coordinate presiding election judges, alternate judges, and all other election officials appointed by Montgomery County Commissioners’ Court and the County Election Board or recommended by Contracting Officer, as applicable. Montgomery County or Contracting Officer, as applicable, will make emergency appointments of election officials if necessary.
 - (b) Conduct necessary training of election officials or arrange for training through a third party. Notify all early voting and Election Day officials of the date, time, and place thereof.
 - (c) Arrange for the use of early voting locations per the attached Exhibit A and Election Day polling locations per the attached Exhibit B. If the need arises for emergency replacement polling location(s), make necessary alternate arrangements and notify Political Subdivision as soon as possible.

- (d) Procure election kits and supplies and distribute to the election judges and deputy early voting clerks. Assemble and edit lists of registered voters to be used in conducting the election in conformity with the boundaries of Political Subdivision and the election precincts established for the election. The Election Day list of registered voters shall be arranged in alphabetical order, as applicable to the election, in lieu of alphabetical order by political entity.
- (e) Prepare and test voting equipment, format ballot styles, record audio, oversee all equipment and voter registration database programming, assure compliance with equipment security requirements, and arrange for transport of equipment to and from polling locations.
- (f) Serve as Early Voting Clerk for the Joint Election. Process, print, mail, email, or deliver in person, as applicable, and tabulate ballots for any eligible voter who applies for a mail ballot including all eligible Federal Post Card Application voters. Supervise the conduct of early voting in person and appoint sufficient personnel to serve as deputy early voting clerks. Provide lists of early voters as provided by law through the Montgomery County Elections website and Public Information web access program.
- (g) Provide the publication in English and Spanish of one legal notice of the date, time, and place of the public logic and accuracy test and the first test of automatic tabulating equipment in *The Conroe Courier*. Prepare test materials and conduct internal election testing and the required public logic and accuracy test and tests of tabulation equipment. Provide the publication in English and Spanish of a legal notice of joint election one time in Montgomery County newspaper(s).
- (h) Arrange for all personnel, equipment, and supplies needed for the early voting ballot board, signature verification committee if applicable, tabulation, and central counting station. Tabulate early voting and Election Day results, including mail ballots and provisional ballots. Tabulate unofficial returns and assist in preparing the tabulation for the official canvass. Provide Political Subdivision its voter history report following the election through the Montgomery County Elections Public Information web access program.
- (i) Serve as Custodian of Records for election records in Contracting Officer's custody and provide the required temporary storage and permanent storage of said election records as provided by law.
- (j) Provide information services for voters and election officers.
- (k) Maintain accurate records of all expenses incurred in connection with the responsibilities under this Agreement and provide Political Subdivision a final invoice after the conduct of the election. Provide any detailed backup to such invoice, if requested, reflecting the charges or components of the costs set forth on the invoice submitted to Political Subdivision.
- (l) Conduct a partial manual count as provided by Section 127.201 of the Texas Election Code if required for the County election, or if Political Subdivision otherwise provides Contracting Officer precincts and races ordered by the Secretary of State to be manually counted. Contracting Officer shall deliver a written report of the results of any such count

to the Office of the Secretary of State in accordance with Section 127.201(e) of the Texas Election Code and, if requested, to Political Subdivision in a timely manner.

(m) Place the funds paid by Political Subdivision hereunder in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code.

3. DUTIES AND SERVICES OF POLITICAL SUBDIVISION. Political Subdivision shall be responsible for performing the following duties:

(a) Prepare all election orders, resolutions, notices, and other pertinent documents for adoption and execution by the appropriate Political Subdivision officer or body, as provided and authorized by law. Take all actions necessary for calling Political Subdivision's election which are required by the Texas Election Code and/or the Political Subdivision's governing body, charter, ordinances, or other applicable laws. Execute a Joint Election Agreement with all participating Political Subdivisions for the purpose of sharing election equipment, election officials, polling places, and costs. Serve as Custodian of Records for all election records in its possession as provided by law.

(b) Political Subdivision shall be responsible for the legal sufficiency of any order calling its election. Political Subdivision shall be responsible for all substantive and procedural legal issues governing the conduct of its election. Political Subdivision understands and agrees that Contracting Officer provides no legal advice to Political Subdivision.

(c) Adopt the County Election Precincts, consolidated County Election Precincts ordered by the Montgomery County Commissioners' Court, or precincts recommended by Contracting Officer, as applicable, for this election. Adopt all early voting dates, times, and locations on the attached Exhibit A. Adopt the election day polling locations on the attached Exhibit B at which Political Subdivision's election will be held.

(d) If required, prepare any necessary preclearance submission on all voting changes made by Political Subdivision and timely submit to the U. S. Department of Justice under the Federal Voting Rights Act of 1965, as amended.

(e) Prepare, post, and publish all required election notices for Political Subdivision with the exception of the joint election notice and the notice of the public test, which Contracting Officer shall publish. In addition, if polling locations for Joint Election are different than those for Political Subdivision's previous election, Political Subdivision shall post notice at the entrance to any previous polling places in its jurisdiction stating that the polling location has changed and shall provide the polling location and address for those voters for this election, pursuant to Texas Election Code Section 43.062, unless Contracting Officer has posted notice of the change at that location for Joint Election. Educate the voters in Political Subdivision as much as possible about early voting dates, times, and locations and election day polling locations.

