

**WACO INDEPENDENT SCHOOL DISTRICT  
REGULAR MEETING  
WISD Conference Center  
115 S 5th Street  
Waco, Texas 76701**

**Thursday, February 22, 2024 - 6:00 PM**

A Regular Meeting of the Board of Trustees of Waco Independent School District will be held February 22, 2024, beginning at 6:00 PM in the WISD Conference Center, 115 S 5th Street, Waco, Texas.

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

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

**AGENDA**

1. **Call to Order**
2. **Public Comments on Agenda Items**
3. **Moment of Silence and Pledge of Allegiance**
4. **Special Recognitions**
  - 4.A. Pledge Leaders
  - 4.B. Percussive Arts Society International Convention First Place Winner
  - 4.C. Parents As Teachers Blue Ribbon Program
  - 4.D. Texas High School Coaches Association Regional Coach of the Year
  - 4.E. Community Partner Award
5. **Superintendent's Report**
  - 5.A. Black History Month Activities
  - 5.B. Elementary and Middle School Academic UIL
  - 5.C. Executive Director of Communications
  - 5.D. Teacher Incentive Allotment Validation
  - 5.E. Budget Planning
  - 5.F. Transportation Update
  - 5.G. Transformation Waco Transition Planning
6. **Information Items/Reports**
  - 6.A. Monthly Financial Reports for the Period Ended January 31, 2024
  - 6.B. Middle of the Year Literacy Data
  - 6.C. First Semester School Safety and Student Behavior Report
7. **Consent Agenda: Consider and Take Appropriate Action**
  - 7.A. Amendments to the 2023-2024 Budget
  - 7.B. Bid Award for Educational Consultants, Professional Development, and Other Student-Based Contracted Services

- 7.C. Bid Award for Maintenance Supplies, Equipment, and Services
- 7.D. Bid Award for Restaurant and Catering Services
- 7.E. Purchases in Excess of \$50,000 under Pre-Existing Bid, Purchasing Cooperative, or Allowed Professional Services
- 7.F. Approval of Additional Services for O’Connell Robertson Related to Furniture Selection, Procurement and Installation Assistance for Kendrick Elementary School and South Waco Elementary School
- 7.G. Approval of District Facility Rental Terms and Rates
- 7.H. Memorandum of Understanding (MOU) between Waco ISD and Texas State Technical College (TSTC) for Dual Credit Courses
- 7.I. Grow Our Own Instructor Stipends
- 7.J. Board of Trustees Meeting Minutes
  - 7.J.1. 1.25.2024 Regular Meeting Minutes
  - 7.J.2. 1.31.2024 Board Workshop Meeting Minutes
- 8. **Consider, Discuss, and Take Appropriate Action Regarding Sign-On Bonuses for Certified Teachers, Counselors, Librarians/Library Media Specialists, Nurses and Police Officers**  
**Presenter:** Dr. Daniel Lopez
- 9. **Consider, Discuss and Take Appropriate Action Regarding Amending the 2023-2024 Instructional Calendar due to the April 8, 2024, Eclipse**  
**Presenter:** Deena Cornblum
- 10. **Review and Discuss Student Achievement Data for Academic Interventions**  
**Presenter:** Kourtni Parnell
- 11. **Announcements**
- 12. **Consideration of Personnel**
  - 12.A. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee
  - 12.B. Hear a Complaint or Charge Against an Officer or Employee
- 13. **Adjournment**

**Waco Independent School District**

***Board of Trustees Meeting Agenda Item***

**Date:** February 22, 2024

**Contact Person:** Wendy Sledd

**RE:** Special Recognitions

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**Background Information:**

**Pledge Leaders**

Pledge leaders attend Tennyson Middle School/Atlas Academy. Sixth grader Amiya McLennan loves reading, crocheting, gymnastics, and studying her Bible. She plans to become a business woman. Atlas student Brooklyn Hopkins enjoys coloring art and her favorite subject is English.

**Percussive Arts Society International Convention First Place Winner**

University High School student and member of the UHS Mighty Trojan Band Nicholas Ashby captured first place in the Percussive Arts Society International Convention's High School Tenors Division.

**Parents as Teachers Blue Ribbon Program**

Waco ISD’s Parents as Teachers program, a member of the international Parents as Teachers network, is endorsed as a national Blue Ribbon Affiliate, which recognizes the program for its high-quality services for children and families.

**Texas High School Coaches Association Regional Coach of the Year**

University High School Athletic Director and Head Football Coach Kaeron Johnson was named the Texas High School Coaches Association Regional Coach of the Year among 5A school districts. The THSCA award recognizes coaches across the state of Texas for their exemplary achievements in the 2023 UIL football season.

**Community Partner Award**

H-E-B is honored as this month’s Waco ISD Community Partner. H-E-B supports multiple campuses throughout the district year-round through the Adopt-A-School program. The Texas headquartered company also supports districtwide programs through the donation of gift cards and food items. H-E-B has served as the title sponsor of the Waco ISD Education Foundation’s Celebrity Chef event since its inception in 2005.

**Fiscal Implications:**

None.

**Administration Recommendations:**

No action required.

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** February 14, 2024

**Contact Person:** Sheryl Davis

**RE: Monthly Financial Reports for the Period Ended January 31, 2024**

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**Background Information:**

Attached are the compiled January monthly financial reports for the following:

- General Fund
- Food Service Fund
- Debt Service Fund
- Internal Services Fund

These interim financial statements have been prepared utilizing data generated from the automated financial system and do not include any information related to other special revenue funds, capital projects funds, or trust and agency funds. Balances included in the report are unaudited and may change as a result of final year end closing entries and audit activities.

**Fiscal Implications:**

None.

**Administrative Recommendations:**

The Administration recommends that the Board of Trustees accept the monthly financial reports for the period ended January 31, 2024, as presented.



**Waco Independent School  
District  
Business & Support Services**

Sheryl Davis  
Chief Finance Officer

P.O. Box 27, Waco, Texas 76703  
Phone: 254-755-9440

February 14, 2024

Board of Trustees  
Waco Independent School District  
Waco, Texas

The accompanying balance sheets, statements of revenues, expenditures and changes in fund balance, and encumbrances and expenditures by fund, function and object for the month ending January 31, 2024 have been compiled for the General Fund, Food Service Fund, Debt Service Fund, and Internal Services Fund. Final cash reconciliation procedures and financial audit activities may result in additional adjustments to the January financial statements. These preliminary financial reports are prepared utilizing the following assumptions:

- Revenue: Recorded on a cash basis with adjustments to accrual basis made at August 31, 2024.
- Expenditure: Totals on the "Statement of Revenues, Expenditures and Changes in Fund Balance" include expenditures occurring during the interim period reported. Balances will be adjusted to accrual basis at August 31, 2024. Outstanding encumbrances are included on the "Encumbrances and Expenditures by Fund, Function, and Object" schedule, only.
- Beginning Fund Balance: Represents August 31, 2023 audited ending fund balance.

I have not performed an audit or review of these financial statements. Please do not hesitate to call if you have any questions or need further assistance.

Sheryl Davis  
Chief Finance Officer

## **Comparison of Fiscal Year 2023-2024 Revenues and Expenditures to Previous Fiscal Year as of January 31, 2024**

Variations in revenues and expenditures as compared to the previous year are primarily due to the cyclical nature of budgetary receipts and expenditures. The larger variances are explained in this summary.

### **General Fund**

#### **Revenues:**

5710 Local Property Taxes – Collections have decreased \$7.7 million from last year. However, as a percent of estimated revenue, are ahead of last year's collections by 2.3%. The decrease in collections is due to the compression of the tax rate and the increase in the homestead exemption. As of the end of January, value adjustments resulting from appeals and the impact of the new homestead exemption on frozen values have reduced the original levy by \$3.7 million.

5730 Tuition and Fees – Current year revenue reflects a decrease of \$46,161 from last year.

5740 Other Local Revenue – Revenues have increased \$1.6 million over last year. This is primarily attributable to an increase in earnings on investments of \$1.0 million and the receipt of an advance of \$0.5 million in insurance recovery from the June 16, 2023, storm that caused significant roof damage to many of our campuses.

5810 Per Capita and Foundation School Program Revenue – Revenue shows an increase \$23.6 million over last year. Ultimately, it is estimated that State Foundation School Program revenues will increase \$17.7 million over last year as a result of property tax rate compression and the shift between local property tax collections and state Foundation School Program revenues. In January, TEA ran the adjusted 2022 property values (corrected for the misreporting of properties in Tax Increment Zone #1) through the Foundation School Program. The adjustment resulted in a decrease of \$6.0 million for the 2022-2023 fiscal year. Final revenue adjustments (decreases) were \$59,955 more than I had projected for accruing the payable for the audit. The difference was primarily from modified statewide factors in calculating the gifted and talented allotment and the additional program revenue for operating campuses under the 1882 provision. On January 31<sup>st</sup>, we received the preliminary 2023 property values from the Comptroller's Office (which are used in calculating state revenues for the current 2023-2024 fiscal year). These values were significantly different from the pre-preliminary values we received in December. Based on the new values and average daily attendance projections through the third six weeks, Foundation School Funding for the current year is up about \$2.1 million. While the various allocations have increased or decreased, Special Education has also increased \$1.7 million. Approximately \$1.4 million will need to be budgeted mid-year in Special Education to meet maintenance of effort.

5900 Federal Sources Revenue – The Texas Health and Human Services Commission has notified districts that Medicaid reimbursements for special education students would be reduced by more than \$300 million, leaving school districts with millions of dollars to make up halfway through the school year. Three districts, Northside ISD in San Antonio, Dallas, and Cypress-Fairbanks will each receive more than \$10 million less than HHSC expected to give them. Houston, Austin, and Katy ISD are close behind, with special education deficits of more than \$5 million each to make up. This is a result of an audit conducted by the federal Department of Health and Human Services Office

of the Inspector General (DHHS OIG) of the random moment time study (RMTS) methodology used in the Texas Student Health and Related Services (SHARS) to generate Medicaid funding for special education students receiving health related services. The audit determined that certain moments captured during the study were coded in a manner that did not align with federal and state program policies. The state has appealed these findings twice and has been denied relief, upholding this disallowance. Consequently, the Texas Department of Health and Human Services has recalculated the statewide RMTS percentage for the federal fiscal year 2022 SHARS cost reports. The fiscal impact on Waco ISD is a loss of \$1,474,135 which represents a 42.2% loss in reimbursement. However, because we had budgeted a 20% reduction in anticipation of some loss, the \$2.0 million we will now receive is only \$787,300 less than what we estimated in developing the 2023-2024 budget. The District has submitted an appeal.

### **Functional Expenditures:**

Expenditures in the functional categories appear to be consistent with last year's spending pattern with the exceptions shown below.

11 Instruction – Expenditures have increased \$0.6 million over last year. Expenditures for the month of January show a decrease of \$1.2 million. As mentioned in previous months, this is primarily due to the timing of expenditures. Tuition payments, totaling \$1.7 million, from the general fund to the Greater Waco Academies were made in November this year but were made in January last year.

31 Guidance, Counseling and Evaluation Services – Expenditures have increased \$0.4 million over last year. This increase is primarily due to picking up two middle school counselors from ESSER funding in order to meet comparability of services and the increase in diagnosticians and other evaluation staff in the special education department.

52 Security and Monitoring Services – The increase of \$0.4 million is due to the increase in the number of officers required to staff all District campuses. At sites where the positions have not been filled, the District is placing contracted off-duty officers from other agencies. Currently, eight officer positions are vacant (an improvement of four over last month) and we had spent \$433,846 with RollKall for substitute officers. This cost has been funded with salary savings from the vacant positions.

53 Data Processing Services – While expenditures have decreased in total, they have increased 12.7% as a percent of budget. This is because last year's budget in December included a \$3.0 million E-Rate project that was later funded through the Emergency Connectivity Fund and accounted for in a special revenue fund.

71 Debt Service – The increase in debt service results from the timing of entries to implement right-to-use leases and subscription-based information technology, as required by Governmental Accounting Standards.

81 Facilities Acquisition and Construction – Expenditures have decreased \$260,799 due to the completion of the walk-in cooler/freezer project.

95 Juvenile Justice Program – Expenditures have decreased by \$53,863 from last year due to a reduction in daily rates and a decrease in participation for the 2023-2024 school year.

## **Child Nutrition Fund**

### **Revenues:**

5740 Other Local Revenues – The increase of \$102,867 is due to an increase in investment earnings resulting from increased interest rates.

5750 Extracurricular Activities – Revenues generated through adult meals and catering have increased \$50,963 over last year.

5900 Federal Sources Revenue – Federal reimbursements for meals have decreased \$124,708 from last year. In January 2023, the District received a payment of \$336,663 through Supply Chain Assistance funding. If we exclude those funds, revenues have increased \$211,955. While the percentage of students participating has increased slightly over last year's slow start, enrollments are down. As a participant in the Community Eligibility Program, where all of our students are eligible for free meals, the District's percentage of reimbursement is based on direct certification from enrollment in other need-based programs for low-income students, such as SNAP, TANF, Medicaid, children in foster care or identified as homeless, migrant, or eligible for state-sponsored pre-kindergarten programs, as of April 1<sup>st</sup>. Last year, the District was reimbursed at 95%, our reimbursement rate has returned to 100% for the 2023-2024 school year.

### **Functional Expenditures:**

Expenditures in the functional categories appear to be consistent with last year's spending pattern with the exceptions shown below.

35 Food Services – Expenditures have decreased \$60,818 from last year. The decrease is due to the timing of food and non-food purchases. The higher salary increases approved for the 2023-2024 school year has significantly improved employee retention.

## **Debt Service Fund**

### **Revenues:**

5710 Local Property Taxes – Property tax collections at the end of December have decreased \$1 million in comparison to last year. This is due, to value adjustments resulting from appeals reducing the original levy by \$3.4 million and the requirement that the District utilize some of the prior year's excess tax collections in funding the current year's debt.

5740 Other Local Revenue – The increase in other local revenues or \$76,933 results from an increase in investment income.

### **Functional Expenditures:**

Expenditures in the functional categories appear to be consistent with last year's spending pattern.

## **Proprietary Fund – Governmental Activities – Internal Service Fund**

The District utilizes an Internal Services Fund to account for its fully-insured group health insurance plan as well as its partially self-insured workers' compensation and unemployment coverages.

Internal service funds are utilized to account for the financing of goods or services provided by one organizational unit of the school district to other organizational units. It essentially facilitates the allocation of costs to all funding sources.

Operating revenues and operating expenses have been included in a detail designed to provide relevant information. Revenues from District contributions (assessments to other funds) are distinguished from revenues from employee contributions to health insurance. Expenses detail claims payments, administrative fees, and stop-loss or excess insurance costs.

The following chart reflects net operations for the various programs accounted for in the fund:

Program	Revenues	Expenditures	Net
Group Health Insurance	\$ 5,774,463	\$ 8,004,518	\$ (2,230,055)
Unemployment Compensation	16,619	38,925	(22,306)
Workers' Compensation	288,855	189,679	99,175
Wellness Programs*	0	4,795	(4,795)
Total	\$ 6,079,937	\$ 8,237,916	\$ (2,157,969)

*\*Under the terms of the agreement with Blue Cross-Blue Shield, the District received an annual claims credit of \$150,000 to use for wellness programs.*

As of January 31, 2024, expenditures exceeded revenues by \$2.2 million compared to \$0.7 million last year. Medical claims have increased \$0.8 million and prescription drug claims have increased by a like amount, a 35.6% increase over last year. The District issued a payment in January for a claim in excess of \$1.6 million. Stop-loss insurance covers specific losses over \$150,000 so we are expecting reimbursement of that amount as payments have previously been made on this claim.

Unemployment shows an expenditure of \$12,557 for the year. Credits received from federal stimulus funds are no longer offsetting normal unemployment expenditures.

While workers' compensation claims expenditures have increased \$35,797, administrative fees have decreased \$16,342.

Reserves for estimated incurred-but-not-reported (IBNR) claims for the fully self-funded health insurance plan totaled \$282,000 for medical claims and \$99,000 for prescription drugs, at August 31, 2023. Additionally, reserves for the estimated allocated loss adjustment expense (ALAE) for the partially self-funded workers' compensation plan totaled \$228,137. The audited beginning net position at September 1, 2023 is \$1,585,715; a decrease of \$1,406,518 from last year's beginning fund balance. As of January 31, 2024, the fund is in a deficit situation with expenditures exceeding revenues by \$2.2 million, wiping out the \$1.6 million fund balance. As mentioned, expected stop-loss reimbursements will remedy the current deficit but future activity could require supplemental funding from the General Operating fund.

Waco Independent School District  
**BALANCE SHEET**  
**GENERAL FUND**  
As of January 31, 2024

**ASSETS**

Cash and Temporary Investments	108,230,252
Property Taxes Receivable, Net of Allowance of \$2,216,808	869,765
Accrued Interest	197,872
Due from Other Funds	8,230,695
Other Receivables	72,112
Inventories	330,795
Deferred Expenditures	251
Total Assets	\$ 117,931,743

**LIABILITIES**

Accounts Payable	739,488
Payroll Withholdings and Contributions Payable	1,680,219
Accrued Wages Payable	9,073,337
Due to Other Funds	6,410,066
Due to Other Governments	-
Total Liabilities	\$ 17,903,111

**DEFERRED INFLOWS OF RESOURCES**

Unavailable Revenues - Property Taxes	\$ 869,765
Total Deferred Inflows of Resources	\$ 869,765

**FUND BALANCES**

Nonspendable Fund Balance	\$ 331,046
Restricted Fund Balance	2,345,002
Committed Fund Balance	264,652
Unassigned Fund Balance	96,218,167
Total Fund Balances	\$ 99,158,867
Total Liabilities and Fund Balances	\$ 117,931,743

Waco Independent School District  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
For the Period Ended January 31, 2024