(f) Timely confirm with Contracting Officer Political Subdivision's boundaries, County Election Precincts, and street details within those boundaries. If boundaries are not defined properly within Montgomery County Elections voter registration database, maps and street lists with block ranges and odd/even/both indicators must be provided to Contracting

Officer. Proof and approve all programming work done for the jurisdiction according to the Exhibit C Timetable.

- (g) Deliver to Contracting Officer, according to the attached Exhibit C Timetable, an Entity Fact Sheet, Ballot Template with Spanish translations, candidate names and measures, copies of candidate applications, and the order in which all items are to be printed on the ballot with the exact form and spelling. Provide pronunciation for difficult names or words for use on the ballot audio recording. Review ballot proofs and approve by signature within deadlines provided.
- (h) Appoint Contracting Officer as Early Voting Clerk to receive applications for ballot by mail at

<u>Mail</u>	<u>Email*</u>	<u>Fax*</u>
Suzie Harvey Elections Administrator P. O. Box 2646 Conroe, TX 77305-2646	election.ballot@mctx.org	(936) 788-8340

*If an Application for Ballot By Mail is submitted by email or fax or if a Federal Post Card Application is submitted by fax, to be effective, the original application must also be physically submitted and be received not later than the fourth business day after it is received by email or fax.

All requests for early voting ballots to be voted by mail that are received by Political Subdivision must be forwarded in person or by email or fax to Contracting Officer on the day of receipt. Original applications that are received by mail and forwarded by email or fax must also be mailed to Contracting Officer for all processing.

- (i) Appoint election officials as appointed by Montgomery County Commissioners' Court and the County Election Board or recommended by Contracting Officer, as applicable.
- (j) If requested, assist Contracting Officer with recruiting bilingual poll workers and provide documentation of Political Subdivision's efforts if requested by the U. S. Department of Justice.
- (k) If candidate information packet is provided to Political Subdivision by Contracting Officer, distribute to all candidates at time of candidate filing or in another appropriate manner.
- (l) Pay additional costs incurred by Contracting Officer for any ballot or election changes after deadlines, recount, election contest, newly ordered election, or a runoff election, if required, unless prohibited by law.
- (m) Immediately forward to Contracting Officer any information received from the Secretary of State regarding a manual count of precincts and races or a waiver of the manual count. Contracting Officer must receive this information on the same day received by Political Subdivision because of the short deadline for Contracting Officer to begin the process.

(n) Canvass the returns and declare the election results for Political Subdivision. Political Subdivision is responsible for filing any precinct reports with the Secretary of State if required, unless both parties agree that Contracting Officer will submit precinct reports.

(o) Pay a deposit, if required, of 60% of its estimated total cost, per the Exhibit D Cost Estimate, if provided, within thirty days from the date of the Exhibit D Cost Estimate. Pay the balance for conducting said election within thirty days from the date of final invoice. All payments shall be made from current revenues available to Political Subdivision. If the amount owed for conducting the election is less than any deposit paid by Political Subdivision, Contracting Officer shall refund the overpayment in a prompt manner.

Checks shall be made payable to:

Montgomery County Elections Administrator
P O Box 2646, Conroe, Texas 77305-2646.

4. **COST OF SERVICES.** Political Subdivision shall share some expenses for the above services, supplies, and equipment in accordance with the Exhibit D Cost Estimate. This cost estimate may be amended, if necessary, after filing deadlines and election cancellations. Additional elections may reduce costs for each entity, and election cancellations may increase costs for each remaining entity. It is understood that other political entities may wish to participate in the use of the County's voting equipment and polling locations, and it is agreed that Contracting Officer may enter into other contracts with entities for those purposes on terms and conditions generally similar to those set forth in this Agreement. Only the actual expenses directly attributable to this Agreement and any prorated shared expenses plus a 10% administrative fee may be charged to Political Subdivision.

5. **GENERAL CONDITIONS.**

(a) The parties agree that the timing is critical for all duties in this Agreement. Failure to adhere to any deadline in the Exhibit C Timetable without prior agreement of Contracting Officer may result in cancellation of Contracting Officer's duties and obligations to conduct Political Subdivision's election under this Agreement or, at the discretion of Contracting Officer, a late penalty surcharge in an amount not to exceed 10% of the total final cost of the election. Adherence to the Timetable is critical because of Montgomery County's obligation to complete all programming and testing, process, print, and mail or email, as applicable, any military and overseas ballots by state and federal deadlines, and conduct federal, state, county, and/or other contracted elections, as applicable.

(b) In accordance with Section 31.098 of the Texas Election Code, Contracting Officer is authorized to contract with third persons for election services and supplies and hire necessary temporary personnel to perform contracted duties. Part-time and seasonal personnel will be compensated at the hourly rate set by Montgomery County.

(c) Pursuant to Section 31.100(d) of the Texas Election Code, Contracting Officer may not be personally compensated for election services performed under this Agreement. In accordance with Section 31.100(e) of the Texas Election Code, only costs for contractual duties performed outside of normal business hours by personnel regularly employed by Contracting Officer will be allocated to Political Subdivision under this Agreement.

- (d) Political Subdivision acknowledges that voting equipment is highly technical and it is conceivable that, despite the best effort of the parties and technical assistance, it might fail during the election. Contracting Officer will take every possible action to remedy any such situation, but Political Subdivision agrees that should such equipment fail, it will not make any claim for damages of any kind.
- (e) The county early voting sites as per the attached Exhibit A will be used for the Joint Election. Any eligible Montgomery County voter in the Joint Election may vote early by personal appearance at any one of the joint early voting locations in Exhibit A.
- (f) Montgomery County Elections Department is contracting with numerous political entities for the Joint Election, and the parties agree that all ballot styles will be programmed into one electronic voting system. Each voter will receive one ballot that contains all races and measures in the Joint Election for which the voter is eligible at the address and in the precinct of the voter's current registration in Montgomery County. One joint voter sign-in process consisting of a common list of Montgomery County registered voters and common signature rosters shall be used.
- (g) In accordance with Section 31.099 of the Texas Election Code, Contracting Officer shall file copies of this Agreement with the Auditor and Treasurer of Montgomery County not later than the 10th day from receipt by Contracting Officer of the fully executed Agreement(s).
- (h) Montgomery County is self-insured for personal liability issues. Should Political Subdivision desire insurance for injuries during this election or other liabilities, it shall make such arrangements separate from this Agreement.
- (i) In the event that the performance by Contracting Officer of any of its obligations hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or condition of any persons not a party thereof, then it shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.
- (j) The parties to this Agreement agree that Political Subdivision may cancel this Agreement in the event that it has no need to participate in Joint Election. If Political Subdivision cancels its participation after the deadline in Exhibit C Timetable, a \$1,000 contract preparation and processing fee will be assessed to Political Subdivision in addition to any costs incurred by Contracting Officer on behalf of Political Subdivision prior to said cancellation. A 10% administrative fee will be added to all charges for services provided under this agreement, including services related to a canceled election or canceled participation for which notification is provided to Contracting Officer after the deadline in Exhibit C Timetable.
- (k) Political Subdivision has the option of extending the applicable terms of this Agreement through its runoff election, if required. If requested by Contracting Officer, Political Subdivision shall be responsible for locating acceptable runoff polling locations, although

Contracting Officer may assist. The number of early voting locations and/or Election Day polling locations in a runoff election may be reduced. If Political Subdivision elects to have Contracting Officer conduct a runoff election, the polling places must be acceptable to Contracting Officer and shall be coordinated with other participating entities. Costs will be allocated to the participating entities, plus a 10% administrative fee shall be charged. Political Subdivision shall be responsible for all orders, notices, and notice of election postings and publications required for its runoff, except the publication of the notice of the public logic and accuracy test and the first test of automatic tabulating equipment, which Contracting Officer will publish.

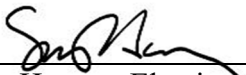
The foregoing Election Services Agreement is made in Montgomery County, Texas, and is signed on the dates below.

[Remainder of this page intentionally left blank; signature page(s) to follow.]

MONTGOMERY COUNTY, TEXAS

July 17, 2025

Date Signed

By: 
 Suzie Harvey, Elections Administrator
 "Contracting Officer"
 9159 Airport Road
 Conroe, Texas 77303
 Phone: (936) 539-7843 Fax: (936) 788-8340
 Email: suzie.harvey@mctx.org
cynthia.jamieson@mctx.org

"Political Subdivision"

Date Signed

By: _____
 Name: _____
 Title: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 Email: _____



Splendor ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: August 18, 2025

AGENDA ITEM NAME: Senate Bill 13 - Recommendation of Local School Library Advisory Council.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S):

Student Learning and Progress; Safety and Well-Being

BACKGROUND INFORMATION:

Senate Bill 13 (effective Sept 1, 2025) restructures decisionmaking over school library collections by shifting authority from certified librarians to school boards and/or newly created Local School Library Advisory Councils composed of parents. The new law expands on previous policy created by HB 900 by prohibiting materials deemed “indecent” and/or “profane,” and post acquisition lists to the public for approval. Parents are granted access to their child’s library checkout records and can submit lists of items their child may not check out

ADMINISTRATIVE RECOMMENDATION:

The creation of a Local School Library Advisory Council is not recommended at this time.

ATTACHMENTS: [Link to Presentation](#)

BUDGET INFORMATION: N/A

RESOURCE PERSONNEL:

Heather Conklin, District Librarian; Dr. Kristy Dietrich, Assistant Superintendent of Teaching and Learning; Carrie Reed, Deputy Superintendent of Academics

RECOMMENDED MOTION:

I move that the Board accept the administration’s recommendation that the creation of a Local School Library Advisory Council is not recommended at this time.

Splendora ISD

2025-2026 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please email wrhodes@splendoraisd.org.



Table of Contents

Employee Handbook Receipt	5
Introduction	6
District Information	
Description of the District	6
District Map	7
Mission Statement, Goals, and Objectives	7
Board of Trustees	8
Board Meeting Schedule	9
Administration	9
School Calendar	10
Helpful Contacts	10
School Directory	10
Employment	11
Equal Employment Opportunity	11
Job Vacancy Announcements	11
Employment after Retirement	12
Contract and Noncontract Employment	12
Certification and Licenses	13
Recertification of Employment Authorization	13
Searches and Alcohol and Drug Testing	13
Health Safety Training	14
Reassignments and Transfers	15
Workload and Work Schedules	15
ADA Accommodations	16
Breaks for Expression of Breast Milk	16
Pregnant Workers Fairness Act	17
Notification to Parents Regarding Qualifications	17
Outside Employment and Tutoring	17
Performance Evaluation	18
Employee Involvement	18
Staff Development	19
Mental Health Training	19
Compensation and Benefits	20
Salaries, Wages, and Stipends	20
Paychecks	20
Automatic Payroll Deposit	22
Payroll Deductions	22
Overtime Compensation	22
Travel Expense Reimbursement	23