**GENERAL FUND**

	Adopted Budget	Amended Budget	(Memo) Monthly		(Memo) Year-to-Date		Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
			Current	Prior Year	Current	Prior Year			
			1/31/2024	1/31/2023	1/31/2024	1/31/2023			
<b>REVENUES</b>									
<b>LOCAL SOURCES</b>									
5710 Local Property Taxes	\$ 69,432,000	69,432,000	29,213,633	31,747,735	53,381,621	61,055,611	(16,050,379)	76.88%	74.63%
5720 Services to Other Districts	76,000	76,000	6,910	8,411	35,970	37,259	(40,030)	47.33%	50.35%
5730 Tuition & Fees	189,000	189,000	13,226	22,150	71,738	117,898	(117,262)	37.96%	61.09%
5740 Other Local Revenue	3,143,200	3,643,200	437,424	297,522	2,503,552	931,881	(1,139,648)	68.72%	198.99%
5750 Extracurricular Activities	314,300	314,300	25,220	13,768	256,306	173,762	(57,994)	81.55%	44.51%
5760 Intermediate Source (C.E.D.)	334,000	334,000	-	-	-	-	(334,000)	0.00%	0.00%
Total Local Sources	\$ 73,488,500	73,988,500	29,696,413	32,089,586	56,249,186	62,316,412	(17,739,314)	76.02%	74.25%
<b>STATE SOURCES</b>									
5810 Per Capita & FSP Act	\$ 71,253,781	71,253,781	178,069	276,603	50,959,012	27,382,191	(20,294,769)	71.52%	46.57%
5830 Other State Program	7,451,780	7,463,089	569,923	548,704	2,813,818	2,699,095	(4,649,271)	37.70%	37.67%
Total State Sources	\$ 78,705,561	78,716,870	747,992	825,307	53,772,830	30,081,286	(24,944,040)	68.31%	45.60%
<b>FEDERAL SOURCES</b>									
5900 Federal Sources Revenue	5,405,000	5,405,000	69,576	99,714	648,028	636,691	(4,756,972)	11.99%	7.87%
Total Revenues	\$ 157,599,061	158,110,370	30,513,981	33,014,607	110,670,045	93,034,389	(47,440,325)	70.00%	58.89%
<b>EXPENDITURES</b>									
11 Instruction	\$ 88,456,586	88,705,821	6,971,804	8,159,123	39,356,889	38,760,612	49,348,932	44.37%	43.35%
12 Instructional Resources & Media	530,514	674,362	44,519	46,669	278,847	229,772	395,515	41.35%	40.96%
13 Curriculum & Staff Development	4,585,198	4,661,867	249,664	263,359	1,417,371	1,346,278	3,244,496	30.40%	31.27%
21 Instructional Leadership	4,007,386	4,010,138	265,135	322,720	1,465,345	1,529,617	2,544,793	36.54%	37.96%
23 School Leadership	10,496,861	10,500,061	808,814	940,935	4,314,358	4,301,019	6,185,703	41.09%	41.50%
31 Guidance, Counseling & Evaluation	6,502,343	6,428,334	495,009	531,186	2,790,902	2,411,430	3,637,432	43.42%	40.37%
32 Social Work Services	829,625	829,625	55,509	68,327	336,448	301,114	493,177	40.55%	39.69%
33 Health Services	1,544,147	1,542,647	125,784	153,859	675,563	679,382	867,084	43.79%	44.46%
34 Student Transportation	3,729,228	5,111,349	138,718	33,402	1,354,378	1,256,113	3,756,971	26.50%	23.78%
36 Extracurricular Activities	5,870,373	5,892,622	386,627	356,567	2,520,584	2,309,204	3,372,038	42.78%	40.06%
41 General Administration	7,443,184	7,523,184	439,563	530,882	2,814,964	2,724,578	4,708,220	37.42%	36.50%
51 Plant Maintenance & Operations	18,408,136	19,947,273	1,092,741	1,099,392	8,026,496	7,810,753	11,920,777	40.24%	39.46%
52 Security & Monitoring Services	3,602,281	3,778,861	272,753	168,044	1,454,986	1,078,217	2,323,875	38.50%	30.26%
53 Data Processing Services	2,979,816	2,979,816	149,430	163,488	1,782,953	2,037,267	1,196,863	59.83%	47.11%
61 Community Services	520,969	501,269	41,589	59,130	225,967	287,044	275,302	45.08%	40.77%
71 Debt Service	302,000	302,000	17,707	-	88,697	-	213,303	29.37%	0.00%
81 Facilities Acquisition & Construction	-	-	-	-	-	260,799	-	0.00%	0.00%
93 Shared Services Arrangements	300,000	300,000	-	-	-	-	300,000	0.00%	0.00%
95 Juvenile Justice Program	585,000	585,000	-	-	180,460	234,323	404,540	30.85%	36.05%
97 Payments to Tax Increment Fund	25,000	25,000	73	371	1,718	(40,589)	23,282	6.87%	-162.36%
99 Other Intergovernmental Charges	938,000	938,000	-	-	419,614	407,078	518,386	44.73%	50.35%
Total Expenditures	\$ 161,656,647	\$ 165,237,229	11,555,440	12,897,453	69,506,542	67,924,011	95,730,687	42.06%	40.75%
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ (4,057,586)	(7,126,859)	18,958,541	20,117,153	41,163,503	25,110,378	48,290,362		
<b>OTHER FINANCING SOURCES (USES)</b>									
7900 Other Sources	-	-	-	-	-	-	-	-	-
8900 Other Uses	(565,731)	(565,731)	-	-	-	-	(565,731)		
Total Other Financing Source (Uses)	\$ (565,731)	(565,731)	-	-	-	-	(565,731)		
Total Changes in Fund Balances	\$ (4,623,317)	(7,692,590)	18,958,541	20,117,153	41,163,503	25,110,378	48,856,093		
Fund Balances, Beginning	52,192,203	57,995,364			57,995,364	55,253,929	-		
Fund Balances, Ending	\$ 47,568,886	50,302,774			99,158,867	80,364,307	48,856,093		

Waco Independent School District  
**EXPENDITURES AND ENCUMBERED FUNDS BY FUNCTION AND MAJOR OBJECT**  
**GENERAL FUND**  
For the Period Ended January 31, 2024

								<i>(Memo)</i>	
		Payroll	Purchased & Contracted	Supplies & Materials	Other Operating	Debt Services	Capital Outlay	Total Year-to-Date	Total Year-to-Date
		6100	6200	6300	6400	6500	6600	1/31/2024	1/31/2023
		6100	6200	6300	6400	6500	6600	6000	6000
11	Instruction	\$ 35,824,362	2,270,247	1,315,830	276,286	-	-	39,686,726	38,071,777
12	Instructional Resources & Media	227,659	35,306	10,237	6,554	-	-	279,757	231,447
13	Curriculum & Staff Development	1,296,203	101,450	21,243	87,284	-	-	1,506,181	1,511,671
21	Instructional Leadership	1,314,396	88,920	48,065	106,504	-	-	1,557,885	1,674,981
23	School Leadership	4,153,522	41,747	80,443	80,578	-	-	4,356,289	4,358,410
31	Guidance, Counseling & Evaluation	2,540,203	86,534	175,016	19,216	-	-	2,820,969	2,489,016
32	Social Work Services	330,046	-	368	7,762	-	-	338,176	307,247
33	Health Services	666,826	2,673	6,220	1,018	-	-	676,737	686,972
34	Student Transportation	7,497	3,037,461	151,324	(3,261)	-	1,038,372	4,231,393	3,354,210
36	Co/Extracurricular Activities	1,402,256	487,564	372,863	598,720	-	39,225	2,900,629	2,820,068
41	General Administration	2,021,710	608,710	142,981	294,967	-	5,388	3,073,755	2,972,088
51	Plant Maintenance & Operations	3,610,740	3,192,135	903,807	1,250,077	-	248,530	9,205,289	9,578,837
52	Security & Monitoring Services	704,386	873,411	236,606	6,531	-	-	1,820,934	1,388,342
53	Data Processing Services	633,724	172,339	1,130,064	19,289	-	17,990	1,973,406	2,258,716
61	Community Services	120,373	171,127	13,999	5,585	-	-	311,085	449,650
71	Debt Service	-	-	-	-	88,697	-	88,697	-
81	Facilities Acquisition & Construction	-	-	-	-	-	-	-	497,239
95	Juvenile Justice Program	-	-	-	221,090	-	-	221,090	234,323
97	Payments to Tax Increment Fund	-	-	-	1,718	-	-	1,718	(40,589)
99	Other Intergovernmental Charges	-	419,614	-	-	-	-	419,614	407,078
<b>Total Expenditures &amp; Encumbered Funds</b>		<b>\$ 54,853,905</b>	<b>11,589,238</b>	<b>4,609,065</b>	<b>2,979,918</b>	<b>88,697</b>	<b>1,349,505</b>	<b>75,470,328</b>	<b>73,251,484</b>

Waco Independent School District  
**BALANCE SHEET**  
**CHILD NUTRITION FUND**  
As of January 31, 2024

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**ASSETS**

Cash and Temporary Investments	\$ 3,748,664
Due from Other Governments	983,757
Accrued Interest	22,365
Due from Other Funds	2,930,342
Total Assets	<u>\$ 7,685,127</u>

**LIABILITIES**

Accounts Payable	\$ 413,060
Accrued Wages Payable	182,957
Total Liabilities	<u>\$ 596,017</u>

**FUND BALANCES**

Nonspendable Fund Balance	\$ -
Restricted Fund Balance	\$ 7,089,111
Total Fund Balances	<u>\$ 7,089,111</u>
Total Liabilities and Fund Balances	<u>\$ 7,685,127</u>

Waco Independent School District  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
For the Period Ended January 31, 2024

**CHILD NUTRITION FUND**

	Adopted Budget	Amended Budget	<i>(Memo)</i>		<i>(Memo)</i>		Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
			Monthly		Year-to-Date				
			Current 1/31/2024	Prior Year 1/31/2023	Current 1/31/2024	Prior Year 1/31/2023			
<b>REVENUES</b>									
LOCAL SOURCES									
5740 Other Local Revenue	\$ 25,000	25,000	17,077	3,184	108,661	5,795	83,661	434.65%	18.11%
5750 Extracurricular Activities	379,000	379,000	52,766	45,349	309,690	258,728	(69,310)	81.71%	64.20%
Total Local Sources	\$ 404,000	404,000	69,842	48,533	418,352	264,522	14,352	103.55%	60.81%
FEDERAL SOURCES									
5900 Federal Sources Revenue	\$ 10,585,000	10,607,613	1,021,686	1,473,162	5,318,626	5,443,333	(5,288,987)	50.14%	56.86%
Total Revenues	\$ 10,989,000	11,011,613	1,091,528	1,521,695	5,736,978	5,707,856	(5,274,635)	52.10%	57.03%
<b>EXPENDITURES</b>									
35 Food Services	\$ 11,281,649	13,735,268	884,328	846,429	4,521,820	4,582,638	9,213,448	32.92%	36.12%
Total Expenditures	\$ 11,281,649	13,735,268	884,328	846,429	4,521,820	4,582,638	9,213,448	32.92%	36.12%
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ (292,649)	(2,723,655)	207,200	675,266	1,215,158	1,125,218	3,938,813		
Total Changes in Fund Balances	\$ (292,649)	(2,723,655)	207,200	675,266	1,215,158	1,125,218	3,938,813		
Fund Balances, Beginning	5,656,031	5,873,953			5,873,953	5,676,286	-		
Fund Balances, Ending	\$ 5,363,382	3,150,298			7,089,111	6,801,504	3,938,813		



Waco Independent School District  
**BALANCE SHEET**  
**DEBT SERVICE FUND**  
As of January 31, 2024

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**ASSETS**

Cash and Temporary Investments	\$ 23,676,340
Property Taxes Receivable, Net of Allowance of \$548,098.99	255,845
Due from Other Funds	<u>1,187,138</u>
Total Assets	<u><u>\$ 25,119,323</u></u>

**LIABILITIES**

Accounts Payable	\$ 9,501
Due to Other Governments	<u>124,397</u>
Total Liabilities	<u>\$ 133,898</u>

**DEFERRED INFLOWS OF RESOURCES**

Unavailable Revenues - Property Taxes	<u>\$ 255,845</u>
Total Deferred Inflows of Resources	<u>\$ 255,845</u>

**FUND BALANCES**

Restricted Fund Balance	<u>\$ 24,729,580</u>
Total Fund Balances	<u>\$ 24,729,580</u>
Total Liabilities and Fund Balances	<u><u>\$ 25,119,323</u></u>

Waco Independent School District  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
For the Period Ended January 31, 2024

**DEBT SERVICE FUND**

	Adopted Budget	Amended Budget	(Memo)		(Memo)		Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
			Monthly		Year-to-Date				
			Current 1/31/2024	Prior Year 1/31/2023	Current 1/31/2024	Prior Year 1/31/2023			
<b>REVENUES</b>									
<b>LOCAL SOURCES</b>									
5710 Local Property Taxes	\$ 22,304,772	22,304,772	10,001,013	10,060,106	18,285,868	19,310,873	(4,018,904)	81.98%	78.33%
5740 Other Local Revenue	505,000	505,000	73,137	57,481	183,660	106,727	(321,340)	36.37%	426.91%
Total Local Sources	\$ 22,809,772	22,809,772	10,074,151	10,117,587	18,469,528	19,417,599	(4,340,244)	80.97%	78.68%
<b>STATE SOURCES</b>									
5820 Other State Program (TEA)	\$ 2,359,589	2,359,589	-	-	1,187,138	-	(1,172,451)	50.31%	0.00%
Total State Sources	\$ 2,359,589	2,359,589	-	-	1,187,138	-	(1,172,451)	50.31%	260.00%
Total Revenues	\$ 25,169,361	25,169,361	10,074,151	10,117,587	19,656,666	19,417,599	(5,512,695)	78.10%	80.29%
<b>EXPENDITURES</b>									
71 Debt Service	\$ 25,914,221	25,914,221	-	3,500	2,150	(8,750)	25,912,071	0.01%	-0.04%
97 Payments to Tax Increment Fund	6,000	6,000	22	(80)	409	(8,505)	5,591	6.82%	-170.10%
Total Expenditures	\$ 25,920,221	25,920,221	22	3,420	2,559	(17,255)	25,917,662	0.01%	-0.07%
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ (750,860)	(750,860)	10,074,129	10,114,167	19,654,107	19,434,854	20,404,967		
Total Changes in Fund Balances	\$ (750,860)	(750,860)	10,074,129	10,114,167	19,654,107	19,434,854	20,404,967		
Fund Balances, Beginning	5,005,919	5,075,473			5,075,473	4,006,234	-		
Fund Balances, Ending	\$ 4,255,059	4,324,613			24,729,580	23,441,088	20,404,967		

Waco Independent School District  
**Statement of Net Position**  
**Proprietary Fund**  
As of January 31, 2024

	Governmental Activities ----- Internal Service Fund
<b>Assets</b>	
Current assets:	
Other receivables	\$ 697
Prepaid items-health insurance	363,557
Total Assets	\$ 364,254
<b>Liabilities</b>	
Current liabilities:	
Accounts payable	\$ 185,020
Other current liabilities	609,137
Due to other funds	142,360
Total current liabilities	\$ 936,518
Total liabilities	\$ 936,518
<b>Net position</b>	
Unrestricted net position	\$ (572,264)
Total net position	\$ 364,254

Waco Independent School District  
Statement of Revenues, Expenses, and Changes in Net Position  
Budget and Actual  
For the Period Ended January 31, 2024

Proprietary Fund  
Governmental Activities - Internal Service Fund

	Budget	<i>(Memo)</i>		<i>(Memo)</i>		Difference Budget to Current Year-to-Date	CY YTD As % of Budget	PY YTD As % of Budget
		Monthly		Year-to-Date				
		Current 1/31/2024	Prior Year 1/31/2023	Current 1/31/2024	Prior Year 1/31/2023			
<b>Operating revenues:</b>								
Employee contributions:								
Group health	\$ 3,690,000	327,324	\$ 289,802	1,497,381	\$ 1,405,487	(2,192,619)	40.58%	38.71%
Assessments to other funds:								
Group health	9,770,000	784,269	811,599	3,922,602	4,129,705	(5,847,398)	40.15%	40.34%
Unemployment	38,485	3,135	9,331	16,619	49,890	(21,866)	43.18%	44.54%
Workers compensation	441,187	66,124	31,736	285,806	157,733	(155,381)	64.78%	44.06%
Prescription drug rebates	804,000	-	-	354,480	-	(449,520)	44.09%	0.00%
Insurance recovery	-	-	-	3,049	-	3,049	0.00%	0.00%
Total operating revenues	<u>\$ 14,743,672</u>	<u>1,180,852</u>	<u>1,142,468</u>	<u>6,079,937</u>	<u>5,742,815</u>	<u>(8,663,735)</u>	<u>41.24%</u>	<u>36.99%</u>
<b>Operating expenses:</b>								
Administrative fees	\$ 1,150,232	156,131	94,437	686,413	572,184	463,819	59.68%	42.57%
Claims expense:								
Medical claims	8,889,635	1,799,138	479,080	4,149,315	3,386,223	4,740,320	46.68%	35.91%
Prescription drug claims	4,730,506	435,022	426,496	2,480,305	1,829,801	2,250,201	52.43%	46.58%
Unemployment	22,000	-	8,422	38,925	11,474	(16,925)	176.93%	11.25%
Workers compensation	187,685	-	-	86,406	13,358	101,279	46.04%	5.14%
Stop-loss insurance	1,513,614	313,079	124,069	791,757	579,811	721,857	52.31%	33.34%
Wellness Program	50,000	-	18,227	4,795	32,322	45,205	9.59%	48.24%
Total operating expenses	<u>\$ 16,543,672</u>	<u>2,703,369</u>	<u>1,150,730</u>	<u>8,237,916</u>	<u>6,425,173</u>	<u>8,305,756</u>	<u>49.79%</u>	<u>38.08%</u>
Change in net position	<u>\$ (1,800,000)</u>	<u>(1,522,518)</u>	<u>(8,262)</u>	<u>(2,157,979)</u>	<u>(682,358)</u>	<u>(357,979)</u>		
<b>Net position:</b>								
Net position, beginning	<u>\$ 1,585,715</u>			<u>1,585,715</u>	<u>2,992,233</u>	<u>-</u>		
Net position, ending	<u>\$ (214,285)</u>			<u>(572,264)</u>	<u>2,309,875</u>	<u>(357,979)</u>		

Waco Independent School District  
**Statement of Cash Flows**  
For the Period Ended January 31, 2024

**Proprietary Fund**

	Governmental Activities Internal Service Fund
<b>Cash flows from operating activities:</b>	
Cash received from employee contributions	\$ 327,324
Cash received from assessments to other funds	2,376,045
Cash payments for claims	(2,234,160)
Cash payments for stop loss premiums	(313,079)
Cash payments for professional and contracted services	(156,131)
Net cash provided by operating activities	\$ 0
Net increase in cash and cash equivalents	\$ 0
Cash and cash equivalents at beginning of year	-
Cash and cash equivalents at end of year	\$ 0
<b>Reconciliation of operating income to net cash provided by operating activities:</b>	
Operating gain (loss)	\$ (1,522,518)
Effects of increases and decreases in current assets and liabilities:	
Decrease in receivables	1,884,438
Decrease in accounts payable	(361,920)
Increase in current liabilities	-
Net cash provided by operating activities	\$ 0

**Waco Independent School District**

***Board of Trustees Meeting Agenda Item***

**Date:** February 22, 2024

**Contact Person:** Dr. Susan Kincannon

**RE:** **Middle of Year Literacy Data**

=====

**Background Information:**

In March 2023, the Board approved four goals as priorities for 2023 (attached). Each of the goals identified data sources for evaluating performance.

For the goal regarding **Literacy**, trustees specified STAAR Reading Data, STAR Renaissance Reading Data (beginning, middle, and end of year), Number of Parental Involvement Activities Conducted, and Number of Parents Participating in Activities. Data from the 2022-2023 school year for each of the specified items was included in the packet for the September 21, 2023, Regular meeting.

Attached with this report is middle of year STAR Renaissance Reading data for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades.

**Fiscal Implications:**

N/A

**Administration Recommendations:**

This item is informational and no action is required.

# SUPERINTENDENT'S PERFORMANCE GOALS

2023



## LITERACY

Continue to develop the district's literacy and intervention systems at the elementary level, focusing on decreasing the third grade reading gap between students in ESC 12 and Waco ISD and designing and implementing parental involvement activities to support increased reading achievement.

*Evaluation Data Sources: STAAR Reading Data, STAR Renaissance Reading Data (beginning, middle, and end-of year), Number of Parental Involvement Activities Conducted, Number of Parents Participating in Activities*



## SCHOOL SAFETY & STUDENT BEHAVIOR

Review and refine current systems for discipline support with attention toward programs, staffing, policies, and previous and future training to support improved school safety.

*Evaluation Data Sources: PEIMS Offense Data for Fights, Assaults, Weapons, Vapes, Drugs, Panorama Teacher Survey Result on the following Question: During the past week, how often did you feel safe at work?*

**The Waco ISD Board of Trustees has identified these four goals as priorities for 2023. They will be incorporated into the District Improvement Plan in the fall of 2023.**



## EMPLOYEE RETENTION & SATISFACTION

Identify and implement strategies to improve teacher retention and satisfaction including improved working conditions, focusing on competitive compensation packages, and continued leadership development.

*Evaluation Data Sources: Teacher Turnover Rates, Number of Ready and High Potential Leaders (Holdsworth Dashboard), TASB Compensation Comparisons (at or above 90% of market by employee group), Panorama Teacher Survey Result on the following Question: How Positive is the working environment at your school?, Teacher Experience Data*



## BUDGET

Develop a five-year budget forecast using anticipated revenues and expenditures to attempt to project and prepare for any significant future fiscal challenges.