Health, Dental, and Life Insurance	23
Supplemental Insurance Benefits	24
Cafeteria Plan Benefits (Section 125)	24
Workers' Compensation Insurance	24
Unemployment Compensation Insurance	25
Teacher Retirement	25
Other Benefit Programs	25
Leaves and Absences	26
Personal Leave	27
State Sick Leave	28
Local Leave	28
Extended Leave	29
Vacation	29
Sick Leave Bank (or Pool)	29
Family and Medical Leave Act (FMLA)—General Provisions	29
Local Procedures for Implementing Family and Medical Leave Provisions	32
Temporary Disability Leave	33
Workers' Compensation Benefits	34
Assault Leave	34
Bereavement Leave	35
Jury Duty	35
Compliance with a Subpoena	36
Truancy Court Appearances	36
Religious Observance	36
Military Leave	36
Mental Health Leave for Peace Officers and Licensed Telecommunicators	37
Quarantine Leave for Peace Officers	37
Leave for Police Officers for Illness or Injury	37
Employee Relations and Communications	39
Employee Recognition and Appreciation	39
District Communications	39
Complaints and Grievances	40
Employee Conduct and Welfare	41
Standards of Conduct	41
Discrimination, Harassment, and Retaliation	45
Harassment of Students	45
Reporting Suspected Child Abuse	47
Sexual Abuse and Maltreatment of Children	48
Reports to Texas Education Agency	48
Reporting Crime	49
Scope and Sequence	49

Technology Resources	49
Personal Use of Electronic Communications	50
Electronic Communications between Employees, Students, and Parents	51
Public Information on Private Devices	54
Criminal History Background Checks	54
Employee Arrests and Convictions	55
Alcohol and Drug-Abuse Prevention	56
Tobacco and Nicotine Products and E-Cigarette Use	56
Fraud and Financial Impropriety	56
Conflict of Interest	57
Gifts and Favors	58
Copyrighted Materials	58
Associations and Political Activities	58
Charitable Contributions	58
Safety and Security	59
Possession of Firearms and Weapons	59
Visitors in the Workplace	60
Asbestos Management Plan	60
Pest Control Treatment	60
Other Topics	60
General Procedures	61
Emergency School Closing	61
Emergencies	61
Purchasing Procedures	61
Name and Address Changes	61
Personnel Records	62
Facility Use	62
Termination of Employment	63
Resignations	63
Dismissal or Nonrenewal of Contract Employees	64
Dismissal of Noncontract Employees	64
Discharge of Convicted Employees	65
Exit Interviews and Procedures	65
Reports Concerning Court-Ordered Withholding	65
Student Issues	66
Equal Educational Opportunities	66
Student Records	66
Parent and Student Complaints	67
Administering Medication to Students	67
Dietary Supplements	67
Psychotropic Drugs	68
Student Conduct and Discipline	68

Student Attendance	68
Bullying	68
Hazing	69
Index	70

Employee Handbook Receipt

Name

Campus/Department

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

Employees have the option of receiving the handbook in electronic format or hard copy.

Electronic version can be found at www.splendoraisd.org.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

- I choose to receive a hard copy of the employee handbook and understand I am required to contact _____ to obtain a hard 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 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 sign and date this receipt and forward it to the Human Resources Department.

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, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

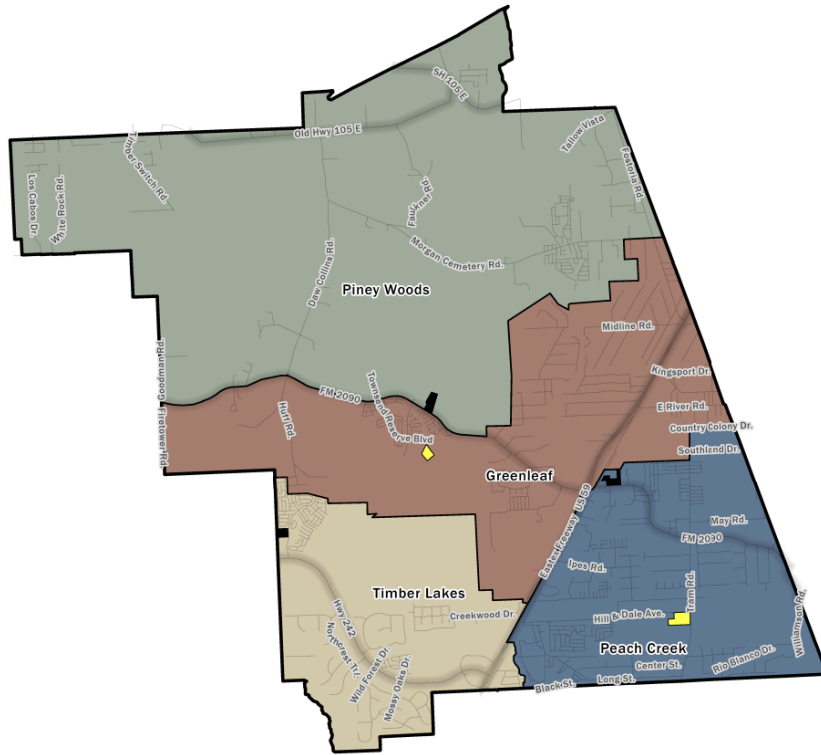
This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies 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. District policies can be accessed Online at www.splendoraisd.org.