*Evaluation Data Sources: School FIRST Report, Annual Audit, Five-Year Student Projections*



STAR RENAISSANCE EARLY LITERACY 1ST GRADE - PROFICIENCY RATE (DISTRICT BENCHMARK PERCENTAGES)		
Campus	BOY 23-24	MOY 23-24
Bells Hill Elementary	81.3	72
Cedar Ridge Elementary	62.3	52.5
Crestview Elementary	60.5	52.4
Dean Highland Elementary	70.3	66.7
Hillcrest Pds	85.7	79.4
Kendrick Elementary	75.5	76
Lake Air Montessori	89.4	78.7
Mountainview Elementary	62	69.2
Parkdale Elementary	65.6	62
Provident Heights Elementary	77.5	78
South Waco Elementary	63.6	69.7
West Avenue Elementary	78.9	88.9

*\*Each test administration reflects the number of students enrolled at that time. This number may vary for each test administration.*

STAR RENAISSANCE READING 2ND GRADE - PROFICIENCY RATE (DISTRICT BENCHMARK PERCENTAGES)		
Campus	BOY 23-24	MOY 23-24
Bells Hill Elementary	22.7	21.9
Cedar Ridge Elementary	25	18.5
Crestview Elementary	29.8	22
Dean Highland Elementary	30.9	28.7
Hillcrest Pds	24.5	37.1
Kendrick Elementary	20	17.2
Mountainview Elementary	37.7	41.5
Parkdale Elementary	34	37.9
Provident Heights Elementary	28.9	31.6
Lake Air Montessori	52.2	56.7
West Avenue Elementary	31	40
South Waco Elementary	17.5	27

*\*Each test administration reflects the number of students enrolled at that time. This number may vary for each test administration.*

STAR RENAISSANCE READING 3RD GRADE - PROFICIENCY RATE (DISTRICT BENCHMARK PERCENTAGES)		
Campus	BOY 23-24	MOY 23-24
Bells Hill Elementary	17.9	20.3
Cedar Ridge Elementary	15.5	24.2
Crestview Elementary	24.3	22.7
Dean Highland Elementar	16.7	16.5
Hillcrest Pds	32.8	46
Kendrick Elementary	16.9	16.5
Mountainview Elementary	33.3	34
Parkdale Elementary	29.7	26.3
Provident Heights Elemen	38.6	35.5
Lake Air Montessori	43	53.2
West Avenue Elementary	21.7	41
South Waco Elementary	13.5	20

*\*Each test administration reflects the number of students enrolled at that time. This number may vary for each test administration.*

**Waco Independent School District**

***Board of Trustees Meeting Agenda Item***

**Date: February 22, 2024**

**Contact Person: Dr. Susan Kincannon**

**RE: First Semester School Safety and Student Behavior Report**

=====

**Background Information:**

In March 2023, the Board approved four goals as priorities for 2023 (attached). Each of the goals identified data sources for evaluating performance.

For the goal regarding **Student Safety & Student Behavior**, trustees specified PEIMS Offense Data for Fights, Assaults, Weapons, Vapes, and Drugs for evaluation purposes. For the 2023-2024 school year, the Administration will provide the Board a dashboard report at the end of each grading period.

Attached is a dashboard report for first semester 2023-2024 school year.

The *Substances* column includes three PEIMS codes implemented on September 1, 2023, in compliance with House Bill 114. Data regarding Felony Controlled Substances with a PEIMS code of 36 are also included in this category. New PEIMS codes include e-marijuana (62), e-Cigarettes (63) and other controlled Substances (64). Columns two and three of the dashboard offer greater detail regarding vape offenses using a local code. These counts are included in the overall data for *Substances*.

The *Weapons* column includes offenses for possession of Knife (12) and Gun (11).

**Fiscal Implications:**

N/A

**Administration Recommendations:**

This item is informational. No action is required.



# SCHOOL SAFETY & STUDENT BEHAVIOR

LAST UPDATED

## CAMPUS

Substances\*

L34 Non-THC Vape

L35 THC Vape

41 Fights

Weapons^

27 Assault Against Employee

28 Assault Student to Student

32 Sexual Assault of Student †

HIGH SCHOOLS

- Waco High
- University High
- Brazos High
- Wiley Opportunity\*\*

ELEMENTARY SCHOOLS

- Bell's Hill
- Cedar Ridge
- Crestview
- Dean Highland
- Hillcrest
- Kendrick
- Lake Air
- Mountainview
- Parkdale
- Prov. Heights
- South Waco
- West Avenue

MIDDLE SCHOOLS

- Cesar Chavez
- Tennyson
- Wiley Opportunity\*\*

TRANSFORMATION WACO

- Alta Vista
- Brook Avenue
- J.H. Hines
- G.W. Carver

\*New HB-114-Related [62, 63, 64] & On-Campus Felony Controlled Substances [36] ^Knives [12] & Firearms [11] † On Campus  
 \*\*Wiley Opportunity data may include continuations from previous reports.

# SUPERINTENDENT'S PERFORMANCE GOALS

2023



## LITERACY

Continue to develop the district's literacy and intervention systems at the elementary level, focusing on decreasing the third grade reading gap between students in ESC 12 and Waco ISD and designing and implementing parental involvement activities to support increased reading achievement.

*Evaluation Data Sources: STAAR Reading Data, STAR Renaissance Reading Data (beginning, middle, and end-of year), Number of Parental Involvement Activities Conducted, Number of Parents Participating in Activities*



## SCHOOL SAFETY & STUDENT BEHAVIOR

Review and refine current systems for discipline support with attention toward programs, staffing, policies, and previous and future training to support improved school safety.

*Evaluation Data Sources: PEIMS Offense Data for Fights, Assaults, Weapons, Vapes, Drugs, Panorama Teacher Survey Result on the following Question: During the past week, how often did you feel safe at work?*

**The Waco ISD Board of Trustees has identified these four goals as priorities for 2023. They will be incorporated into the District Improvement Plan in the fall of 2023.**



## EMPLOYEE RETENTION & SATISFACTION

Identify and implement strategies to improve teacher retention and satisfaction including improved working conditions, focusing on competitive compensation packages, and continued leadership development.

*Evaluation Data Sources: Teacher Turnover Rates, Number of Ready and High Potential Leaders (Holdsworth Dashboard), TASB Compensation Comparisons (at or above 90% of market by employee group), Panorama Teacher Survey Result on the following Question: How Positive is the working environment at your school?, Teacher Experience Data*



## BUDGET

Develop a five-year budget forecast using anticipated revenues and expenditures to attempt to project and prepare for any significant future fiscal challenges.

*Evaluation Data Sources: School FIRST Report, Annual Audit, Five-Year Student Projections*



**Waco Independent School District**  
**Board of Trustee Meeting Agenda Item**

**Date:** February 22, 2024

**Contact Person:** Sheryl Davis

**RE: Amendment to the 2023-2024 Budget**

=====

**Background Information:**

The Texas Education Agency has established additional requirements for school district budget preparation. As part of these requirements, a school district must amend the official budget before exceeding a functional expenditure category, i.e., instruction, administration, etc., in the total district budget. Attached is a copy of the proposed amendment to the Official Budget identifying details of the request. The following summarizes the effect of the amendment by functional category.

**Summary:**

***Amendment #020: Mountainview Elementary School (Fund 199)***

This amendment will reallocate funds budgeted for instructional supplies and extracurricular extra duty pay to school leadership to cover supplies and materials for the administrative team. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>
Source of Funds:	\$ 2,000	Curriculum & Instructional Staff Development
Use of Funds:	\$ 2,000	Instructional Leadership, Community Services
Fund Balance Effect	<b>None</b>	

***Amendment #021: Student Transportation Services (Fund 199)***

This amendment will place budget for transition start-up and operating costs for the months of July and August 2024 for District-operated student transportation services. Funds will come from savings in transportation contracted services, vehicle purchases, and unassigned fund balance. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>
Source of Funds:	\$ 525,000	Student Transportation Services
Use of Funds:	\$ 525,000	Unassigned Fund Balance
Fund Balance Effect	<b>Decrease</b>	

A copy of the amendments are attached for your review detailing line items to be adjusted.

**Fiscal Implications:**

None of these amendments impacts the fund balance.

**Administrative Recommendation(s):**

The administration recommends that the Board of Trustees approve the budget amendment, as presented.



**WACO INDEPENDENT SCHOOL DISTRICT  
AMENDMENT BUDGET FORM**

**AMENDMENT # 021**

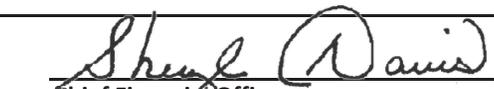
**CAMPUS OR DEPARTMENT:** Student Transportation Services

**DATE:** 2/22/2024

BUDGET CODE							DESCRIPTION	A	B	C	D
FUND	FNC	OBJ	SO	ORG	PRG	LOPT		CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	REQUESTED INCREASE (DECREASE)	AMENDED APPROPRIATION
199	34	6119	66	999	99	000	Salaries-Tchrs/Other Professional	64,272	57,349.54	115,000	179,272
199	34	6121	66	999	99	000	Extra-duty/Overtime-Support Staff	-	-	50,000	50,000
199	34	6129	66	999	99	000	Wages-Support Staff	-	-	310,000	310,000
199	34	6141	66	999	99	000	Social Security/Medicare	932	822.08	7,200	8,132
199	34	6142	66	999	99	000	Group Health & Life Insurance	3,400	3,400.00	87,000	90,400
199	34	6143	66	999	99	000	Workers' Compensation	426	393.08	3,200	3,626
199	34	6144	66	999	99	000	TRS/TRS Care On-behalf Payments	1	(269.32)	40,600	40,601
199	34	6145	66	999	99	000	Unemployment Compensation	21	18.54	200	221
199	34	6146	66	999	99	000	Teacher Retirement/TRS Care	7,006	6,430.30	14,300	21,306
199	34	6219	66	999	99	000	Other Professional Services	-	-	5,000	5,000
199	34	6239	66	999	99	000	Education Service Center Services	-	-	2,500	2,500
199	34	6256	66	999	99	000	Telecommunications	-	-	2,000	2,000
199	34	6319	66	999	99	000	Other Supplies & Materials-Maintenance	-	-	75,000	75,000
199	34	6396	66	999	99	000	Software Licenses	-	-	109,000	109,000
199	34	6397	66	999	99	000	Equipment-Unit Cost \$300-\$5000	-	-	15,000	15,000
199	34	6399	66	999	99	000	Other General Supplies & Materials	7,500	-	30,000	37,500
199	34	6411	66	999	99	000	Travel Costs-Employee	-	-	6,000	6,000
199	34	6429	66	999	99	000	Liability Insurance	-	-	80,000	80,000
199	34	6497	66	999	99	000	Fees	2,500	2,486.16	10,000	12,500
199	34	6499	66	999	99	000	Miscellaneous Operating Costs	-	-	4,000	4,000
199	34	6631	66	999	99	000	Vehicles-Unit Cost \$5000+	1,229,064	190,692.00	(190,500)	1,038,564
199	34	6639	66	999	99	000	Furniture, Equip, Software-Unit Cost \$5000+	9,000	9,000.00	26,000	35,000
199	34	6299	66	999	99	000	Other Contracted Services	842,657	76,765.00	(70,000)	772,657
199	34	6299	66	999	99	000	Other Contracted Services	2,328,600	206,500.00	(206,500)	2,122,100
199	00	3600	00	000	00	000	Unassigned Fund Balance			(525,000)	(525,000)

**REASON FOR REQUEST:** Place budget for transition start-up costs and operating costs for the months of July and August 2024 for District-operated student transportation services.

**BUDGET ADMINISTRATOR /**

  
Chief Financial Officer

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** February 22, 2024

**Contact Person:** M. Tish

**RE: Bid Award for Educational Consulting, Professional Development, and Other Student-Based Contracted Services**

=====

**Background Information:**

Request for Proposal, RFP # 21-1182, Educational Consulting, Professional Development, and Other Student-Based Contracted Services have been received for the purpose of creating a list of vendors which can service the District. We received six (6) responses during the past month. The recommended vendors will be added to our previously approved list of three hundred one (312) responses.

Examples of the types of services covered under this RFP are:

- Academic Educational Consultant
- Professional/Staff Development Training
- Motivational or Professional Speaker
- Program Review/Recommendation Services
- Data/Statistical Analysis
- Curriculum Design
- Evaluator Services
- Judging Services
- Technology Analysis/Consultant
- Operations Analysis/Consultant
- Grant Evaluation Services
- Presentations/Programs for staff and students (e.g. authors)
- Marching Band/Drill/Cheer Design and Choreography (includes camps)
- Theatre Coaching Services
- Instructors for outside of the school day classes (art, photography, gardening, tennis, Zumba, etc.)
- Speaker(s) for Assembly Programs
- Other services deemed appropriate for this request

In an effort to create inclusivity with our consulting, professional development, and student-based contracted services vendors and in light of changes made in 2019 by the Texas Education Agency’s, Financial Accountability Systems Resource Guide (FASRG) Module 5 – Purchasing, the Business Services Department has elected to utilize the Extended Period for Multiple Award Contracts as shown in the FASRG excerpt shows.

### **3.16.6 Limited Response Period versus Extended Period for Multiple Award Contracts**

Normal procurement practices will allow solicitation responses to be submitted to the district within a limited, specific time period, usually two to three weeks. The district may want to review past policies to determine if a limited response time is in the best interest of the district and the needs of its end users.

Consideration may need to be given to have an extended opening for receiving responses.

- Limited Response Period. This choice is considered a normal, formal RFP. Examples include newspaper advertisements and awards made and limited to only the responders that submitted and awarded for the solicitation.
- Extended Response Period. This choice is more informal than a limited response period. The major difference is the date the responses are due. This method allows for responses to be accepted throughout an extended period such as the date of the contract award expiration and awards made periodically. Periodic board approval may also be required. For newspaper advertisements, our District will continue to publicize periodic republication through our website and continue to enlist the assistance of the three (3) Chamber of Commerce's, as received on this first solicitation. The advertisement will address concerns about transparency by announcing the solicitation to new readers even though the statutory requirements were met by the initial publication.

The intent for awarding additional vendors to this bid will be done on an as needed basis. Vendors submitting a response by the end of each month will be submitted for consideration at the next board meeting.

#### **Fiscal Implications:**

The cost of these items will be charged to the appropriate campus/department budget.

#### **Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the additional six (6) vendors for the Educational Consulting, Professional Development, and Other Student-Based Contracted Services bid, as presented.

**Grace Therapy and Educational Services**

Company Name: Grace Therapy and Educational Services  
Street Address: 8125 Skyview  
City, State, Zip: Temple, TX 76502  
Contact Name: Emily Meyer  
Contact Phone Number: 832-584-9351  
Contact Email Address: emily@mygracetherapy.com  
Category of Service Provided: Academic Educational Consultant  
Target Audience: Special Education, Speech Therapy Services  
Description of Services: Speech therapy services such as case management, supervision, and therapy  
Pricing: Certified SLP: 90.00; Certified SLPA: 75.00

**Janet Corder**

Company Name: Janet Corder  
Street Address: 988 Trophy Club Dr  
City, State, Zip: Roanoke, Texas 76262  
Contact Name: Janet Corder  
Contact Phone Number: 817-692-7106  
Contact Email Address: janet.corder@gmail.com  
Category of Service Provided: Professional/Staff Development Training  
Target Audience: Instructional coaches, teachers, administrators  
Description of Services: Professional development for educators in the following areas: instructional technology, best practices for professional development, and coaching  
Pricing: \$1000 per day; \$500 per half day; plus hotel cost if needed

**Mallett & Company, Educational Consulting Services**

Company Name: Mallett & Company, Educational Consulting Services (ECS) 880  
Street Address: Howell Street  
City, State, Zip: Beaumont, TX 77706  
Contact Name: Deborah G. Mallett 409-658-  
Contact Phone Number: 5069  
Contact Email Address: debbiemallett@mallett-and-company.com; dglenmal@aol.com  
  
Category of Service Provided: Professional/Staff Development Training  
Target Audience: Professional Staff Development is offered to Teachers, Administrators, and Counselors for Gifted and Talented certifications and the 6-hour updates required for teachers each year  
Description of Services: On-line and face-to-face professional staff development for all educators, administrators, and counselors; provides certificates of completion for each participant following each session; offer an Unlimited Access Agreement for our clients who would like to have all educators certified in the district; Information provided to the Advanced Academic Director/Gifted and Talented Director to access Notes and Evaluations from each participant and time spent on each session

Pricing: Fee for face-to-face sessions varies depending on the amount of time required; Minimum price for face-to-face sessions is \$5,000 plus materials and travel; On-line sessions are discounted to \$85.00 each and the entire core session for the 30-hours is \$425 with a discount of \$375.00; prices are subject to change

### **Natalie McClure**

Company Name: Natalie McClure  
Street Address: 3832 N 20th  
City, State, Zip: Waco, TX 76708  
Contact Name: Natalie McClure  
Contact Phone Number: 430-333-0512  
Contact Email Address: nataliewaco2010@gmail.com  
Category of Service Provided: Other applicable service  
Target Audience: Waco ISD students and families  
  
Description of Services: Case management services to students and families  
Pricing: \$26 per hour

### **TrackforLife Meet Services**

Company Name: TrackforLife Meet Services  
Street Address: 19505 Scenic Dr  
City, State, Zip: Spicewood, Tx 78669  
Contact Name: Seth Brower  
Contact Phone Number: 512-794-3818  
Contact Email Address: seth.brower@trackforlife.com  
Category of Service Provided: Other applicable service  
Target Audience: Track and field athletes  
Description of Services: Registration, timing, and other meet management services  
Pricing: \$1900 for registration, meet management, timing services

### **WhyMaker**

Company Name: WhyMaker, LLC  
Street Address: 405 Lexington Ave., Floor 9  
City, State, Zip: New York, NY 10174  
Contact Name: Scott Read  
Contact Phone Number: 347-915-3067  
Contact Email Address: scottread@whymaker.com  
Category of Service Provided: Professional/Staff Development Training  
Target Audience: Teachers, administrators, lead teachers, librarians, and STEM specialists  
Description of Services: Professional development and writing curriculum with specific expertise in CTE, computer science, robotics, technology, design thinking, project-based learning, STEM best practices, special education, instructional teaching, clean energy, and maker education; PD sessions are rooted in Universal Design for Learning which naturally allows diverse learners to thrive; helps develop professional learning communities, offers job-embedded coaching, and sells STEM products  
Pricing: 1 hour PD workshops start at \$800; half day (3-4 hour) PD workshops start at \$1500;

Full-day PD workshops start at \$3000; 2-3day PD starts at \$5000; Week-long PD workshops start at \$12,500; Individual coaching sessions vary; We recommend a round of 3x 1-hour sessions, price starting at \$800 for the round of 3 sessions; Creation of one lesson plan starts at \$2000; Creation of a 4 part course starts at \$12,000; Lead training starts at \$1500; Pricing may vary

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date: February 22, 2024**

**Contact Person: M. Tish**

**RE: Purchases over \$50,000 Under Pre-Existing Bid, Purchasing Cooperative, or Allowed Professional Service**

=====

**Background Information:**

In April 2020, the Board approved a change in Board Policy CH (Local) that requires all purchase requests over \$50,000 to be approved by the Board of Trustees prior to being made. These purchases will be made under a pre-existing bid or purchasing cooperative. The following purchase requests have been made as of January 25, 2024:

**Pre-Existing Bid:**

- HCS Inc. Commercial General contractor - \$273,900.00 – Relocation of Tennyson Portables to Replace Rentals at Multiple Campus – Waco ISD Bid #22-1229 Maintenance Supplies, Equipment & Services
- Kaplan Early Learning Company - \$51,515.52 – Literacy Rugs for Elementary Classrooms – Waco ISD Bid #21-1200 Instructional Materials
- Total Office Solutions - \$27,707.00 – Furniture for Tennyson MS -Waco ISD Bid #19-1141 Local Retailer General Merchandise

**Purchasing Cooperative:**

- Raptor Technologies, LLC. - \$150,093.66 – Emergency Management, Visitor Management, Student Safety Suite, Professional Services for implementation and use – Safety and Facility Enhancement Cycle 1 Allotment – BuyBoard Contract# 661-22 Technology Equipment, Products, Services and Software
- Mobile Modular Buildings - \$62,920.00 –District Wide removal of all rental portable building – BuyBoard Contract #637-21 Modular Buildings, Classrooms, and Relocation Services
- Rentacrate Enterprises - \$140,256.60 - Rental equipment, supplies, and labor to relocate Tennyson Middle School - BuyBoard Contract #640-21 Moving Services and Supplies
- Furniture for Tennyson MS will be purchased from the following purchasing cooperatives by manufacturer:
  - Total Office Solutions - \$365,371.29 – Tennyson MS Furniture
    - HON Company - Omnia Partners Contract #R191804 Furniture, Installation and Related Services

- MooreCo – NCPA Contract #07-108 Furniture
  - JSI – Omnia #R191806 Furniture, Installation, and Related Services
- Wenger Corporation - \$143,365.95 – BuyBoard Contract #712-23 Musical Instruments, Equipment, Supplies, and Repair
- McCoy Rockford Commercial Interiors - \$1,101,756.06
  - Global Industries, Inc. – TXMAS Contract #19-7106 Furniture
  - KI Furniture – Sourcewell Contract #091423-KII
  - NorvaNival USD, LLC – BuyBoard Contract #667-22 Furniture for School, Office, Science, Library, and Dormitory
  - Paragon Furniture, Inc. – TIPS Contract #230301 Furniture, Furnishings, and Services
  - Safco Products Co. – Omnia Partners Contract #R191814 Furniture, Installation and Related Services
  - Smith Systems Manufacturing – BuyBoard Contract #667-22 Furniture for School, Office, Science, Library and Dormitory
  - Sit On It – Omnia Partners Contract #R191803 Furniture, Installation and Related Services
  - Steelcase, Inc. – TXMAS Contract #19-7108 Furniture
  - Steelcase, Inc. – E&I Contract Pricing CDA #14Z05855
- TransPar Group, Inc. – \$76,325.00 – Continuation of Services Retainer Agreement for Transportation Consultant in the amount of \$29,250.00. Services will run through August 31, 2024 to provide guidance for bringing Transportation Department in house. This is in addition to the original agreement amount of \$47,075.00. If additional hours are requested by the district, these hours will be billed at \$160.00 per hour. – Omnia Partners Contract #05-85 Fleet Management and Leasing

Other:

- TAB Technologies - \$85,382.00 – Testing, Adjusting, and Balancing of the HVAC Systems at South Waco ES – Professional Services
- Langerman Foster Engineering Company - \$188,116.00 – Construction Materials Testing Services for Kendrick ES, Phase 2, including Soils Testing and Concrete Testing – Professional Services
- Intertek Professional Services Industries, Inc. (PSI) - \$363,411.60 – Construction Materials Testing and Observation for Waco HS – Professional Services

**Fiscal Implications:**

The cost of these goods and services will be charged to the appropriate departmental budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the purchase requests over \$50,000, as presented.