District Information

Description of the District

Splendora ISD encompasses 79 square miles and has over 5,200 students. While we are the smallest school district in Montgomery County, we offer extensive opportunities for our students. Our high school is a designated Early College High School where students can become core complete or earn an Associate of Arts or Science degree, and our career-minded students have numerous career pathways to choose from. Our elementary schools offer dual language to our youngest students and Pre-AP classes to sixth graders. Junior high students have Pre-AP, career and technical education classes, and numerous extracurricular courses. Splendora ISD has embraced the Capturing Kids' Hearts process and was named a Capturing Kids' Hearts (CKH) National Showcase District for the 3rd straight year since May 2023. This is due to the commitment of every member of our staff living the CKH process to build better relationships, schools, and communities. We are #CultivatingExceptionalPeople

District Map



Mission Statement, Goals, and Objectives

Policy AE

Mission:

Cultivating Exceptional People

Vision:

- Right People
- Right Things
- Right Way
- Right Resources
- Right Relationships

Core Principles:

- Create a Dynamic Learning Environment
- Ensure a Safe, Physical, Emotional, and Social Environment
- Be Accountable

- Value Each Other
- Live with Integrity
- Develop Servant Leaders
- Focus on Student Needs

Learner Profile:

- Self-motivated
- confident
- an adaptable learner
- a critical thinker
- productive citizen

Board of Trustees

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

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected annually and serve 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Allen Wells, President
- Dan Muirhead, Vice President
- Kim Klepcyk, Secretary
- Barry Welch, Assistant Secretary
- Jason Sessum
- Jennifer Stewart
- Brandon Fry

The board usually meets the third Monday at 6 pm. In the event that large attendance is anticipated, the board may meet at Coleman 6th Grade Campus. Special meetings may be called

when necessary. A written notice of regular and special meetings will be posted on the district website and the Splendora ISD Administration 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, 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 session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule

- August 18, 2025
- September 15, 2025
- October 20, 2025
- November 17, 2025
- December 15, 2025
- January 20, 2026
- February 23, 2026
- March 16, 2026
- April 20, 2026
- May 18, 2026
- June 15, 2026
- July 20, 2026

Administration

- Dr. Dustin Bromley, Superintendent
- Dr. Shane Conklin, Deputy Superintendent, Administration
- Mrs. Carrie Reed, Deputy Superintendent, Academics
- Mr. Reese Briggs, Chief Operations Officer
- Mrs. Yvonne Johnson, Chief Financial Officer
- Dr. Kristy Dietrich, Assistant Superintendent

School Calendar

Please click below or copy/paste the link into a browser to view the 2025-2026 school calendar:
<https://resources.finalseite.net/images/v1740504278/splendoraisdorg/b7iubrngnqpmnfh5kr5zm/2025-2026AcademicCalendar.pdf>

Helpful Contacts

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

Payroll –	Amy Coffman - 4015
Custodial –	Veronica Castille – 4302
Child Nutrition –	Charles Rawls – 4451
Community Education and Communications –	Lisa Foster – 4358
Maintenance –	Erich Reimer – 4446
Personnel –	Dr. William Rhodes - 4462
Police –	John Zitzman – 4340
Technology –	Buddy Denman – 4356
Transportation –	Darcas Moody – 4335
Warehouse –	Jennifer Stafford - 4351

School Directory

Greenleaf Elementary School - 281-689-8020

Peach Creek Elementary School - 281-689-4121

Piney Woods Elementary School - 281-689-3073

Timber Lakes Elementary School - 281-689-4375

Coleman 6th Grade Campus-281-689-4367

Splendora Junior High - 281-689-4065

Splendora High School - 281-689-8008

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Splendora ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), 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: Dr. William H. Rhodes, Executive Director of Human Resources, 23419 FM 2090, Splendora, TX 77372, wrhodes@splendoraisd.org, 281-689-4462.. 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: Dr. William H. Rhodes, Executive Director of Human Resources, 23419 FM 2090, Splendora, TX 77372, wrhodes@splendoraisd.org, 281-689-4462.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

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. 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. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

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

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

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a Chapter 21 probationary or term contract.

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Human Resources Department 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 renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. 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. Contact the Human Resources Department if you have any questions regarding certification or licensure requirements.

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 the Human Resources Department 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

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

legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned 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 violate 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 Transportation Department.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Human Resources Department by September 1, 2025.

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.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA(Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by writing a written request and submitting it to the Human Resources Department. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

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

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

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 22 for additional information.

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would 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 accommodation by contacting the Executive Director of Human Resources and identifying an adjustment or change at work that is needed because of a disability. An employee may also submit a written request to HR using the ADA Accommodation Request Form, which is available upon request.

Upon receiving the reasonable accommodation request, HR or the ADA coordinator 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 and 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 documentation, HR or the ADA coordinator 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 or the ADA coordinator 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 employees who express breast milk. 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 will be provided.

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 Dr. William H. Rhodes, Executive Director of Human Resources, 281-689-4462.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Dr. William H. Rhodes, Executive Director of Human Resources, 281-689-4462 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 to a teacher who does not hold an appropriate teaching certificate. 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. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call 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 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 is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district.

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 education service centers. An exception applies 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. Services must be performed on the administrator's personal time. Contact the Deputy Superintendent, Administration for more information.

Performance Evaluation

Policy DN series

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

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, Splendora 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 Human Resources 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 noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-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 includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and 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 nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 23.)

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

Employees should contact the Payroll Department for more information about the district’s pay schedules or their own pay.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. Paychecks will not be 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 and should contact the Payroll Department if they have any questions.

The schedule of pay dates for the 2025–2026 school year follows:

PAY DATE
09/12/25
09/26/25
10/10/25
10/24/25

11/12/25
11/26/25
12/12/25
12/26/25
01/12/26
01/26/26
02/12/26
02/26/26
03/12/26
03/26/26
04/10/26
04/24/26
05/12/26
05/26/26
06/12/26
06/26/26
07/10/26
07/24/26
08/12/26
08/26/26

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of two weeks is necessary to activate this service. Contact the Payroll Department for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

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

Overpayments. Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

An agreement between an employee and the district must be in place in order to deduct any overpayment.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees)

are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt 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. For the purpose of calculating overtime, a workweek begins at 12:01 am Sunday and ends at 11:59 pm Saturday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

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

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and C.O.O. 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, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is available to all employees who work 20 or more hours a week. The district's contribution to employee insurance premiums is determined annually by

the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements can be found at: [Home | Splendor ISD Employee Benefits Center](#)

The health insurance plan year is from 09/01/2025 through 08/31/2026. New employees must complete enrollment forms within the first 31 days of employment. Current employees can only make changes during Open Enrollment, or if they have a QLE (Qualified Life Event). To see a list of QLE please visit: <https://ffbenefits.ffga.com/splendoraisd/home/qualifying-life-events/> . Employees should contact Brandon Campbell at bcampbell@splendoraisd.org for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for any that are offered through Splendor ISD found at: [Home | Splendor ISD Employee Benefits Center](#) . Premiums for these programs can be paid by payroll deduction. Employees should contact Brandon Campbell at bcampbell@splendoraisd.org for more information.

Cafeteria Plan Benefits (Section 125)

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

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from SchoolComp, effective upon employment.

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 your immediate 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*, page 34 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

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. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

Other Benefit Programs

Next Level Prime

<https://resources.finalsite.net/images/v1733429137/splendoraisdorg/r5n2gduo7nlnah8nmomb/WelcomeNextLevelPrime.pdf>

Leaves and Absences

Policies DEC, DECA, DECB

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

Paid leave must be used in ½ Day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local leave earned prior to July 1, 2010.
- Local leave earned after July 1, 2010, and thereafter.
- State sick leave accumulated before the 1995-96 school year.
- State personal leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. 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 leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 4 consecutive days 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, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law

- Grandparent and grandchild
- Any person residing in the employee’s household at the time of illness or death

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

The 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 an individual’s family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time.

State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

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

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

Leave Proration. 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 personal 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 personal leave the employee used beyond his or her pro rata entitlement for the school year.

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
- Active military service

Local Leave

Splendora ISD provides 5 days of Local Leave per school year to all full time employees.

- For those employees who retire in a school year, Splendora ISD can buy back Local Leave days. To be eligible for a buy back, December retirees must notify

their immediate supervisor by September 19th of that year. For those retiring at the end of the year, notification must be given before Spring Break of that school year.

Extended Leave

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

Vacation

Policy DED

Non Contractual, full-time employees in positions that normally require 240 days or more of service shall be eligible for paid vacation. Vacation time shall be calculated annually from June 1 to May 31 and must be used by September 1. Any vacation time not used before this deadline shall be forfeited. When an employee retires, resigns, or is released, the employee shall be eligible to receive reimbursement for unused vacation time accrued prior to termination. The Superintendent shall develop specific procedures for implementing this policy.

Sick Leave Bank (or Pool)

See policy at

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=913&code=DEC#localTabContent>

Family and Medical Leave Act (FMLA)—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.**



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.

- measured backward from the date an employee uses FML

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently. 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 family and medical leave 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 employees 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 Benefits Coordinator for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The

purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

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

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

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

Workers' Compensation Benefits

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

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

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An

incident involving an assault is a work-related injury and should be immediately reported to an employee's immediate supervisor.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

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

Bereavement Leave

Full-time employees may receive bereavement leave and be absent without loss of pay and without deduction from accrued leave in the case of death of a spouse, child, parent, or sibling, for a period not to exceed three days per occurrence. Additional days and all other funerals shall be charged to the employee's accrued leave balance. The employee shall apply for bereavement leave in accordance with administrative procedures.

Use of state and/or local personal or sick leave for death in the immediate family shall not exceed five workdays per occurrence. Bereavement leave shall not be granted without prior approval from the principal and/or immediate supervisor.

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 and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

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 they pose 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 when engaged in authorized training or duty orders 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 provided they can be qualified to perform the required duties. 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 years.

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

Mental Health Leave for Peace Officers and Licensed Telecommunicators

A District peace officer 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. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave for Peace Officers

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

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.

"Emergency medical services personnel" means a person described by Health and Safety Code 773.003, who is a paid employee of a district.

"Police officer" means a paid employee who is full-time, holds an officer license issued under Occupations Code Chapter 1701, and regularly serves in a professional law enforcement capacity in the police department of a district. The term includes the chief of the department.

Local Gov't Code 177A.001

A district shall provide to a police officer or emergency medical services personnel a leave of absence for an illness or injury related to the person's line of duty. The leave is with full pay for a period commensurate with the nature of the line of duty illness or injury. If necessary, the district shall continue the leave for at least one year.

At the end of the leave of absence, the board may extend the leave of absence at full or reduced pay.