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date: February 22, 2024**

**Contact Person: Gloria Barrera**

**RE: Additional Services for O’Connell Robertson For Furniture Selection, Procurement and Installation Assistance for Kendrick Elementary School and South Waco Elementary School**

=====

**Background Information:**

The 2021 Bond Program includes new furniture for Kendrick and South Waco Elementary Schools. Given the large quantity of furniture needed, Waco ISD engaged interior design professionals with O’Connell Robertson to assist with the selection, procurement and installation process. Furniture selections will be aligned to the district’s vision for a modern educational environment.

O’Connell Robertson, as a part of this process, has developed furniture guidelines that will be used to systemize furniture purchases districtwide. As funds become available, replacement furniture across the district will align to these guidelines.

O’Connell Robertson’s services will include:

- developing furniture guidelines for the elementary schools;
- establishing vendor pool and quality and performance standards; and
- coordination of design for multiple facilities and reviewing vendor proposals and pricing lists for accuracy and conformance with guidelines

This proposal and contract amendment address the costs associated with adding these services to Kendrick and South Waco Elementary Schools.

**Fiscal Implications**

The fee for selection and procurement is a not-to-exceed amount of \$122,000 and Installation Oversight is a not-to-exceed fee of \$40,000, which will be authorized in advance, if needed, by Waco ISD. Fees will be funded by the project budgets.

**Administrative Recommendation(s):**

Approve amendment to O'Connell Robertson's professional services agreement for Furniture Selection, Procurement and Installation Oversight, and authorize the Superintendent to execute the final corresponding contracts for these services, as presented.



Jan 29, 2024

Dr. Susan Kincannon  
Superintendent  
Waco ISD Administration Building  
501 Franklin Avenue  
Waco, Texas 76701

**RE: Furniture Support Services**

Dear Dr. Kincannon:

RE: Proposal for Professional Services  
Waco ISD Elementary School Furniture Guide

Dear Dr. Kincannon,

Educational foundations that empower and value all can be experienced at every level. Thoughtful furniture selections can transform the way space is able to be used in a building. We are excited to support Waco ISD develop a cohesive furniture guide in parallel with design of their new elementary school facilities, Kendrick and South Waco Elementary.

**1 Project Understanding**

Creation of furniture design guide for Elementary levels. Facilitation of furniture procurement for new facilities including Kendrick and South Waco Elementary Schools.

**2 Services**

O'Connell Robertson is to provide the following services:

Service 1 – Programming: Creation of furniture guidelines

1. Meetings with District committee, including site visits to showrooms, interviews, and review. To be in parallel with building design programming meetings.
2. Work with District Committee to develop design intent goals for Elementary Schools.
3. Develop a design guide for projects mentioned matching content and style provided in the Elementary School Library design guide.

Service 2 – Facilitate process for establishing vendors and quality of furniture

4. Work with District to identify, qualify and select furniture vendors for each project, or multiple vendors for each project if required (limited to max 3 vendors).
5. Development of qualification criteria and evaluation metrics.

Service 3 –Campus Applicability of Furniture guide

6. Design coordination services for multiple packages from various vendors.
7. Review and refine vendor quotes for accuracy, budget, and final selections.
8. Work with vendors to develop types, locations, and layouts specific to each campus ensuring alignment with furniture guide.
9. Review vendor created item sheets and layouts for completeness and accuracy.

Austin  
811 Barton Springs Rd, Suite 900  
Austin, TX 78704  
512.478.7286

San Antonio  
4040 Broadway, Suite 300  
San Antonio, Texas 78209  
210.224.6032

Houston  
700 Milam, Suite 1300  
Houston, Texas 77002  
713.487.1583

oconnellrobertson.com



Service 4 – Furniture Installation (Optional)

1. Following installation, we will walk the completed installation with dealer and perform a punch list review of all Furniture and Equipment Items within Scope to verify completeness and general condition of all items.
2. We will assist you in coordinating schedules for delivery and installation of the work. We will be held harmless for the contractors' or material suppliers' neglect or failure to meet their schedule for completion or to perform their duties and responsibilities. We will require the vendors to field verify for coordination for dimensions, electrical, etc.
3. We will be held harmless for any disputes between the Owner (Waco ISD) and the contractors or material suppliers and provide this service as an administrative support to the Owner.
4. Oversight of delivery and installation throughout the duration is an Optional Additional Service at the fee noted below as Service 4.5. These includes an O'Connell Robertson person on site every day of installation. Estimated to be 4 weeks for Elementary Schools.

Note: We are not responsible for vendors or material suppliers neglect or failure for completion or to perform their duties and responsibilities.

**3 Schedule**

Service 1 is anticipated to occur over in parallel with building programming meetings. We would anticipate issuance of the Final Furniture Guide Documents to be provided by building Design Development schedule.

Service 2 will occur after Service 1, Duration is dependent on District required publication times. Approximately 4 weeks total.

Service 3 is anticipated to occur during CD documentation and early CA phases. Final quote to occur within 6 months of order date.

- Plan and item development 5 weeks
- Vendor coordination 3 weeks
- Final Quote Review 4 weeks

Furniture manufacturing lead times are extended and unpredictable. We recommend planning for a minimum of 16-weeks of manufacturing time.

**4 Fee**

<u>Service 1 &amp; 2</u>	\$ 24,000
<u>Service 3</u>	
Kendrick Elementary School	\$ 20,000
South Waco Elementary School	\$ 12,000
<u>Service 4</u>	<u>\$26,000</u>
(3 Trips per campus Estimated: 1 per delivery & 1 final walkthrough)	
Service 4.5 (Optional)	\$40,000
Full onsite installation oversight for two campuses	
<b>Maximum Total Price</b>	<b>\$ 122,000</b>

**7 Hourly Rate Schedule**

Should additional services be required and approved, the following hourly rates will govern the costs of additional services:



<b>Principal</b>	<b>\$280</b>
<b>Associate Principal</b>	<b>\$215</b>
<b>Project Manager</b>	<b>\$220</b>
Registered Architect	\$190
Registered Engineer	\$200
Construction Administration	\$180
<b>Registered Interior Design</b>	<b>\$140</b>
<b>Interior Design</b>	<b>\$105</b>
PME Designer	\$150
Administrative	\$95
Project Construction Coordinator	\$110

**8 Assumptions**

The following assumptions govern the scope of this proposal:

- A. O'Connell Robertson will provide one set of Furniture Spec Sheets for the scope of work identified above.

**9 Exclusions**

The following services are excluded from the scope of this proposal:

- A. Equipment is excluded from scope of work
- B. Inventory of existing or salvage items
- C. Field verification of dimensions to be by furniture vendor.
- D. Vendors are not under contract with O'Connell Robertson and they are solely responsible for their own services and products.
- E. Vendor to coordinate power and data with vendor provided items. O'Connell Robertson to facilitate meeting for coordination to occur.

We trust that this proposal meets with your approval, and we look forward to working with you. If acceptable, please sign in the space provided below and return an executed copy for our record which will form the basis for our Agreement.

Thank you,

Jayna Duke, Principal

Approved by: \_\_\_\_\_

Printed Name  
And Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature approval constitutes a Notice to Proceed to O'Connell Robertson.*



# AIA® Document G802® – 2017

## Amendment to the Professional Services Agreement

**PROJECT:** *(name and address)*  
Kendrick Elementary School and South  
Waco Elementary School

**AGREEMENT INFORMATION:**  
Date: January 20, 2020

**AMENDMENT INFORMATION:**  
Amendment Number: 014

Date: January 29, 2024

**OWNER:** *(name and address)*  
Waco Independent School District  
501 Franklin Avenue  
Waco, Texas 76701

**ARCHITECT:** *(name and address)*  
O'Connell Robertson  
811 Barton Springs Road, Suite 900  
Austin, Texas 78704

The Owner and Architect amend the Agreement as follows:

Creation of furniture design guide for Elementary School levels. Facilitation of furniture procurement for new facilities including Kendrick Elementary School and South Waco Elementary School.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

The Architect's fee for this project shall be a fixed stipulated fee as follows:

Service 1 - Programming: Creation of furniture guidelines and Service 2 - Facilitate process for establishing vendors and quality of furniture \$24,000

Service 3 - Campus Applicability of Furniture guide \$32,000

Service 4 - Furniture Installation \$26,000

Service 4.5 (optional) - Installation Oversight \$40,000

Total Compensation Adjustment \$122,000

Schedule Adjustment:

Service 1, 2, and 3 - Q1 2024

Service 4 and 4.5 - Completed in parallel with construction substantial completion

### SIGNATURES:

O'Connell Robertson  
**ARCHITECT** *(Firm name)*

Waco Independent School District  
**OWNER** *(Firm name)*

**SIGNATURE**  
Jarrod Sterzinger, AIA, LEED AP,  
Principal  
**PRINTED NAME AND TITLE**

January 29, 2024  
**DATE**

**SIGNATURE**  
Susan Kincannon, Ed.D.  
Superintendent  
**PRINTED NAME AND TITLE**

**DATE**

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** February 22, 2024

**Contact Person:** Gloria Barrera

**RE: Approval of Updated District Facility Rental Terms and Rates**

=====

**Background Information:**

The Texas Education Code Section 45.033 and Board Policy GKD (Local) provide authority for the Board of Trustees to set rental terms and rates for district facilities.

At the October Board meeting, the Board of Trustees approved new facility usage and rental guidelines and rates. Closer review by the Child Nutrition Services Department, after the approval, resulted in a request to increase the rates and add kitchens to the list of district facilities.

**Fiscal Implications**

The approval of the updated Facility Rental Terms and Rates will assist the District in recovering operational costs related to rentals.

**Administrative Recommendation(s):**

Approve the updated Facility Rental Terms and Rates as provided.

# WACO ISD



## FACILITIES RENTAL GUIDELINES

FEBRUARY 2024

# WACO INDEPENDENT SCHOOL DISTRICT FACILITIES USAGE GUIDELINES

## WACO ISD RENTAL POLICY

The Waco Independent School District allows limited use of District facilities by outside organizations/groups. However, such use of District facilities shall not be permitted when it interferes with the educational program of any scheduled campus or District activities, including facility maintenance and/or repair projects.

Waco ISD is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the District. The district may, therefore, differentiate among various categories of organizations/groups (such as youth groups, community groups, nonprofit organizations, for-profit organizations and civic groups) in establishing the length of time that a facility may be used or the fee(s) charged. All organizations/groups with the same category shall be offered fair and equal access to District facilities. Any misrepresentations by an organization and/or individual, abuse of any District property, and violation of state, local law or federal and/or any violation of any District policy, rule or regulation may result in: 1) the immediate termination of the contract; 2) the requirement to immediately vacate the premises; and/or 3) the denial of the organization's and/or individual's request for future use of the premises.

All requests must be submitted via the Waco ISD Event Manager. All requests will be considered according to these guidelines. The administration reserves the right to deviate when necessary to achieve the overall purpose of the guidelines.

## FACILITIES:

District facilities include, but are not limited to, campuses, athletic facilities, buildings housing support personnel, and the Performing Arts Centers (PAC). Charges for facilities and Performing Arts Centers (PAC) are listed below by user group designation.

## USER GROUP DESIGNATION

### **Group 1:**

#### ***SCHOOL-RELATED NONPROFIT ORGANIZATIONS AND GOVERNMENTAL AGENCIES:***

*Booster Clubs, PTA, PTO, Student/Teacher Groups, Waco Foundation, Communities in Schools, WISD Alumni Groups, Scouting Organizations, and other similar organizations will be permitted the use of facilities without charge on days when school is in session unless the request time is outside of the regular energy use and custodial coverage hours. Group 2 rates will apply for all other times. All other policies and procedures will be enforced. Special Olympics will only pay WISD costs and Facility rental fee will be waived.*

District facility usage fees and insurance are waived for Group 1 for education-related activities approved by the District. However, *personnel and equipment usage fees may apply for all events that require additional personnel or other resources*. Efforts should be made to schedule activities during normal custodial hours. The Superintendent of Schools or their or designee will determine building use and applicable fees.

### **Group 2:**

#### ***NONPROFIT YOUTH and COMMUNITY ORGANIZATIONS***

*Nonprofit youth groups may be permitted to rent facilities at the Group 2 rate if they*

*provide proof of 501(c)3 status. Note: These groups may be permitted use of the facilities at no charge unless the request time is outside of the regular energy use and custodial coverage hours. District facility fees at the Group 2 rate will apply at all other times. District insurance requirements will also apply.*

**Organizations** (non-exhaustive)

**Youth Groups:**

YMCA  
Boy Scouts  
Girl Scouts  
Camp Fire Girls  
Boys and Girls Clubs  
And similar organizations

**Community Groups:**

Rotary Club  
Lions Club  
Religious Groups  
Homeowners Associations within the District that charge assessment fees  
Texas School District & UIL Events not Hosted by WISD  
McLennan Community College  
Texas State Technical College  
Baylor University  
Neighborhood associations  
Adult community groups  
Churches

**Group 3:**

**FOR-PROFIT ORGANIZATIONS**

*For-profit organization and businesses may rent facilities at the established Group 3 rates plus other associated fees.*

**PRIORITY**

The Board of Trustees has approved the following priorities for using school district facilities:

- Priority 1: Approved school activities, public elections, and other government activities – No fees or insurance required.*
- Priority 2: Organized “Local” non-profit community, educational development religious groups.*
- Priority 3: Organized “Local” cultural groups.*
- Priority 4: Groups with special arrangements with the Board of Trustees or administration.*

Any use of Waco ISD property must have prior approval if not otherwise addressed in the Facilities Rental Guidelines.

1. A completed Event Manager Facility Rental Request On-line Form, Permit to Use Public School Facilities form, proof of acceptable liability insurance with WISD named as an additional insured and policy holder, and nonprofit certificates for verification of rate category must be on file prior to scheduling the rental of any facility.
2. Fees for damages will be assessed and may result in loss of further use of the district's facilities.
3. The renter will be assessed a rental fee from the time the facility is opened until it is closed or vacated. A WISD employee will be required at all times.
4. Opening/closing of building facility will be arranged by WISD. This includes Monday through Friday and weekends.
5. School-related groups requiring a building director or custodian(s) on the weekends will be assessed a fee according to the Facility Rental Fee Schedule. There is no charge for school functions.
6. The use of kitchens is not allowed unless for school use and authorized by Child Nutrition Services.

### **INSURANCE:**

Prior to approval and use of the facility, users in **Group 2** and **Group 3** will furnish proof of liability coverage for the event(s). This coverage should consist of an original Certificate of Insurance with Waco ISD named as an Additional Insured and Certificate Holder with a minimum of \$1,000,000 per occurrence and \$1,000,000 general annual aggregate. Coverage provided by such policy or rider must apply to the death or injury of any person and the damage to property that results, directly or indirectly, from the intentional or negligent act or omission of user's officers, agents, employees, guests, or invitees during the use or occupancy of district premises. Such insurance shall be with an insurance company or companies authorized to do business in Texas, under policy or policies acceptable to the use. The user must provide the district with a certificate of insurance attesting the existence of a policy or policies providing coverage required. **If** a policy contains deductible provisions, user shall be responsible for payment of the deductible amount for any claim(s).

All policies shall contain an endorsement stating that the insurance company shall not terminate the policy or change any coverage therein prior to the policy expiration date without notifying the district, by registered mail, at least 30 days prior to such termination.

### **GENERAL RULES**

#### ***All users of school district facilities shall:***

- Groups or individuals wanting to rent WISD facilities must obtain and complete the on-line Event Manager Facilities Usage Guidelines from the WISD website, [www.wacoisd.org](http://www.wacoisd.org) under Event Manager or the link under Departments/Energy/Facilities & Maintenance/Facilities
- Ensure that permission to use the facility or any portion thereof shall not be transferred to a third party.
- Ensure that all District facilities are left neat and in orderly condition ready for the next school day.
- Provide the following documentation before a rental agreement is prepared:
  - a. The completed Permit to Use Public School Facilities form signed.

- b. A current insurance certificate.
- c. A copy of the 501(c) 3 status if requesting nonprofit status.

- It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
- Provide full payment 10 days prior to the event. Provide any changes to the signed contract no later than one week in advance. Rental amounts will not be decreased after the fact if the facility is not used for the contracted time.
- Be assessed the rental fee from the time the facility is opened until it is closed or vacated.
- Availability will be determined by calendar reservations on website “**first-come, first-served**” basis with approval by Campus Principal and Energy Manager.
- Ensure that prior approval is received before signs, banners and/or decorations are erected and that immediately after the event the group take down all decorations. Decorations may not deface school property. The use of open flames, such as candles, is strictly prohibited.
- Ensure that all children be supervised at all times and remain in the assigned area. There should be one (1) adult per twenty (20) or fewer children at the event.
- All school facilities will be not be rented on school holidays or the weekend immediately preceding or following those designated holidays. Long—term rentals and public and private athletic competitions may be exempt from this guideline.
- Ensure that no fixtures, equipment or furniture shall be removed from any building or rearranged between rooms except with prior approval from the Campus Principal and the Energy Manager.
- Permission from the Chief Officer of Facilities and Operation must be obtained prior to the event if food and drink are to be consumed Food and drink are allowed only in designated areas and must be removed after the event.
- Prohibit the possession and use of tobacco products in District buildings and/or on school property.
- Ensure that alcoholic beverages or drugs in any form are not brought into the buildings or on school grounds in accordance with the Texas State Laws and Drug Free Schools policy.

**Rental Notes:**

- Waco ISD competition fields will have varied rates based upon the type of event, number of participants and spectators.
- The custodian or other identified staff will evaluate the condition of each rented facility on a daily basis. Any damage to or unacceptable condition of the facility will be reported to the Rental Facilitator. After the rental period, a follow up inspection will be completed on the rented facility.

- Certain areas, such as laboratories, shops and offices, shall not be available for public use.
- Certain equipment, such as audio-visual equipment and instructional materials, shall not be available for non-school use.
- All applicable fire and safety regulations of the Board of Trustees, the City of Waco, and the State of Texas must be followed at all times. Open flames, fireworks, live animals, etc. are not allowed on WISD property.
- Only authorized employees of the district shall be permitted to have keys to District facilities.

**GOVERNMENTAL AGENCIES AND MUNICIPALITIES:**

Governmental agencies and municipalities will be permitted the use of facilities without charge. All other policies and procedures will be enforced.

**\*\*\*\*ATHLETIC FIELDS/GYMS\*\*\*\***

All requests for access to secondary school fields and gyms are handled through the athletic department and must be approved by the Complex Director after submitting an application through the on-line Event Manager Program located on the Waco ISD website.

The district has the authority to limit access to facilities. The use of all athletic game fields, gyms, field houses, or tennis courts is restricted and may not conflict with school or individual athletic seasons.

All facilities are subject to closure to the public for maintenance. Outdoor facilities, including playgrounds, may be closed in the event of repeated vandalism

Middle and High School practice fields are intended for the sole use of WISD. All middle school tracks are available to the community for use after school. Open spaces at elementary schools are available for community use while school is not in session or otherwise used for school related purposes. The Waco ISD assumes no liability if the fields are used.

**\*\*\*\*PERFORMING ARTS CENTER (PAC)\*\*\*\***

If requesting access to the PAC at University High, click this link into the reservation system.

**List of what is available for Rental with the Performance Arts Center**

Stage lighting, Microphones (handheld wireless & wired), Soundboard Operator, Lightboard Operator, Projector/Projection Screen, Music Stands, Acoustic Shells, & Ushers.

## **PERFORMING GROUPS:**

The district reserves the right to negotiate the frequency of use and the usage fees based upon anticipated box office proceeds. Building usage fees may be waived for events that provide cultural enrichment opportunities for the community and for which an admission fee is not charged; however, personnel and equipment fees as illustrated on Facility Rental Fee Schedule sheet and insurance requirements noted below will apply at all times. A \$100.00 deposit is requested upon reserving the PAC.

## **PARKING LOTS:**

Parking lot access is reserved for organizations renting Waco ISD facilities.

## **LONG-TERM USE:**

The repeated rental of school facilities shall be limited to a maximum of twelve (12) months from the date of the initial rental contract.

## **FOR PROFIT GROUPS**

WISD policy GKD (Local) does not permit individuals or for-profit organizations to use its facilities for financial gain.

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=867&code=GKD#localTabContent>

According to IRS rules for tax exempt government bonds, use or rental of facilities for private business use is limited. All requests will be examined for compatibility with our district policy and compliance with IRS rules.

## **SECURITY**

The district requires the use of security personnel for certain types of rentals, through the Waco ISD Police Department. The cost will be calculated using the current overtime rates. **Custodians are not considered security personnel.**

## **SCHEDULING:**

Facility Use Request forms on-line must be submitted at least ten (10) calendar days prior to the scheduled event to ensure availability, full heating or cooling, custodial services, and specific requirements.

## **CANCELLATION:**

Cancellation must be received in writing not less than 72 hours prior to the event. Failure to provide timely notice of cancellation will result in a 20% penalty.

***Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the district.***



# Waco ISD Facility Rental Fee Chart

RENTAL AREA	Group 1	Group 2	Group 3
	School-Related Non-Profit	Non-Profit	For-Profit
<b>ELEMENTARY</b>			
Parking Lot	\$0	\$35	\$35
Cafeteria	\$0	\$85	\$100
Kitchen	\$0	\$50	\$50
*Kitchen Worker	\$40 (2 hr. min)	\$40 (2 hr. min)	\$40 (2 hr. min)
Gym	\$0	\$85	\$100
Library	\$0	\$75	\$85
Classroom	\$0	\$35	\$35
<b>MIDDLE SCHOOL</b>			
Parking Lot	\$0	\$45	\$45
Cafeteria	\$0	\$100	\$110
Kitchen	\$0	\$50	\$50
*Kitchen Worker	\$40 (2 hr. min)	\$40 (2 hr. min)	\$40 (2 hr. min)
Gym - practice	\$0	\$100	\$110
Library	\$0	\$75	\$85
Classroom	\$0	\$35	\$45
<b>HIGH SCHOOL</b>			
Parking Lot	\$0	\$45	\$55
Cafeteria	\$0	\$100	\$110
Kitchen	\$0	\$50	\$50
*Kitchen Worker	\$40 (2 hr. min)	\$40 (2 hr. min)	\$40 (2 hr. min)
Library	\$0	\$85	\$95
Classroom	\$0	\$45	\$65
PAC	\$0	\$150 (3 hr. min.)	\$175(3 hr. min.)
Custodian	\$40	\$40	\$40
Supervisor	\$40	\$40	\$40
(1) Grounds Personal	\$35	\$35	\$35
Technical Support	\$30	\$30	\$30
Security Officer	\$45	\$45	\$45
Police Officer	\$60	\$60	\$60

**Prices indicate hourly rates**

\* Prices vary based on facility use for athletic competitions involving other school districts and are generally not rented to the public. Rental of Kitchen must have Kitchen Worker present, minimum 2hrs.

Note: The fee schedule reflects the hourly rental (unless noted as 2 hr. or 3 hr. min) of the facility and includes the cost of electricity, heat and air conditioning. Costs not included in the fee schedule, but may be required, are for custodial, supervisions, technical support, security and other miscellaneous expenses incurred by the District as specified in rental agreement. Total cost of a facility rental will be calculated on the Facility Rental Request form.



# Athletic Venue Fee Chart

After applying on-line through Event Manager, all requests for access to secondary school fields and gyms are handled through the athletic department and must be approved by the Sports Complex Director.

Venue	Cost	Security Required	Officials Required
<b><u>Football Athletic Complex</u></b>			
6A-5A-4A (Relay Included)	\$4,000 + 20% of the Gate up to \$15,000.00	Yes	Yes
3A-2A-1A (Replay Included)	\$3,500 + 20% of the Gate up to \$15,000.00	Yes	Yes
Practice W/Lights	\$200 Per Hour	No	No
Practice W/O Lights	\$100 Per Hour	No	No
<b><u>Athletic Complex</u></b>			
Stadium Event (3 Hour Min.)	\$200 Per Hour	Yes	No
Parking Lot Event (3 Hour Min.)	\$100 Per Hour	Yes	No
Soccer Athletic Complex	\$1200 (Single Game) & \$1400 (Double Hitter)	Yes	Yes
Softball/Baseball Turf Field	\$900 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
Baseball/Softball Grass Field	\$900 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
Baseball/Softball Practice	\$100 Per Hour	No	No
<b><u>Paul Tyson Field</u></b>			
	\$2500 + 20% of the Gate up to \$15,000.00 2000 Bleacher Capacity (No dressing Room Facilities)	Yes	Yes
<b><u>University High Stadium</u></b>			
	\$800 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
<b><u>All Gyms</u></b>			
Basketball/Volleyball Game	\$800 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
Practice (3 Hour Min.)	\$100 Per Hour	No	No
Event (3 Hour Min.)	\$200 Per Hour	Yes	No
<b><u>Tennis Courts</u></b>			
Waco High & University High	\$50 Per Hour/Per Court (No Lights)	No	No
<b><u>All Tournaments</u></b>			
Gyms and Fields	Negotiable – “Call Complex Manager”	Yes	Yes
<b><u>UHS/Paul Tyson Tracks</u></b>			
Meets	\$100 Per Hour	Yes	No
Practice	\$50 Per Hour	Yes	No
<i>*Waco ISD retains all Concession Rights</i>			



The following pages will be accessed via the Facility Rental website.

## Facility Rental and Reservations

If you are interested in utilizing a Waco ISD facility for an event, please first review our [Facilities Rental Packet](#) carefully. Please consider all terms and conditions prior to placing a request a facility, and contact us with any questions.

**All organizations must be "created" in the online system annually. Returning users may utilize their existing login to create a new "organization" on the profile. This allows organizations to submit updated insurance documents for review and update contact information.**

### How Renting Works

- Follow complete instructions on our [User Guide](#).
- Create an online account in the [reservation system](#).
- Create an organization within the reservation system, attaching valid certificate of insurance. Organizations must be created each school year and will be de-activated over the summer. If the organization exists, users may "join" it on their profile.
- Once approved, place an event request.
- Receive email confirming or denying the request.

### Key Points Regarding WISD Rentals

- Waco ISD events will be prioritized at all Waco ISD facilities. Decisions of Waco ISD staff are final.
- Only authorized representatives of approved organizations in good standing will be granted access to reserve facilities.
- Pre-payment is required, though additional invoices may be issued after events.
- Review payment details prior to placing event requests. **Once an event has been approved, cancellation fees will be charged for cancelled events.**
- Facilities may be reserved **12 Months** in advance of the event. If you intend to rent on a continuous/weekly basis, you will need to begin a long-term lease agreement.
- Rentals are "space only" rentals and do not include microphones, projectors, PA's/sound systems, or other equipment, with the exception of auditorium rentals, in which additional fees can be paid for limited equipment and personnel.
- All rentals are limited to non-school hours. On elementary campuses, spaces are not available until 6:45 due to after-care schedules. Rentals occur Monday-Saturday only except for in the case of long-term lease agreements.
- All rentals are approved at both the campus and district level. Any campus conflict may cause a reservation request to be denied, even if the space appeared to be available on the online portal.
- Waco ISD Employees must utilize the Community Site for any non-ISD organization rentals.

If you have any questions concerning these procedures, contact Roger Perez (Energy Manager) email at [roger.perez@wacoisd.org](mailto:roger.perez@wacoisd.org)

**(This page below will be a link from the "User Guide")**

## Reserving Spaces in Waco ISD

### A guide to get you started and keep you going.

*Click on the underlined blue text to navigate to the instructions listed, or go to the website provided in parentheses.*

**ONE:** Make sure Waco ISD is the right space for you. Get to know the terms & conditions of using Waco ISD spaces (<https://www.wacoisd.org/departments/facility-use-rental/reservations>)

**TWO:** Set up an account, or verify an existing account.

- Brand-new users must set up an account (<http://bit.ly/evmsignup>) to access the online reservation system.
- Existing users can log in and may need to verify their accounts (<http://bit.ly/evmlogin>).

**THREE:** Create or join an organization and submit a certificate of insurance. You must be a member of an approved organization within the online system to reserve spaces. NOTE THAT ALL ORGANIZATIONS ARE CREATED ANNUALLY. You must create an organization each school year.

- CREATE an organization in the online reservation system. Please note that before we can approve a new organization, the certificate of insurance must be attached to the request.
- You do not have to join the organization after you create it - you are automatically a member.
- If someone else from the organization has already created it in the system during that school year, you may add yourself as a member. We will contact the creator of the organization to authorize your membership.

**FOUR:** Now you can see availability and request a reservation (<http://bit.ly/reqevm>).

**FIVE:** Once your event is approved you will pay for your event (<https://bit.ly/WISDinvoice>)

**SIX:** You can access and view the status of your events at any time (<https://bit.ly/EvMEvent>)

**SEVEN: DO NOT CHANGE OR CANCEL AN EVENT AFTER SUBMISSION.**

If you need to make changes after requesting an event, please contact Roger Perez (Energy Manager) at 254-752-3497. For questions and assistance, contact Roger Perez at [roger.perez@wacoisd.org](mailto:roger.perez@wacoisd.org) or for athletic rentals (fields, Middle & High school gyms), contact Edwin Trochim at [edwin.trochim@wacoisd.org](mailto:edwin.trochim@wacoisd.org). For any questions for the University PAC, contact Kathryn Davis at [kathryn.davis@wacoisd.org](mailto:kathryn.davis@wacoisd.org).



## WACO INDEPENDENT SCHOOL DISTRICT Facility Rental Cost Sheet

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Facility Requested \_\_\_\_\_

Date Requested \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Activity Planned \_\_\_\_\_

### Cost Estimate of Facility Use (Prices Determined Using the Waco ISD Rental Fee Schedule)

	WISD Services Required	Number of Hours	Cost per Hour	Total cost
1	Facility Cost			
2	Custodians			
3	Supervision			
4	Security			
5	Grounds Personal			
6	Miscellaneous			
7	Other			
<b>Total Cost for Facility Rental</b>				

**All information listed above is true and correct to the best of my knowledge. The Lessee accepts responsibility for payment of ALL costs involved, to make full payment ten (10) days prior to the event, to be responsible for any and all claims which arise from this event, and to hold Waco Independent School District harmless in any personal liability claims which may arise from this event. Lessee also assumes full responsibility for the conduct of any and all persons using the facility during rental. Waco ISD will invoice Lessee for any time facility is used beyond contracted time in one-hour increments.**

\_\_\_\_\_  
Group Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date



## Waco Independent School District Permit to Use Public School Facilities

CONTACT INFORMATION	<b>Organization</b>		<b>Is your group non-profit?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If yes, please provide determination letter from the IRS confirming 501-C3 non-profit status</small>		<b>Today's Date</b>		
	<b>Contact</b>			<b>Phone Number</b>			
	<b>Address</b>		<b>City</b>		<b>State</b>		<b>Zip Code</b>
	<b>Email Address</b>			<b>Fax Number</b>			

EVENT INFORMATION	<b>Event Description</b>				<b>Anticipated Number of Participants and/or Attendees</b>	
	<b>Facility/Campus</b>			<b>Room/Area</b>		
	<b>Event Date(s)</b>			<b>Start Time(s)</b>		<b>End Time(s)</b>
	<b>Additional Request/Requirements</b>					
	<b>Security Requested?</b>			<b>Lighting Required?</b>		<b>On-site staff Required</b> Custodian    Yes No Supervisor    Yes No Security    Yes No Cafeteria    Yes No

**RENTAL AGREEMENT**

THE UNDERSIGNED REPRESENTATIVE AND THE ORGANIZATION WHICH HE/SHE REPRESENTS, HEREBY AGREE AND UNDERTAKE TO SAVE AND HOLD BLAMELESS THE WACO INDEPENDENT SCHOOL DISTRICT FROM ANY AND ALL CLAIMS FOR DAMAGES, PERSONAL AND OTHERWISE, THAT MAY ARISE OUT OF THE USE OF THE PROPERTY WHETHER BY A MEMBER OF HIS/HER ORGANIZATION OR BY OTHER PERSONS USING OR ENJOYING SAID PROPERTY, AND WITHOUT REGARD TO WHETHER THE DAMAGE, PERSONAL OR OTHERWISE, IS BROUGHT ABOUT OR CAUSED BY NEGLIGENCE, WHETHER ON THE PART OF THE REPRESENTATIVE, ORGANIZATION, THE WACO INDEPENDENT SCHOOL DISTRICT OR ALL THREE. SCHOOL PROPERTY WILL NOT BE REMOVED FROM THE PREMISES.

THE FACILITIES SHALL NOT BE USED WHERE THE PURPOSE IS IN CONFLICT WITH THE AIMS AND OBJECTIVES OF THE PUBLIC SCHOOL SYSTEM; NOR SHALL THE PROPERTY BE USED FOR UN-AMERICAN, SACRILEGIOUS OR CONTROVERSIAL PURPOSES, ALL NATIONAL AND STATE LAWS, LOCAL ORDINANCES AND RULES OF THE POLICE AND FIRE DEPARTMENTS AND THE SCHOOL DISTRICT SHALL BE OBEYED.

THE REPRESENTATIVE AND ORGANIZATION WILL BE RESPONSIBLE FOR AND AGREES TO PAY FOR DAMAGES DONE AS A RESULT OF THE EVENT. THE REPRESENTATIVE WILL ENSURE THAT ALL FURNISHINGS ARE ARRANGED IN THE WAY IT WAS FOUND BEFORE THE EVENT. ALL LEAFLETS, BROCHURES, AND MATERIALS MUST BE REMOVED FROM THE PREMISES UPON COMPLETION OF THE EVENT.

THE USE OF ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS IS PROHIBITED ON ALL WACO SCHOOL DISTRICT PROPERTY.

THE REPRESENTATIVE AND ORGANIZATION (LESSEE) HEREBY INDEMNIFIES AND HOLDS WACO INDEPENDENT SCHOOL DISTRICT (LESSOR) AND ITS AGENTS AND EMPLOYEES HARMLESS FROM ALL CLAIMS AND ANY COSTS, INCLUDING ATTORNEY'S FEES RELATED THERETO, MADE BY ANY PERSON ARISING OUT OF LESSEE'S USE AND OPERATION OF THE DISTRICT'S FACILITIES. LESSEE SHALL CARRY COMPREHENSIVE PUBLIC LIABILITY INSURANCE WITH A POLICY LIMIT OF AT LEAST THE MINIMUM CALLED FOR IN THE Building Rental Procedures. SUCH INSURANCE SHALL BE CARRIED WITH A FINANCIALLY SOUND CARRIER AND SHALL NAME THE WACO INDEPENDENT SCHOOL DISTRICT AS AN ADDITIONAL INSURED. THE WACO INDEPENDENT SCHOOL DISTRICT SHALL BE FURNISHED WITH A CERTIFICATE OF INSURANCE REQUIRING AT LEAST TEN (10) DAYS PRIOR WRITTEN NOTICE TO THE DISTRICT OF THE CANCELLATION OF SUCH INSURANCE.

APPLICANTS HEREBY AGREE TO ALL CONDITIONS MENTIONED IN THIS AGREEMENT AND THE ATTACHED REGULATIONS.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE: APPLICANT ORGANIZATION

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE: WACO ISD

Complete form and submit with all other documents to Facilities & Operation Department ten (10) days prior to the event.

## Rental Facilitator Process

### Before Agreement

- Confirm dates and availability
- Verify all documents required
- Complete Permit to Use Public School Facilities
- Perform Pre-Inspection of Facility

### After Agreement

- Coordinate with campus staff prior to each event
  - Space
  - Special conditions
  - HVAC
  - Custodial
  - Security
  - Access to facility
- Confirm with custodian the condition of space after event
  - Perform Post-Inspection of Facility

**Waco Independent School District**  
**Board of Trustee Meeting Agenda**  
**Item**

**Date:** February 22, 2024

**Contact Person:** Deena Cornblum

**RE: Memorandum of Understanding (MOU) between Waco ISD and Texas State Technical College (TSTC) for Dual Credit Courses**

=====

**Background Information:**

Board Policy GNC(LEGAL) provides that an agreement between a district and a community college be approved by the board or designee of both the district and the college district. The partnership agreement must address student eligibility requirements, faculty qualifications, location and student composition of classes, provision of student learning and support services, eligible courses, grading criteria, transcription of credit, and funding provisions. Waco ISD offers opportunities for students to earn college credit through Texas State Technical College (TSTC) while in high school. The Greater Waco Advanced Manufacturing Academy (GWAMA) offers these courses on the high school campus.

Attached is the Texas State Technical College Dual Enrollment Memorandum of Understanding for the 2024-2025 school year and the crosswalk used for courses.

**Fiscal Implications:**

TSTC courses are offered at a rate of \$33 per credit hour. Waco ISD paid TSTC \$15,407.70 in tuition for the 2022-2023 school. Invoices for the Fall 2023 semester have not been sent out. TSTC is awaiting further information regarding the FAST Program and how billing will be handled moving forward.

**Administrative Recommendation(s):**

Approve the attached Memorandum of Understanding between Texas State Technical College and Waco ISD as presented.

**Texas State Technical College  
Dual Credit  
Memorandum of Understanding**

This Dual Credit Memorandum of Understanding (hereinafter referred to as “MOU”) is between **Texas State Technical College**, an institution of higher education and an agency of the State of Texas (which may hereinafter be referred to as the “College” or “TSTC”), the **Waco Independent School District** (which may hereinafter be referred to as the “District”), and the below listed high school(s) which is/are part of the District (which may hereinafter be referred to as the “High School Partner” or collectively as the “High School Partners”). TSTC, the District, and the High School Partner(s) may individually be referred to as a “Party” or collectively as “Parties” to this MOU.