If the police officer or emergency medical services personnel is temporarily disabled by a line of duty injury or illness and the leave of absence and any extension granted by the board has expired, the person may use accumulated sick leave, vacation time, and other accrued benefits before the person is placed on temporary leave.

If the leave of absence and any extension granted by the board has expired, a police officer or emergency medical services personnel who requires additional leave shall be placed on temporary leave.

Local Gov't Code 177A.003

If able, a police officer or emergency medical services personnel may return to light duty while recovering from a temporary disability. If medically necessary, the light duty assignment may continue for at least one year.

After recovery from a temporary disability, a police officer or emergency medical services personnel shall be reinstated at the same rank and with the same seniority the person had before going on temporary leave. Another police officer or emergency medical services personnel may voluntarily do the work of the injured person until the person returns to duty.

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.

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 the district newsletter, and through special events and activities. Recognition and appreciation activities also include Employee of the Year Banquet and Substitute Teacher Appreciation Luncheon.

District Communications

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

District Academic Calendar

Wildcat Quarterly

Annual Report

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 supervisors or an appropriate administrator at any time.

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

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=913&code=DGBA#legalTabContent>

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action 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.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 48 for additional information.

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

Texas Educators' Code of Ethics

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(b))

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 (SBECE) 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.

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 who 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.

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

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 promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the 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 linked below:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=913&code=DIA#localTabContent>

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/Section 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 child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 47 and *Bullying*, page 68 for additional information.

Procedures for reporting and investigating harassment of students are listed below:

Any student who believes that he or she has experienced prohibited conduct and any person who believes that a student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in policies below.

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 shall immediately notify the appropriate District official listed in this policies below and take any other steps required by this policy.

Reports of discrimination based on sex, including sexual harassment, gender-based harassment, or dating violence, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]

To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.

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 has reasonable cause to believe that the child has been abused or neglected. Law enforcement agencies include the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a 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 make the required report 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 may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=913&code=FFG#localTabContent>. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. 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 above in *Reporting Suspected Child Abuse*.

Reports to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA 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 a 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:

- The possession, transfer, sale, or distribution of a controlled substance
- The 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 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.

Technology Resources

Policy CQ

The district’s technology resources, including its networks, computer systems, email 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 is permitted if the use:

- Imposes no tangible cost to the district.

- Does not unduly burden the district’s technology resources.
- Has no adverse effect on job performance or on a student’s academic performance.

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

Employees are required to abide by the provisions of the district’s acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact the Technology Department.

Personal Use of Electronic Communications

Policy CQ, CY, DH

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), 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, X, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

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

- The employee may not set up or update the employee’s personal social network page(s) using the district’s computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive 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.

- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the 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 concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas 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 DH(EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, 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.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district email address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the 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 law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

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 directive
- Remote access to district-owned devices and services

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.

Employee Arrests and Convictions

Policy DH, DHB, DHC

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

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

Moral turpitude includes the following:

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

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 TEA.

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations 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.

Alcohol and Drug-Abuse Prevention

Policy DH

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

[https://pol.tasb.org/Policy/Download/913?filename=DH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/913?filename=DH(LOCAL).pdf)

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. 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.

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.

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time

- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- 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 proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy 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.

Associations and Political Activities

Policy DGA

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

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

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 fundraiser. 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 Emergencies on page 61 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

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 will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Human Resources Department.

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, 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 supervisor or call the Splendora ISD 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.

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 the Maintenance Department office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

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

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

Other Topics

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 and notify the following radio and television stations:

- the SISD website
- X @SplendoralSD
- Facebook /SplendoralSD
- Parent Square messaging system
- Local Television and Radio Stations

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 will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

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

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 email 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
- Information that reveals whether they have family members

The choice to not 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 exception for release of information under law 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 Chief Operations Officer is responsible for scheduling the use of facilities after school hours. Contact the Chief Operations Officer to request to use 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 to the superintendent or other persons designated by the board of trustees, which includes the Executive Cabinet. 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 SBEC.

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

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 SBEC.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB, DP

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The reporting requirements for termination of a contract 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 policies that are provided to employees or are available Online.

Dismissal of Noncontract Employees

Policies DHC, DP

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, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 40.)

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 a felony under Title 5 Penal Code 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
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures

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

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Splendora ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, 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 of students based on any of the reasons listed above should be directed to [Aubri Deheck](mailto:adeheck@splendoraisd.org), Director of Student Services, 23411 FM 2090, Splendora, TX 77372, adeheck@splendoraisd.org, 281-689-4387.

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.
- School officials with legitimate educational interests

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

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC, 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. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to a school administrator. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is linked here: [https://pol.tasb.org/Policy/Download/913?filename=FFI\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/913?filename=FFI(LOCAL).pdf)