High School Partner	High School CEEB Code	Name and Physical Address of Dual Credit Instructional Location/Site (Geographical Address where instruction occurs)	ISD Instructional Formats (Online, TSTC Campus, Off-site Credentialed Facility)
Waco High School	447300	Greater Waco Advanced Manufacturing 2401 JJ Flewellen Rd. Waco, TX 76704	Offsite (GWAMA)
University High School	447320	Greater Waco Advanced Manufacturing 2401 JJ Flewellen Rd. Waco, TX 76704	Offsite (GWAMA)

The Parties enter into this MOU as authorized by [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84\(a\)](#), and agree as follows:

**OVERVIEW**

TSTC is committed to serving the students and communities of Texas through collaborative work with High School Partner(s). A major initiative promoting technical education and careers is the **Texas State Technical College Dual Credit Program**, which includes the provision of the Dual Credit state program to qualified students. Dual Credit agreements will be aligned with the strategic priorities of the District and the College. TSTC will annually review Dual Credit Pathways and matriculation rates, in addition to the economic development needs of the State of Texas in order to ensure the partnerships in place are commensurate with all aforementioned strategic goals.

**DUAL CREDIT MISSION**

In order to prepare students for educational and career success, the purpose and mission of TSTC’s Dual Credit program is to provide a comprehensive, structured approach leading to a post-secondary credential at Texas State Technical College. This model allows students the opportunity to complete Career and Technical Education (CTE) courses and potentially prepares them to test for industry-based

certifications. The High School Partner(s) agrees to support TSTC's Dual Credit students in completing coursework in their chosen Dual Credit pathway, and streamline matriculation efforts to TSTC to pursue a credential in a high-demand, high-wage field of study.

### **MOU PURPOSE**

The purpose of this MOU is to outline the roles and responsibilities of TSTC, the District and the High School Partner(s). This MOU is an agreement that encompasses all programs and initiatives under TSTC's Dual Credit program, as required by the Texas Education Agency and the Texas Higher Education Coordinating Board.

### **KEY COMPONENTS OF THIS MOU**

Upon execution of this MOU, TSTC agrees to:

- 1) Provide the High School Partner(s) with a Dual Credit pathway that is reflective of regionally based industry needs.
- 2) Support the High School Partner(s) by way of College recruitment presentations and informational meetings for all students at the High School Partner(s) locations throughout the school year.
- 3) Advise the High School Partner(s) and students of Dual Credit opportunities within a career pathway that leads to matriculation into TSTC, with the intention of helping to place students in high-demand, high-wage jobs.
- 4) Provide pathway alignment of TEA approved Endorsements and Program of Study course TEKS to College course [Workforce Education Course Manual \(WECM\)](#) outcomes by way of suggested crosswalks for Dual Credit courses, postsecondary pathways, credentials at the institution, and industry certifications. [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 \(c\)](#).
- 5) Post a copy of this MOU to TSTC's website at [de.tstc.edu](http://de.tstc.edu) in accordance with [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 \(c.10\)](#) and, upon completion of this document, provide a copy for the High School Partner(s) to post to the District's website.

Upon execution of this MOU, the **High School Partner(s)** agree(s) to:

- 1) Work with the Office of Dual Credit to identify and complete the Pathway Offering Form, electronically sent after receipt of the signed MOU (Attached hereto as an example, **EXHIBIT A**).
  - a) High School Partner(s) wishing to add new Dual Credit technical pathways to their existing Pathway Offering form must submit their request in writing to the Office of Dual Credit no later than April 30, 2024, for Academic Year 2024-2025 implementation.

- 2) Adhere to TSTC’s Dual Credit deadlines as outlined below and within the Academic Calendar and to follow all College enrollment procedures and guidelines for Dual Credit students.

*\*Dates are subject to change*

<b>Deadline to submit signed 2024-2025 MOU</b>	<b>March 15, 2024</b>
<b>Deadline for Off-Site Facilities Approval</b>	<b>April 5, 2024</b>
<b>Deadline for new DC Instructor Credentialing</b> (Application/Documentation Submitted to College)	<b>April 20, 2024</b>
<b>Deadline for submission of all onsite (TSTC Campus) student applications/ documents</b>	<b>July 12, 2024</b>
<b>Deadline for submission of all online and offsite location applications/ documents</b>	<b>August 10, 2024</b>
<b>Deadline for all student registration</b>	<b>August 24, 2024</b>

- 3) Coordinate with TSTC regarding Dual Credit presentations throughout the academic year on a predetermined basis (fall and spring) to include both application and registration drives, in addition to other presentation format options.
- 4) Notify TSTC of any special Texas Education Agency designation plans, obligations or proposed partnerships for all grant applications. **A copy of the proposal and/or a detailed statement of work must be provided to TSTC, to be vetted through the Office of Dual Credit, the Office of the Provost and the Office of Sponsored Programs, a minimum of thirty (30) days before the grant application is due.** TSTC will provide a written response (approval or disapproval) within two weeks of receipt of the request and the appropriate documentation.
- 5) Post a copy of this MOU to the District’s website in accordance with [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 \(c.10\)](#)

### **STUDENT ELIGIBILITY**

TSTC requires High School Partner(s) to follow all College enrollment procedures and guidelines for Dual Credit students. All admissions and eligibility requirements are outlined by the Texas Higher Education Coordinating Board laws and regulations, the [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D and Subchapter G Rule § 4.85](#), and in the College’s [Statewide Operating Standard \(SOS\) ES 4.07 Admission of Students](#).

The Texas Success Initiative Assessment (TSIA) 2.0 is a program designed to assess students’ readiness for postsecondary coursework and provide appropriate interventions, services and

instructional activities to prepare students for success in college-level courses. Dual Credit students must take the TSIA 2.0 assessment prior to enrolling with TSTC unless otherwise exempt or waived.

### **ELIGIBLE COURSES**

Courses offered by TSTC are developed based on the guidelines published in the [Workforce Education Course Manual \(WECM\)](#) or the [Academic Course Guide Manual \(ACGM\)](#) adopted by the Texas Higher Education Coordinating Board (THECB) and must be in the approved course inventory of the College and approved for Dual Credit by the College’s applicable instructional department and TSTC’s Office of Dual Credit. **Remedial or continuing education courses will not be offered for dual credit. TSTC does not offer concurrent enrollment to high school students, except where Individual Approval is met, as stated in TSTC’s [Statewide Operating Standard \(SOS\) ES 4.07 Admission of Students](#).**

### **Enrollment**

**The High School Partner(s) will designate ONE High School Contact responsible for:**

- 1) guiding students in the selection of one Dual Credit pathway from the list of programs agreed upon between the High School Partner(s) and TSTC on the Pathway Offering Form. Enrollment in multiple pathways is not permitted; and
- 2) coordinating and submitting of all required documents for admission and registration to the assigned Dual Credit Representative no later than August 10, 2024; and
- 3) adhering to all established College deadlines, policies and procedures including but not limited to schedule changes including, additions, drops, and withdrawals; and
- 4) working in collaboration with the College’s Dual Credit office regarding admissions, advisement, registration, grading, reporting and program improvements; and supporting student communication with instructors.

<p><b>High School Partner Contact Name:</b> _____</p> <p><b>Email Address:</b> _____</p> <p><b>Phone Number:</b> _____</p>
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**TSTC will designate one Dual Credit Representative responsible for:**

- 1) coordinating and tracking submission of all required documents for admissions and registration from the High School Partner(s); and
- 2) submitting documents from High School Partner(s) for admission and registration to the Office of the Registrar; and
- 3) working with the High School Partner(s)’ designated Dual Credit contact to schedule and conduct application and registration drives, program presentations and campus tours, etc.

## **ACADEMIC POLICIES AND ENROLLMENT PROCEDURES**

- 1) Academic policies and procedures applicable to regular College courses and students will also apply to dual credit courses.
- 2) Students are to abide by the Rules and Regulations set forth in TSTC Catalog and Student Handbook, which are published and available on TSTC website at [www.tstc.edu](http://www.tstc.edu) for the current academic year. Academic policies can also be found in the [TSTC Statewide Operating Standards \(SOS\) website](#).
- 3) Dual Credit classes will follow TSTC's Academic Calendar. Exceptions may be arranged through collaboration between the College and the High School Partner(s).

### **Student Drops/ Withdraws**

Students are responsible for notifying their high school counselor and Dual Credit Representative if they are wanting to withdraw from their course(s). Students are required to sign and submit a Course Schedule Change form to the College, in accordance with TSTC's Academic Calendar, in order to be formally dropped from their enrolled course(s). Students who drop after the first class day will still incur the Dual Credit tuition fee in accordance with [Statewide Operating Standard \(SOS\) FA 1.09 Refund of Tuition and Fees](#), if they do not fall under the eligibility requirements for the FAST Program (see below).

### **METHOD OF DELIVERY AND LOCATION OF CLASS**

Courses may be delivered utilizing the method mutually determined by TSTC and the High School Partner(s), which may include the following:

- 1) Delivery at the High School Partner(s)' campus utilizing a high school teacher credentialed and employed and defined in [Statewide Operating Standard \(SOS\) ES 1.11 Faculty Credentials](#) as a College Dual Credit Instructor (DC Instructor); or
- 2) Delivery on a TSTC campus utilizing College Instructors whereby students are integrated into traditional course section offerings; or
- 3) Delivery online utilizing a TSTC Instructor.

***Please note: The delivery of courses is subject to change based on curriculum and program updates relative to the modality of instruction.***

Dual Credit classes taught in a hybrid modality, as defined by the Texas Higher Education Coordinating Board (THECB), [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter P, Rule §4.257](#), is "A course in which the majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place. Hybrid courses taught by TSTC are when part of the course is delivered online and part of the course is delivered face-to-face.

Dual Credit classes not taught on a College campus or during regular class hours may include but are not limited to:

- 1) Distance Education: Distance education courses encompass online and hybrid courses as stated in TSTC's [Statewide Operating Standard \(SOS\) ES 2.20 Distance Education](#). Dual

Credit students participating in classes delivered online by TSTC are not required to be at the off-site location to receive instruction. Online courses that are delivered 100% online are accessible at any time or location where a student has a computer and internet access. or

- 2) Special technical programs approved to run outside the designated block time; or
- 3) Courses taught at high school, face-to-face; or
- 4) Courses taught in a hybrid modality *\*Subject to availability by program and location\**

***Please note: Some programs may be offered through non-traditional modalities such as course/credit-based Competency-Based Education (CBE). TSTC refers to CBE programs as Performance-Based Education (PBE).***

## **COURSE CURRICULUM, INSTRUCTION, AND GRADING**

High School Partner(s) that participate in the Dual Credit Program at Texas State Technical College will comply with procedures and guidelines established by TSTC.

### **Grading Procedures**

All DC Instructors will follow the College's grading system as stated in TSTC's [Statewide Operating Standard \(SOS\) ES 4.06 Grading System](#) as well as the grading criteria in the department-approved syllabus.

- 1) A student must earn a grade of "C" or better in a WECM course to pass if the course is not a Performance-Based Education (PBE) course. Performance-Based Education (PBE) courses require a grade of B or better to pass and enroll in the next course.
- 2) Dual Credit students are issued letter grades as pursuant to TSTC's grading system. Dual Credit Representatives do not have access to numerical grades.). **If High School Partner(s) require a numerical grade they must directly contact the instructor of record for the course(s).**

## **FACULTY QUALIFICATION, SELECTION, HIRING, SUPERVISION AND EVALUATION**

TSTC has established an approval process for selecting and approving qualified faculty to teach Dual Credit courses. Faculty applying to teach a Dual Credit pathway must meet the credential requirements as stated in TSTC's [Statewide Operating Standard \(SOS\) ES 1.11 Faculty Credentials](#), which includes the criteria used by the College to determine teaching eligibility. Applicants are required to submit all required documents for the hiring process, **including a completed employment application, résumé via Workday and copies of transcripts and/or industry certifications**, to TSTC's Department of Student Learning at [faculty.credentialing@tstc.edu](mailto:faculty.credentialing@tstc.edu).

- 1) TSTC will ensure that College faculty teaching Dual Credit courses have met acceptable national criminal background checks, which may include fingerprinting.
- 2) Each approved Dual Credit Instructor will be supervised by TSTC's respective designee and be evaluated and monitored to ensure quality of instruction and compliance with the College's policies and procedures in accordance with TSTC's [Statewide Operating Standard \(SOS\) ES 1.11 Faculty Credentials](#).
- 3) In the event of an investigation of a personnel matter, the College and the High School

Partner(s) will work collaboratively and in a timely manner share any and all information necessary with TSTC’s Human Resource office and the corresponding Districts’ Human Resource office.

**Employment with College is contingent upon the following:**

- 1) TSTC complies with the Immigration Reform and Control Act; all positions are contingent upon proof of eligibility to accept employment in the United States. Documentation of eligibility must be provided within 72 hours of application
- 2) Satisfactory evaluation of references and required criminal background checks.
- 3) Satisfactory results of pre-employment medical exam (drug screen only).
- 4) Continued employment is contingent on the required approval, availability of funding, satisfactory performance assessment, and a continued need for the position in the College’s department.
- 5) Employees are held responsible for ensuring that **official** transcripts are received by TSTC no later than his or her 30th day of employment. Failure to do so could result in termination of employment.
- 6) Submission of a completed application, along with required documentation, must be done no later than April 20, 2024.
- 7) Continued employment is contingent on an executed MOU with the District and High School Partner.

College DC Instructors will receive stipend pay for the semester the course is taught which will be divided and paid out monthly according to the course start and end dates. Payment may be subject to change should a DC instructor be removed from instruction for any reason (such as extended leave) during the agreed upon semester and course. **Please note: Stipends are contingent on courses taught, not individual sections.** The 2024-2025 stipend system is as follows:

<b>Dual Credit Instructor Stipend Per Semester</b>	<b>\$750</b> 1-2 courses	<b>\$1,250</b> 3-4 courses	<b>\$1,500</b> 5+ courses
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**High School Partner(s) and Dual Credit Instructor Expectations:**

- 1) The DC Instructor will follow current College procedures to ensure students participating in the course(s) are officially listed on the roster by TSTC’s Census date. Any student not on the roster by the 11th day of class (Census Day) will not be enrolled in the course.
- 2) The DC Instructor(s) will report to the designated TSTC Student Learning designee for the program with which they are associated for instructional guidance and support including course delivery expectations.
- 3) DC Instructors will submit required reporting documents through the designated Learning Management System and Workday (such as: submission of midterm and final grades and certification of rosters) in accordance with all timelines and due dates. **All new Dual Credit Instructors are required to complete Faculty Orientation administered by the Human Resources/ Learning and Development Office prior to the first day of class.**

***Please note: If Faculty Orientation or other annual online training required by TSTC is not completed by the Dual Credit Instructor prior to the first day of class, the associated pathway will be in jeopardy of being offered to the High School Partner(s).***

- 4) DC instructors will complete an annual online faculty orientation and the Essentials training offered by the Human Resources Learning and Development Team via Workday. DC Instructors must comply with HB 2504 and submit the required curriculum vitae (CV) and the course syllabus by the appropriate deadline each semester.
- 5) The High School Partner(s) will allow release time from high school duties for DC Instructors to complete the required number of hours of faculty development per year as referenced in [\*\*\*Statewide Operating Standard \(SOS\) HR 1.18 Faculty Professional Development\*\*\*](#).
- 6) In order to ensure instructional needs are met, the High School Partner(s) will notify TSTC's Dual Credit office of any DC Instructor personnel changes ninety (90) days prior to the first day of the semester. **Any sections with changes in High School personnel within ninety days of the first day of class may be subject to cancellation.**
- 7) In order to ensure instructional needs are met, if any staffing personnel changes occur due to extended leave, the High School Partner(s) are required to notify the Office of Dual Credit and their supervisory Student Learning designee immediately.
- 8) The rigor of college-level course work can often require additional time outside of class in order to meet all course learning objectives and outcomes; therefore, DC Instructors should encourage students to allow a sufficient amount of time to complete out-of-class work assignments.
- 9) When issuing grades, DC Instructors are not permitted to alter the earned College letter grade scale, which may differ from the High School Partner(s)' numeric grade scale.
- 10) Dual Credit students are expected to meet the required minimum number of contact hours per semester in courses offered at the High School Partner(s)' location.

## **FACILITIES, TEACHING ENVIRONMENT, ENROLLMENT**

### **Facilities**

The High School Partner(s) will work with TSTC to ensure that the High School Partner(s)' facilities meet the expectations and criteria required for college classes, and are appropriate for college-level instruction that include the following:

- 1) **High School Partner(s) are required to enroll a minimum of 15 College Dual Credit students for each offsite course section offered at the High School Partner(s) request.**
- 2) High School Partner(s) will ensure that DC Instructors and Dual Credit students have appropriate access to all available instructional resources and essential technology.
- 3) High School Partners will ensure that all required textbooks, materials and additional supplies will be acquired by the ISD or student prior to the first day of class
- 4) High School Partner(s) shall permit access to TSTC's electronic learning resources when the course is taught at the High School Partner(s) facility; and
- 5) High School Partner(s) offering courses shall meet the laboratory safety standards and have materials/equipment that comply with College program requirements.

- 6) High School Partner(s) will ensure the safety and security of the High School facilities where Dual Credit classes are held on High School leased or owned property.
- 7) TSTC will ensure the safety and security of the College's facilities where Dual Credit classes are held on College leased or owned property.

The number of courses in a Dual Credit pathway offered at a High School Partner(s) off-site location will be monitored and approved on an annual basis by TSTC's Curriculum Committee. All applicable off-site reporting requirements with TSTC's accreditor, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will be met in accordance with [Statewide Operating Standard \(SOS\) GA 1.23 SACSCOC Substantive Change Compliance](#). When necessary, TSTC must seek approval from SACSCOC to offer 50% or more credits toward a program at an off-site location before implementation. **Timeline for SACSCOC approval can take up to one year.** Changes to an off-site location including name, physical address, relocation or closure must be reported to TSTC 60 days prior to implementation.

***Please note: Failure to ensure Dual Credit Instructors and students have all the required aforementioned resources can impact TSTC's decision to execute subsequent partnership agreements with the High School Partner(s).***

### **Composition of Class**

Dual Credit courses will be composed as defined by the Texas Higher Education Coordinating Board laws and regulations, the [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D and Subchapter G Rule § 4.85](#).

The High School Partner(s) may not enroll both dual credit and non-dual credit students in the same section, unless the creation of a high school credit-only class is not financially viable for the high school and only under one of the following conditions:

- a) If the course is required for completion under State Board of Education High School graduation requirements, and the school is otherwise unable to offer such a course; or
- b) If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students; or
- c) If the course is a career and technology/college workforce education course and the high school credit-only students are eligible to earn articulated college credits.

### **Monitoring Instruction**

High School Partner(s) will work with TSTC so that College personnel will have the opportunity to monitor the quality and rigor of instruction in compliance with the College's course syllabus and the standards established by the state of Texas, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the High School Partner(s). TSTC's Student Learning designee for the program must conduct a faculty evaluation. The evaluation and training shall include, but not be limited to:

- 1) Coordinated check-ins with the Student Learning designee (face-to-face or online);

- 2) A College end-of-semester course and instructor evaluation completed by students sent to their mymail@tstc.edu email account; and
- 3) A mandatory yearly instructor orientation/training session for all DC instructors, offered online during the month of August.

## **FINANCE AND FUNDING**

### **FAST (Financial Aid for Swift Transfer) Program**

TSTC has opted to participate in the [\*\*FAST Program\*\*](#) for the 2024-2025 Academic Year as defined in [\*\*Texas Education Code, Section 61.003\(8\)\*\*](#). Dual Credit students eligible for free Dual Credit tuition, under this program, must meet the following student eligibility requirements:

- 1) are enrolled in an eligible dual credit course at a public school district or charter school (i.e., eligible for Foundation School Program funding); and
- 2) are taking a course offered through an institutional agreement, as outlined in [\*\*TAC, Section 4.84\*\*](#), from an institution of higher education that has opted to participate in FAST; and
- 3) were qualified for free/reduced-price lunch in any of the four school years prior to the academic year in which they enroll in the dual credit course.

The College will adhere to all reporting requirements and deadlines set forth by the Texas Higher Education Coordinating Board (THECB) to identify eligible students. Student(s) identified as being eligible for free tuition under this program, will not have their tuition invoiced to the ISD.

**It is the High School Partner(s) responsibility to:**

- 1) **ensure that proper reporting of student(s) economic status is reported to the Texas Education Agency (TEA) in order for student eligibility to be determined;**
- 2) **to notify the College of student eligibility in a timely manner; and**
- 3) **to ensure that all other fees related to dual credit courses, including, but not limited to: required textbooks, tools, uniforms, software, supplies, computer specifications, internet, and access to all necessary platforms are supplied to the student(s) at no cost to them.**

### **Tuition and Fees**

Dual Credit courses are offered at a reduced tuition waiver and fee rate of \$33.00 per credit hour. Dual Credit student eligibility and enrollment requirements must be met for the tuition waiver to apply.

### **Invoicing**

TSTC will invoice the High School Partner(s) for all applicable tuition and fee charges under the sponsorship billing process. Invoicing will follow [\*\*Statewide Operating Standard \(SOS\) FA 1.09 Refund of Tuition and Fees\*\*](#), unless the fees are specifically designated as non-refundable. Invoicing will begin after student(s) FAST eligibility status has been identified. Students enrolled in semester credit hour courses who drop a course or withdraw from school prior to the first class day shall incur no tuition cost. Students in semester credit hour courses who officially withdraw from school or drop a

course after classes begin shall receive their tuition and fees reduced according to the following schedule:

**Invoicing fees are as follows:**

**7 week semester:**

TSTC Credit Hour(s)	30% fee Up to 7th class day	75% fee Up to 9th class day	100% fee After 9th class day
1	\$9.90	\$24.75	\$33
2	\$19.80	\$49.50	\$66
3	\$29.70	\$74.25	\$99
4	\$39.60	\$99	\$132

**15 week semester:**

TSTC Credit Hour(s)	30% fee Up to 14th class day	75% fee Up to 19th class day	100% fee After 19th class day
1	\$9.90	\$24.75	\$33
2	\$19.80	\$49.50	\$66
3	\$29.70	\$74.25	\$99
4	\$39.60	\$99	\$132

The High School Partner(s) will designate a Business Accounting Office Contact to work with TSTC’s Student Accounting office regarding invoices. The Business Accounting Office Contact, listed below, will receive the invoices and be responsible for remitting payment to the College.

<p><b>Business Accounting Office Contact Name:</b> _____</p> <p><b>Email Address:</b> _____</p> <p><b>Phone Number:</b> _____</p>
---

**Books and Supplemental Materials**

The High School Partner(s) are responsible for ensuring students have obtained access to the correct editions of required textbooks, tools, uniforms, software, supplies, computer specifications, internet, and access to all necessary online platforms, etc., **before the first day of the college's class.**

Textbooks, materials, and supplies are available for purchase through the TSTC bookstore at <https://www.tstc.edu/student-life/bookstores/>. Some programs use digital textbooks from a third party platform that is built into the online Learning Management System. The District will receive a separate invoice reflecting the cost of the textbook **if students do not opt out of this option.**

Each semester, the Office of Dual Credit will share the upcoming semester's textbook and additional materials requirements with the High School Partner(s). A list of required materials will be provided via email by the DC office before each semester and will be posted on the DC website at [de.tstc.edu](http://de.tstc.edu), located under the resources section: [Textbook and Materials Information](#).

***Please note: Failure to ensure students are prepared for class could result in the student's removal from the course and can impact TSTC's decision to execute subsequent partnership agreements with the High School Partner(s).***

**Signature** \_\_\_\_\_

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Dual Credit students must abide by the Code of Student Conduct outlined in the current College Catalog and Student Handbook. Dual Credit students will be dismissed for disruptive behavior and referred to their high school principal or designee for disciplinary action on the high school side. Dual Credit students attending classes on TSTC's campus will be treated as college students and are responsible for knowing all rules and regulations of the College. Student conduct violations will be handled through the Code of Student Conduct, [Statewide Operating Standard \(SOS\) ES 3.23 Student Rights and Responsibilities](#).

Enrolled students will be granted access to both Student Information Systems and Learning Management System platforms which includes grades, transcripts, and other College resources.

### **Student Grievances/Complaints**

Procedures for handling student grievances or complaints, as it relates to the college course or customer service, are applicable to all students, including those enrolled in dual credit courses. Dual Credit students with grievances or complaints shall follow the procedures as stated in TSTC's [Statewide Operating Standard \(SOS\) ES 3.24 Student Grievances and Complaints](#), as published in TSTC's [Student Catalog and Student Handbook](#).

## **STUDENT SUPPORT SERVICES**

TSTC and the High School Partner(s) will adhere to Section 504 of the Americans with Disabilities Act Amendments Act (ADAAA). Students in Dual Credit courses will have access to the same or comparable support services that are afforded College students on the main campus. TSTC is responsible for ensuring timely and efficient access to Student Support Services. Services such as

these may require a signed student and/or parent consent form to receive services.

TSTC will adhere to and comply with current College policies and procedures, and federal, state and local laws, that govern the College for individuals and/or students with disabilities that require accommodations.

The High School Partner(s) agree that in classes for which college credit is awarded, accommodations will need to meet standards under the ADA and Section 504, subpart E, and will adhere to TSTC's current policies and procedures for determining reasonable accommodations and grievances. Service coordination and costs of required accommodations will be afforded through a collaborative effort. Building and information technology access will be the responsibility of the owner/provider of that infrastructure, including access to web-based curriculum materials.

The High School Partner(s) agree that classes in which high school credit is awarded, the ADA and Section 504, subpart D, accommodations will be the responsibility of the High School Partner(s). If an accommodation fundamentally alters the course, college credit will not be awarded. Students with disabilities who require accommodations will be required to self-disclose with TSTC's Access & Learning Accommodations (ALA) Office.

All Dual Credit students have access to supplemental instruction and tutoring services provided by **TSTC's Office of Student Success**. Dual Credit students also have access to the **Advocacy and Resource Center**, which is designed to assist students with non academic barriers, including basic needs, child care, food pantry, lending library and transportation. Students are responsible for contacting the office for services as needed.

It is the responsibility of the Dual Credit students, their parents/legal guardians or sponsoring agents to provide health and accident insurance for the Dual Credit students. Further, High School Partner(s), the Dual Credit students, their parents/legal guardians or sponsoring agents will hold the College harmless and waive any claims, past, current or future, they may have for any death, personal injury, property damage or accidents involving students or visitors while on TSTC's campus or off-campus instructional site locations.

### **Learning and Library Resources**

All Dual Credit students and DC Instructors have access to TSTC's learning and library resources via the Learning Resource Center ([http://tstc.edu/student\\_life/learningresource](http://tstc.edu/student_life/learningresource)). Students will receive regular and timely instruction in the use of the library and other resources.

### **TRANSCRIPTION OF CREDIT**

A college grade shall be transcribed upon completion of the semester for the courses in which they are officially enrolled and will adhere to the current grading policy. The High School Partner(s) agree to evaluate the learning objectives to be achieved by students completing the College's Dual Credit college courses and to transcribe credit on the student's high school transcript accordingly.

### **ARTICULATED CREDIT**

The College does not offer articulated credit as an alternative to Dual Credit to the High School

Partner(s).

### **CAMPUS ACTIVITY AND TRANSPORTATION**

The College assumes no obligation or responsibility for the transportation of students to or from the College's campus or any other training facility. Students that have a free period while on the College's campus will not be monitored. The High School Partner(s) shall hold harmless the College for any death, personal injury, property damage and/or campus disruption caused by High School Partner(s) personnel or students. The College is not responsible for High School Partner(s)' students who leave the College's grounds.

### **FERPA**

The Parties agree to maintain the records for all students by all applicable federal, state and local laws. For the purposes of this MOU, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), TSTC hereby designates the High School Partner(s) as a school official with legitimate education-related interests in the educational records of the students who participate in the Dual Credit program to the extent that access to the records is required by the High School Partner(s) to carry out the functions of the program. The Parties agree to maintain the confidentiality of the students' educational records in accordance with the provisions of FERPA. The Parties shall not release educational records to any third party without written consent by the affected student.

### **CYBERSECURITY TRAINING**

If District has access to a TSTC computer system or database, District represents and warrants that it will comply with the requirements of Section 2054.5192 of the Texas Government Code relating to cybersecurity training certified by the Department of Information Resources (DIR) and required verification of completion of the training program. A [Third Party Vendor](#) form must be signed by the High School Partner(s) designee before access is granted to the College's learning management system.

### **FORCE MAJEURE**

Neither Party to this MOU will be liable or responsible to the other for any loss or damage, or for any delays or failure to perform, due to causes beyond its reasonable control including, but not limited to, acts of God, strikes, epidemics, pandemics, war, riots, flood, fire, sabotage, or any other circumstances of like character ("Force Majeure Occurrence"). However, at the sole discretion of TSTC, the term may be extended in an amount necessary for TSTC to complete the purposes of this MOU, which delay(s) have been caused by the Force Majeure Occurrence, and during said extension, the High School Partner shall work diligently in accordance with this MOU to complete the purposes of this MOU.

### **TEXAS PUBLIC INFORMATION ACT**

Notwithstanding any provisions of this MOU to the contrary, the High School Partner(s) understands that TSTC will comply with the Texas Public Information Act, Gov't Code, Chapter 552 as interpreted by judicial opinions and opinions of the attorney general of the state of Texas. TSTC will notify High School Partner(s) of receipt of a request for information related to this MOU. High School Partner(s) will cooperate with TSTC in the production of documents responsive to the request.

High School Partner(s) may request that TSTC seek an opinion from the attorney general of the state of Texas; however, TSTC will not honor High School Partner(s)'s request for an opinion if the request is not based upon a reasonable interpretation of the Texas Public Information Act. Additionally, High School Partner(s) will notify TSTC's Office of General Counsel of any third-party requests for information that was provided by the state of Texas for use in conducting this MOU. This MOU and all data and other information generated or otherwise obtained in the performance of its responsibilities under this MOU may be subject to the Texas Public Information Act. High School Partner(s) is required to make any information created or exchanged with the state pursuant to this MOU, and not otherwise excepted, from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the state. High School Partner(s) agrees to maintain the confidentiality of information received from the state of Texas during the performance of this MOU, including information which discloses confidential personal information, particularly, but not limited to, Social Security numbers.

#### **MEMORANDUM OF UNDERSTANDING (MOU)**

Any change to the terms of this MOU must be presented in written form and agreed upon by both TSTC and the High School Partner(s) at least thirty (30) days before any term or provision may be changed.

#### **COUNTERPARTS**

This MOU may be executed in one or more counterparts and may be electronically transmitted. Each counterpart shall be deemed an original and all of which shall constitute one and the same document.

#### **EFFECTIVE DATE AND TERM**

The effective date of this MOU is active upon signature of all parties and applies to the **2024-2025 academic year**.

**SIGNATURES**

The persons signing this MOU represent, each to the other, that they are authorized to sign for and bind their respective institutions.

**Texas State Technical College**

3801 Campus Dr.  
Waco, TX 76705

By:

Date:

\_\_\_\_\_

\_\_\_\_\_

Beth Wooten  
Provost

By:

Date:

\_\_\_\_\_

\_\_\_\_\_

Kadie R. Svrcek  
Executive Director, Office of Dual Credit

**High School Partner Waco ISD**

2020 N. 42nd St.  
Waco, TX 76710

By:

Date:

\_\_\_\_\_

\_\_\_\_\_

Dr. Susan Kincannon  
Superintendent  
Waco ISD

**Attachment: *Exhibit A*** is a copy of Texas State Technical College's Dual Credit Pathway Offering Form. **This exhibit serves as an example ONLY. The formal Pathway Offering Form will be sent to the High School Partner(s) after receipt of this Dual Credit Memorandum of Understanding.**  
***Exhibit A***



**TSTC PATHWAY OFFERING FORM**

In the spaces below, please indicate the pathways \_\_\_\_\_ High School proposes to participate in for the 2024 -2025 Academic Year.

*Please note: The pathways indicated on this form will initiate the development of an application for dual credit students at your high school. Dual Credit students will only be allowed to participate in the pathways listed below.*

**High School Information:**

ISD Name /Texas Home School/ Other Entity:			
High School/ Home School Name:			
High School Principal Name / CTE Designee:		CEEB Code:	
Email Address:			

**Pathway Offering Information:**

Dual Credit Program Name	Courses Comprising Pathway	Instructional Format <small>On-campus, Off-site or Online</small>

**Signatures of Approval:**

High School Principal or CTE Designee		Signature		Date
Student Learning Designee(s)		Signature(s)		Date
Executive Director of Dual Credit		Signature		Date

## 2024-2025 Dual Credit Pathways & Suggested Crosswalk

Program Options Available	Mode of Delivery & Location Availability	TSTC Dual Credit Pathway	TSTC Credit Hours	Suggested PEIMS Crosswalk (CTE TEKS Titles)	Crosswalk/ Marketing Flyer	Industry Based Certification(s)		
<b>Architectural/Civil Drafting Technology (PBE)</b>								
DC Pathway Certificate I	Online or TSTC Campus	Harlingen Marshall North Texas	DFTG 1309: Basic Computer Aided Drafting	3 CH	Computer Aided Drafting for Architecture	N1300429	<a href="#">Architectural/ Civil Drafting Flyer</a>	N/A
			DFTG 1325: Blueprint Reading & Sketching	3 CH	Architectural Design I	13004600		
			ARCE 1321: Architectural Illustration Prereq: DFTG 1309 Grade of "B" or better	3 CH	Architectural Design II	13004700		
			DFTG 1317: Architectural Drafting Residential Prereq: ARCE 1321 Grade of "B" or better	3 CH	Practicum in Architectural Design	13004800		
<a href="#">Go Back to Home Page</a>								
<b>Architectural Design &amp; Engineering Graphics Technology (PBE)</b>								
DC Pathway Certificate I	Online or TSTC Campus	Harlingen Marshall West Texas	DFTG 1309: Basic Computer Aided Drafting	3 CH	Computer Aided Drafting for Architecture	N1300429	<a href="#">Architectural Design &amp; Engineering Graphics Flyer</a>	N/A
			DFTG 1345: Parametric Modeling and Design	3 CH	Architectural Design I	13004600		
			ARCE 1321: Architectural Illustrations Prereq: DFTG 1309 Grade of "B" or better	3 CH	Architectural Design II	13004700		
			DFTG 1333: Mechanical Drafting Prereq: ARCE 1321 Grade of "B" or better	3 CH	Practicum in Architectural Design	13004800		
<a href="#">Go Back to Home Page</a>								
<b>Aircraft Line Technician</b>								
DC Pathway Certificate I	TSTC Campus	Abilene Harlingen	AERM 1203: Shop Practices	2 CH	Introduction to Aircraft Technology	13039350	<a href="#">Aircraft Line Technician Flyer</a>	N/A
			AERM 1210: Ground Operations	2 CH	Occupational Safety & Environmental Technology I	N1303680		
			AERM 1315: Aviation Science	3 CH	Aircraft Airframe Technology/ Advanced Transportation Systems Lab	13039410		
			AERM 1208: Federal Aviation Regulations	2 CH	Practicum in Transportation Systems	13040455		
			AERM 1205: Weight and Balance	2 CH	Aircraft Powerplant Technology/ Advanced Transportation Systems Lab	13039510		
			AERM 1414: Basic Electricity	4 CH	Practicum in Transportation Systems	13040465		
<a href="#">Go Back to Home Page</a>								
<b>Auto Collision (Repair) Technology (PBE)</b>								
DC Pathway Certificate I	TSTC Campus	Harlingen Waco	ABDR 1215: Vehicle Trim and Hardware	2 CH	Collision Repair	13039800	<a href="#">Auto Collision Technology Flyer</a>	N/A
			ABDR 1371: Basic Paint Techniques, Equipment & Environmental Practices	3 CH	Paint and Refinishing	13039900		
			ABDR 1349: Automotive Plastic and Sheet Molded Compound Repair	3 CH	Collision Repair/ Advanced Transportation Systems Lab	13039810		
	*DC Pathway available to be Credentialed at high school facility*	ABDR 1203: Vehicle Design & Structural Analysis	2 CH	Paint and Refinishing/ Advanced Transportation Systems Lab	13039910			
<a href="#">Go Back to Home Page</a>								
<b>Automotive Technology</b>								
DC Pathway	TSTC Campus	Harlingen Sweetwater Waco	AUMT 1305: Intro to Automotive Technology	3 CH	Small Engine Technology I	13040000	<a href="#">Automotive Technician Flyer</a>	N/A
			AUMT 1307: Automotive Electrical Systems	3 CH	Automotive Technology I: Maintenance and Light Repair	13039600		
			AUMT 1416: Suspension and Steering	4 CH	Energy and Power of Transportation Systems	13039300		
	*DC Pathway available to be Credentialed at high school facility*	AUMT 1310: Automotive Brake Systems	3 CH	Automotive Technology II: Automotive Service/ Advanced Transportation Systems Lab	13039710			
<a href="#">Go Back to Home Page</a>								

## 2024-2025 Dual Credit Pathways & Suggested Crosswalk

Program Options Available	Mode of Delivery & Location Availability		TSTC Dual Credit Pathway	TSTC Credit Hours	Suggested PEIMS Crosswalk (CTE TEKS Titles)		Crosswalk/ Marketing Flyer	Industry Based Certification(s)
<b>Avionics Technology</b>								
DC Pathway	TSTC Campus	Waco	AVNC 1303: Introduction to Aviation Electronic Systems	3 CH	Aircraft Airframe Technology	13039400	<a href="#">Avionics Technology Flyer</a>	N/A
			CETT 1302: Electricity Principles	3 CH	Aircraft Airframe Technology/ Advanced Transportation Systems Lab	13039410		
			AVNC 1343: Aviation Electrical and Electronic Systems Installation	3 CH	Aircraft Powerplant Technology	13039500		
			AVNC 1353: Operational Testing of Aviation Electronic Systems	3 CH	Aircraft Powerplant Technology/ Advanced Transportation Systems Lab	13039510		
<b>Biomedical Equipment Technology</b>								
DC Pathway	TSTC Campus	Harlingen	BIOM 1101: Biomedical Equipment Technology	1 CH	Biotechnology I	13036400	<a href="#">Biomedical Equipment Technology Flyer</a>	Biotechnician Assistant Credentialing Exam (BACE)
			BIOM 1270: Shop Skills for Biomedical Equipment Technicians	2 CH	Biotechnology II	13036450		Medical Laboratory Assistant
			CETT 1303: DC Circuits	3 CH	Practicum in STEM	13037400		Medical Laboratory Technician
			BIOM 1373: Medical Software Hardware	3 CH	Practicum in STEM/ Extended Practicum in STEM	13037405		
			BIOM 1309: Applied Biomedical Equipment Technology	3 CH	Practicum in STEM/ Extended Practicum in STEM	13037410		
<a href="#">Go Back to Home Page</a>								
<b>Building Construction Technology</b>								
DC Pathway Certificate I	TSTC Campus	Harlingen Waco	CNBT 1300: Residential and Light Commercial Blueprint Reading	3 CH	Construction Technology I	13005100	<a href="#">Building Construction Technology Flyer</a>	N/A
			CNBT 1316: Construction Technology I	3 CH	Construction Technology II	13005200		
			CNBT 1313: Concrete I	3 CH	Practicum in Construction Technology	13005250		
			*DC Pathway available to be Credentialed at high school facility*	CNBT 1450: Construction Technology II	4 CH	Practicum in Construction Technology		
<a href="#">Go Back to Home Page</a>								
<b>Business Management Technology (PBE)</b>								
DC Pathway Certificate I	Online	Harlingen Marshall North Texas Waco West Texas	POFI 1349: Spreadsheets	3 CH	Business Information Management I/ Business Lab	13011410	<a href="#">Business Management Technology Flyer</a>	N/A
			ACNT 1325: Principles of Accounting I	3 CH	Accounting I	13016600		
			ACNT 1329: Payroll & Business Tax Accounting	3 CH	Financial Analysis	13016800		
			ACNT 1311: Intro to Computerized Accounting	3 CH	Accounting II	13016700		
<a href="#">Go Back to Home Page</a>								
<b>Computer Networking and Systems Administration (PBE)</b>								
DC Pathway Certificate I	Online	Ft. Bend Harlingen Marshall North Texas Williamson Co.	ITSC 1325: Personal Computer Hardware	3 CH	Internetworking Technologies I	N1302803	<a href="#">Computer Networking and Systems Administration Flyer</a>	N/A
			ITNW 1308: Implementing & Supporting Client Operating Systems	3 CH	Internetworking Technologies II	N1302804		
			ITNW 1358: Network+	3 CH	Practicum in Information Technology	13028000		
			ITNW 1345: Implementing Network Directory Services	3 CH	Networking/Networking Lab	13027410		
<a href="#">Go Back to Home Page</a>								
<b>Computer Programming Technology (PBE)</b>								
			ITSE 1302: Computer Programming	3 CH	Web Communications	3580810		