Hazing

Policy FNCC

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

Index

- Accommodations
 - ADA, 16
 - pregnancy, 17
- Administering medication, 67
- Administration, 9
- Alcohol and drug
 - abuse prevention, 56
 - testing, 13
- Arrests and convictions, 55
- Asbestos management plan, 60
- Assault leave, 34
- Associations and political activities, 58
- At-will employment, 11
- Automatic payroll deposits, 22
- Background checks, 54
- Bad weather closing, 61
- Benefits
 - cafeteria plan, 24
 - health insurance, 23
 - leave, 26
 - retirement, 25
 - supplemental insurance, 24
 - workers' compensation, 25, 34
- Bereavement leave, 35
- Board of Trustees
 - information, 8
 - meeting schedule, 9
 - members, 8
- Breaks, 16
- Breast milk, 16
- Bullying, 68
- Cafeteria plan benefits, 24
- Certification
 - health and safety training, 14
 - maintaining, 13
 - parent notification, 17
- Change of address, 61
- Charitable contributions, 58
- Child abuse
 - reporting, 47
 - sexual, 48
- Code of ethics, 41
- Committees, 19
- Compensation, 20
- Complaints
 - employee, 40
 - parent and student, 67
- Compliance coordinators, 11,66
- Compliance with a subpoena, 36
- Conduct and welfare, 41
- Conflict of interest, 57
- Contract
 - employment, 12
 - noncertified employees, 12
 - nonrenewal, 64
- Copyright materials, 58
- Court appearances, 36
- Court-ordered withholding, 65
- Crime reporting, 49
- Criminal history, 54
- Dietary supplements, 67
- Directories
 - helpful contacts, 10
 - school, 10
- Disability, 16
- Discrimination
 - employee, 45
 - student, 66
- Dismissal
 - contract employees, 64
 - noncontract employees, 64
- District
 - communications, 39
 - description, 7
 - information, 7
 - map, 7
 - mission statement, 7
- Drug
 - abuse prevention, 56
 - psychotropic, 68
 - testing, 13
- E-cigarettes, 56

Electronic communications, 50, 51

Emergencies, 61

Employee

- conduct and welfare, 41
- involvement, 18
- recognition, 39

Employment

- after retirement, 12
- at-will, 12
- authorization documents, 13
- contract, 12
- noncontract, 12
- outside, 17

Equal opportunity

- educational, 66
- employment, 11

Every Student Succeeds Act, 18

Exit interviews, 65

Facility use, 62

Family and medical leave, 29

Firearms, 59

Form I-9, 13

Fraud, 56

General procedures, 61

Gifts and favors, 58

Grievances, 40

Harassment, 45

Hazing, 69

Health insurance, 23

Health safety training, 14

Helpful contacts, 10

Insurance

- health, 23
- supplemental, 24
- unemployment, 25

Internet use, 49, 51

Job vacancy announcements, 11

Jury duty, 35

Leave

- assault, 34
- bank, 29
- bereavement, 35
- court appearance, 36
- discretionary, 29
- extended, 29
- family and medical, 29
- jury duty, 35
- local, 28
- medical certification, 27
- mental health, 37
- military, 36
- nondiscretionary, 27
- peace officers, 37
- personal, 27
- police officer, 37
- pool, 29
- proration, 29
- quarantine, 37
- religious observance, 36
- sick, 28
- telecommunicator, 37
- temporary disability, 37
- truancy court appearance, 36
- workers' compensation, 34

Maltreatment of children, 48

Medications, 69

Mental health training, 19

Military leave, 36

Mission statement, 8

Mother-Friendly Worksite, 17

Name and address changes, 61

Nicotine

- products, 56
- use, 56

Nonrenewals, 64

Nursing mothers, 16

Outside employment, 17

Overpayments, 22

Overtime, 22

Parent and student complaints, 67

Parent notification, 17

Paychecks, 20

Payroll

- automatic deposits, 22
- deductions, 22
- schedule, 20

Peace officer

- mental health leave, 37

- quarantine leave, 37
- Performance evaluation, 18
- Personal leave, 27
- Personnel records, 62
- Pest control treatment, 60
- Police officer
 - illness or injury, 36
- Political activities, 54
- Possession of firearms and weapons, 58
- Pregnant Workers Fairness Act, 17
- Psychotropic drugs, 68
- Public information, 54
- Purchasing procedures, 61
- Qualifying exigency, 32
- Quarantine leave, 37
- Reassignments, 15
- Religious observance, 36
- Resignations, 63
 - contract employees, 64
 - noncontract employees, 64
- Retaliation, 45
- Retirement
 - benefits, 25
 - employment after, 12
- Safety, 59
- Salaries, 20
- School
 - calendar, 10
 - closing, 61
 - directory, 10
- Scope and sequence, 49
- Searches, 13
- Security, 59
- Sexual harassment, 48
- Sick leave, 28
- Staff development, 19
- Standards of conduct, 41
- Student
 - attendance, 68
 - bullying, 68
 - complaints, 67
 - dietary supplements, 67
 - discipline, 68
 - equal educational opportunities, 66
 - harassment, 45
 - hazing, 69
 - medication, 69
 - records, 66
- Supplemental insurance, 24
- TEA reports, 65
- Teacher retirement, 25
- Technology resources, 49
- Telecommunicator leave, 37
- Temporary disability leave, 33
- Termination
 - discharge of convicted employees, 65
 - dismissal during the contract term, 64
 - exit interviews, 65
 - noncontract employees, 64
 - nonrenewal, 64
 - reports to TEA, 64, 65
 - resignation, 63
- Texas Mother-Friendly Worksite, 17
- Text messaging, 51
- Tobacco
 - products, 56
 - use, 56
- Training
 - health and safety, 14
 - staff development, 19
- Transfers, 15
- Travel expenses, 23
- Truancy court appearances, 36
- Tutoring, 17
- Unemployment insurance, 25
- Vacancy announcements, 11
- Vacation, 29
- Visitors, 60
- Wages, 20
- Weapons, 59
- Work schedule, 15
- Workers' compensation benefits, 24, 34
- Workload, 15