## 2024-2025 Dual Credit Pathways & Suggested Crosswalk

Program Options Available	Mode of Delivery & Location Availability		TSTC Dual Credit Pathway	TSTC Credit Hours	Suggested PEIMS Crosswalk (CTE TEKS Titles)		Crosswalk/ Marketing Flyer	Industry Based Certification(s)
DC Pathway Certificate I	Online	Harlingen Marshall North Texas Williamson Co.	ITSE 1311: Beginning Web Programming	3 CH	Web Design	3580820	<a href="#">Computer Programming Technology Flyer</a>	N/A
			ITSE 2309: Database Programming	3 CH	Practicum in Information Technology	13028000		
			ITSE 2302: Intermediate Web Programming Prereq: ITSE 1311 Grade of "B" or better	3 CH	Practicum in Information Technology	13028005		
<a href="#">Go Back to Home Page</a>								
<b>Culinary Arts</b>								
DC Pathway Certificate I	TSTC Campus	Waco Williamson Co.	CHEF 1205: Sanitation and Safety (PS-L1)	2 CH	Culinary Arts	13022600	<a href="#">Culinary Arts Flyer</a>	ServSafe Manager
			IFWA 1205: Food Service Equipment and Planning (PS-L1)	2 CH	Foundations of Restaurant Management	N1302268		
			IFWA 1218: Nutrition for the Food Service Professional (PS-L1)	2 CH	Food Science	13023000		
	*DC Pathway available to be Credentialed at high school facility*	IFWA 1401: Food Preparation I	4 CH	Practicum in Culinary Arts	13022700			
<a href="#">Go Back to Home Page</a>								
<b>Cybersecurity (PBE)</b>								
DC Pathway Certificate I	Online or TSTC Campus	Ft. Bend Harlingen Marshall Williamson Co.	ITSC 1325: Personal Computer Hardware	3 CH	Internetworking Technologies I	N1302803	<a href="#">Cybersecurity Flyer</a>	N/A
			ITNW 1325: Fundamentals to Networking	3 CH	Internetworking Technologies II	N1302804		
			ITNW 1354: Implementing & Supporting Servers	3 CH	Networking Lab	13027410		
	*DC Pathway available to be Credentialed at high school facility*	ITSY 1374: Secure Linux Administration	3 CH	Cyber Security Capstone	13037200			
<a href="#">Go Back to Home Page</a>								
<b>Diesel Equipment Technology (PBE)</b>								
DC Pathway Certificate I	TSTC Campus	Ft. Bend Marshall North Texas Sweetwater Waco	DEMR 1301: Shop Safety and Procedures	3 CH	Occupational Safety & Environmental Technology I	N1303680	<a href="#">Diesel Equipment Technology Flyer</a>	N/A
			DEMR 1305: Basic Electrical Systems	3 CH	Diesel Equipment Technology I	13040150		
			DEMR 1371: Chassis I	3 CH	Diesel Equipment Technology II	13040160		
	*DC Pathway available to be Credentialed at high school facility*	DEMR 1329: Preventative Maintenance	3 CH	Diesel Equipment Technology II/Advanced Transportation Systems Laboratory	13040170			
<a href="#">Go Back to Home Page</a>								
<b>Digital Media Design (PBE)</b>								
DC Pathway Certificate I	Online	Ft. Bend Williamson Co.	ARTC 1353: Computer Illustration	3 CH	Graphic Design and Illustration I/ Graphic Design and Illustration I Lab	13008810	<a href="#">Digital Media Design Flyer</a>	N/A
			ARTC 1302: Digital Imaging I	3 CH	Digital Art and Animation	3580500		
			ARTC 1313: Digital Publishing I	3 CH	Digital Design and Media Production	3580400		
			ARTC 2305: Digital Imaging II	3 CH	Graphic Design and Illustration II/Graphic Design and Illustration II Lab	13008910		
<a href="#">Go Back to Home Page</a>								
<b>Education and Training (PBE)</b>								
			EDTC 1301: Education Systems	3 CH	Child Development Associate (CDA) Foundations	13024700		
			EDTC 2317: Guiding Student Behavior	3 CH	Human Growth and Development	13014300		

## 2024-2025 Dual Credit Pathways & Suggested Crosswalk

Program Options Available	Mode of Delivery & Location Availability		TSTC Dual Credit Pathway	TSTC Credit Hours	Suggested PEIMS Crosswalk (CTE TEKS Titles)		Crosswalk/ Marketing Flyer	Industry Based Certification(s)
DC Pathway	Online	Harlingen	EDTC 1341: Instructional Technology and Computer Applications	3 CH	Communication and Technology in Education	N1300510	<a href="#">Education and Training Flyer</a>	Educational Aide I
			EDTC 2311: Instructional Practices and Effective Learning Environments	3 CH	Instructional Practices	13014400		
<a href="#">Go Back to Home Page</a>								
<b>Electrical Power and Controls</b>								
DC Pathway	TSTC Campus	Abilene Ft. Bend North Texas Waco	ELPT 1321: Introduction to Electrical Safety & Tools	3 CH	Occupational Safety and Environmental Technology II	N1303680	<a href="#">Electrical Power and Controls Flyer</a>	N/A
			CETT 1303: DC Circuits	3 CH	Manufacturing Engineering Technology I	13032900		
			CETT 1305: AC Circuits	3 CH	Manufacturing Engineering Technology II	13032950		
			ELPT 1341: Motor Controls	3 CH	Practicum in Manufacturing	13033000		
<a href="#">Go Back to Home Page</a>								
<b>Electromechanical Technician</b>								
DC Pathway Certificate I	TSTC Campus	Sweetwater	CETT 1303: DC Circuits	3 CH	Manufacturing Engineering Technology I	13032900	<a href="#">Electromechanical Technician Flyer</a>	N/A
			ELMT 1374: Introduction to Electromechanical Systems	3 CH	Manufacturing Engineering Technology II	13032950		
			CETT 1325: Digital Fundamentals Prereq: CETT 1303	3 CH	Practicum in Manufacturing	13033000		
			CETT 1305: AC Circuits	3 CH	Practicum in Manufacturing	13033005		
<a href="#">Go Back to Home Page</a>								
<b>Engineering Graphics and Design Technology (PBE)</b>								
DC Pathway Certificate I	Online or TSTC Campus	Harlingen Marshall North Texas Williamson Co.	DFTG 1309: Basic Computer Aided Drafting	3 CH	Computer Aided Drafting for Architecture	N1300429	<a href="#">Engineering Graphics and Design Technology Flyer</a>	N/A
			DFTG 1345: Parametric Modeling and Design	3 CH	Architectural Design I	13004600		
			DFTG 1325: Blueprint Reading and Sketching	3 CH	Architectural Design II	13004700		
			DFTG 1333: Mechanical Drafting Prereq: DFTG 1309 Grade of "B" or better	3 CH	Practicum in Architectural Design	13004800		
<a href="#">Go Back to Home Page</a>								
<b>Health Information Technology (PBE)</b>								
DC Pathway Certificate I	Online	Harlingen Marshall North Texas Waco West Texas	HITT 1204: IT for Health Professions Prereq to HITT 1311 Grade of "B" or better	2 CH	Business Information Management I/ Lab	13011410	<a href="#">Health Information Technology Flyer</a>	Certified Medical Administrative Assistant (CMAA) certification
			HITT 1301: Health Data Content and Structure	3 CH	Business Information Management I	13011400		
			HPRS 2302: Medical Terminology for Allied Health	3 CH	Medical Terminology	13020800		
			MDCA 1302: Human Disease/Pathophysiology	3 CH	Pathophysiology	13020800		
			HITT 1253: Legal & Ethical Aspects Health Information	2 CH	Health Informatics	13020960		
			HITT 1311: Health Information Systems	3 CH	Healthcare Information Systems and Management	13020960		
<a href="#">Go Back to Home Page</a>								
<b>HVAC Technology (PBE)</b>								
DC Pathway Certificate I	TSTC Campus	Ft. Bend Harlingen North Texas Waco	HART 1301: Basic Electricity for HVAC	3 CH	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology I	13005800	<a href="#">HVAC Technology Flyer</a>	N/A
			HART 1307: Refrigeration Principles	3 CH	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology II	13005900		

## 2024-2025 Dual Credit Pathways & Suggested Crosswalk

Program Options Available	Mode of Delivery & Location Availability		TSTC Dual Credit Pathway	TSTC Credit Hours	Suggested PEIMS Crosswalk (CTE TEKS Titles)		Crosswalk/ Marketing Flyer	Industry Based Certification(s)
Certificate I	Williamson Co.		HART 1310: HVAC Shop Practices and Tools	3 CH	Practicum in Construction Technology	13005250		
	*DC Pathway available to be Credentialed at high school facility*		HART 1345: Gas and Electric Heating Prereq: HART 1301 Grade of "B" or better	3 CH	Practicum in Construction Technology	13005255		
<a href="#">Go Back to Home Page</a>								
<b>Industrial Robotics &amp; Controls Technology</b>								
DC Pathway	TSTC Campus	Ft. Bend Waco	CETT 1303: DC Circuits	3 CH	Manufacturing Engineering Technology I	13032900	<a href="#">Industrial Robotics &amp; Controls Technology Flyer</a>	N/A
			DFTG 1309 (Online): Basic Computer Aided Drafting	3 CH	Engineering Design and Presentation I	13036500		
			RBTC 1343: Robotics Fundamentals Prereq: CETT 1303 Grade of "C" or better	3 CH	Robotics I	13037000		
	*DC Pathway available to be Credentialed at high school facility*	CETT 1305: AC Circuits Prereq: CETT 1303 Grade of "C" or better	3 CH	Manufacturing Engineering Technology II	13032950			
<a href="#">Go Back to Home Page</a>								
<b>Industrial Systems Technology</b>								
DC Pathway Certificate I	TSTC Campus	Abilene Ft. Bend Marshall North Texas Waco Williamson Co.	INMT 1305: Introduction to Industrial Maintenance	3 CH	Manufacturing Engineering Technology I	13032900	<a href="#">Industrial Systems Technology Flyer</a>	N/A
			INMT 2303: Pumps, Compressors & Mechanical Drives	3 CH	Manufacturing Engineering Technology II	13032950		
			ELPT 1311: Basic Electrical Theory	3 CH	Practicum in Manufacturing	13033000		
	*DC Pathway available to be Credentialed at high school facility*	ELPT 1341: Motor Controls	3 CH	Practicum in Manufacturing	13033005			
<a href="#">Go Back to Home Page</a>								
<b>Mechatronics Technology</b>								
DC Pathway	TSTC Campus	Harlingen	ELPT 1319: Fundamentals of Electricity	3 CH	Manufacturing Engineering Technology I	13032900	<a href="#">Mechatronics Technology Flyer</a>	N/A
			ELPT 1320: Fundamentals of Electricity II	3 CH	Manufacturing Engineering Technology II	13032950		
			MECH 1371: Industry Digital Devices	3 CH	Practicum in Manufacturing	13033000		
			MECH 1370: Introduction to Mechatronics	3 CH	Practicum in Manufacturing	13033005		
<a href="#">Go Back to Home Page</a>								
<b>Occupational Safety &amp; Environmental Compliance (PBE)</b>								
DC Pathway	TSTC Campus	Abilene Ft. Bend Waco	OSHT 1305: OSHA Regulations - Construction Industry	3 CH	Energy and Natural Resources Technology	13001100	<a href="#">Occupational Safety &amp; Compliance Flyer</a>	N/A
			EPCT 1243: Treatment, Remediation, and Disposal Techniques	2 CH	Energy and Natural Resources Technology/ Energy and Natural Resources Technology Lab	13001110		
			OSHT 2401: OSHA Regulations - General Industry	4 CH	Advanced Energy and Natural Resources	13001200		
			OSHT 1313: Accident Prevention/Investigation	3 CH	Advanced Energy and Natural Resources/ Advanced and Natural Resources Lab	13001210		
<b>Plumbing and Pipefitting Technology</b>								
DC Pathway Certificate I	TSTC Campus	Waco	PFPB 1306: Basic Blueprint Reading for Plumbers	3 CH	Plumbing Technology I	13006000	<a href="#">Plumbing and Pipefitting Technology Flyer</a>	N/A
			PFPB 1323: Plumbing Codes I	3 CH	Plumbing Technology II	13006100		
			PFPB 2308: Piping Standards and Materials	3 CH	Pipefitting Technology I/Lab	N1300427		
			PFPB 2309: Residential Construction Plumbing I	3 CH	Pipefitting Technology II	N1300426		
	*DC Pathway available to be Credentialed at high school facility*	PFPB 1321: Plumbing Maintenance and Repair	3 CH	Pipefitting Technology II/Lab	N1300428			

## 2024-2025 Dual Credit Pathways & Suggested Crosswalk

Program Options Available	Mode of Delivery & Location Availability	TSTC Dual Credit Pathway	TSTC Credit Hours	Suggested PEIMS Crosswalk (CTE TEKS Titles)	Crosswalk/ Marketing Flyer	Industry Based Certification(s)		
<a href="#">Go Back to Home Page</a>								
<b>Pre-Allied Health</b>								
DC Pathway	TSTC Campus	Harlingen	HPRS 2302: Medical Terminology for Allied Health	3 CH	Medical Terminology	13020300	<a href="#">Pre Allied Health Flyer</a>	N/A
			BIOL 2301: Anatomy & Physiology I (lecture)	4 CH	Anatomy and Physiology	13020600		
			BIOL 2101: and Anatomy & Physiology I (lab)					
			PSYC 2314: Lifespan Growth & Development	3 CH	Human Growth and Development	13014300		
			BIOL 2302: Anatomy & Physiology II (lecture)	4 CH	Scientific Research and Design	13037200		
			BIOL 2102: and Anatomy & Physiology II (lab)					
<b>Precision Machining Technology</b>								
DC Pathway Certificate I	TSTC Campus	Ft. Bend Harlingen Marshall North Texas Waco Williamson Co.	MCHN 1302: Print Reading for Machining Trades	3 CH	Metal Fabrication and Machining I	13032700	<a href="#">Precision Machining Technology Flyer</a>	N/A
			MCHN 1320: Precision Tools and Measurements	3 CH	Precision Metal Manufacturing I	13032500		
			MCHN 1300: Beginning Machine Shop	3 CH	Metal Fabrication and Machining II	13032800		
			MCHN 1343: Machine Shop Mathematics	3 CH	Precision in Metal Manufacturing II	13032600		
			*DC Pathway available to be Credentialed at high school facility*	MCHN 2303: Fundamentals of CNC Machining	3 CH	Precision in Metal Manufacturing II		
<a href="#">Go Back to Home Page</a>								
<b>Process Operations</b>								
DC Pathway	Online	Marshall	PTAC 1302: Introduction to Process Technology	3 CH	Introduction to Process Technology	13040502	<a href="#">Process Operations Flyer</a>	N/A
			PTAC 1308: Safety Health and Environment	3 CH	Petrochemical Safety, Health and Environment	13040504		
			PTAC 2314: Principles of Quality	3 CH	Practicum in Energy	N1303910		
			TECM 1303: Technical Calculations	3 CH	Applied Mathematics for Technical Professionals	12701410		
<a href="#">Go Back to Home Page</a>								
<b>Structural Welding Technology</b>								
DC Pathway Certificate I	TSTC Campus	All TSTC Campuses	WLDG 1407: Introduction to Welding Using Multiple Processes	4 CH	Welding I	13032300	<a href="#">Structural Welding Technology Flyer</a>	N/A
			WLDG 1313: Intro to Blueprint Reading	3 CH	Welding II/ Lab	13032410		
			WLDG 1428: Intro to Shielded Metal Arc Welding	4 CH	Practicum of Manufacturing Technology	13033000		
			*DC Pathway available to be Credentialed at high school facility*	TECM 1303 (Online): Technical Calculations	3 CH	Applied Mathematics for Technical Professionals		
<a href="#">Go Back to Home Page</a>								
<b>Web Design and Development (PBE)</b>								
DC Pathway Certificate I	Online	Harlingen North Texas West Texas Williamson Co.	IMED 1371: UI/UX Design	3 CH	Foundations of User Experience	N1302809	<a href="#">Web Design &amp; Development Flyer</a>	N/A
			ITSE 1311: Beginning Web Programming	3 CH	Web Communications	3580810		
			IMED 1316: Web Design I Pre or Co req: ITSE 1311 or IMED 1371	3 CH	Web Design	3580820		
			ITSE 2302: Intermediate Web Programming Prereq: ITSE 1311 Grade of "B" or better	3 CH	Practicum in Information Technology	13028000		
<a href="#">Go Back to Home Page</a>								

## 2024-2025 Dual Credit Pathways & Suggested Crosswalk

Program Options Available	Mode of Delivery & Location Availability		TSTC Dual Credit Pathway	TSTC Credit Hours	Suggested PEIMS Crosswalk (CTE TEKS Titles)		Crosswalk/ Marketing Flyer	Industry Based Certification(s)	
<b>Wind Energy Technology</b>									
DC Pathway Certificate I	TSTC Campus	Harlingen Sweetwater	CETT 1303: DC Circuits	3 CH	AC/DC Electronics		13036800	<a href="#">Wind Energy Technology Flyer</a>	N/A
			CETT 1305: AC Circuits Prereq: CETT 1303	3 CH	Solid State Electronics		13036900		
			WIND 1300 (Online): Introduction to Wind Energy	3 CH	Energy and Natural Resources Technology		13001100		
			CETT 1325: Digital Fundamentals Prereq: CETT 1303	3 CH	Digital Electronics		13037600		
<a href="#">Go Back to Home Page</a>									

## Structural Welding Technology Dual Credit Pathway

Course	Course Name	Credit Hours
WLDG 1407	Introduction to Welding Using Multiple Processes	4
WLDG 1313	Intro to Blueprint Reading	3
WLDG 1428	Intro to Shielded Metal Arc Welding	4
TECM 1303	Technical Calculations	3

## Structural Welding Technology Course Information (PEIMS)

COURSE NAME	SERVICE ID	PREREQUISITES	COREQUISITES
<b>WLDG 1407 Intro to Welding Using Multiple Processes/</b> Welding I	13032300 (2 credit)	None	None
<b>WLDG 1313 Intro to Blueprint Reading/</b> Welding II	13032410 (3 credit)	Welding I	None
<b>WLDG 1428 Intro to Shielded Metal Arc Welding/</b> Practicum of Manufacturing Technology	13033000 (2 credits)	None	None
<b>TECM 1303 Technical Calculations/</b> Applied Mathematics for Technical Professionals	12701410 (1 credits)	None	None

**Waco Independent School District**  
**Board of Trustees Board Meeting**

**Date:** February 22, 2024

**Contact Person:** Dr. Daniel Lopez

**RE: Grow Our Own Instructor Stipends**

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**Background Information:**

The Para2Teacher teacher intern program was established this school year to create a pathway for paraprofessionals to obtain a bachelor's degree and teacher certification. Selected candidates must complete four professional development courses this spring. These college-level professional development courses provide an opportunity to front-load content and pedagogy. Each online coursework provides teacher intern candidates with an opportunity to participate while working full time.

The Director of Opportunity Culture developed each course with input from program directors in the following areas:

- Leadership and Learning Communities
- Curriculum, Instruction, and Assessment
- Special Populations
- Student Services

Due to the specificity of each course, it is important to have a course instructor who can provide detailed feedback to teacher interns, ensuring the content aligns with the work that Waco ISD is doing in each program area. The district proposes to pay four instructors a stipend of \$750 each.

**Fiscal Implications:**

Total costs for Grow Our Own Instructor Stipends is \$3,000.

**Administrative Recommendation(s):**

Approve Grow Our Own instructor stipends as presented.

**WACO INDEPENDENT SCHOOL DISTRICT**  
**Board Meeting Minutes**

Regular Meeting, Thursday, January 25, 2024 - 6:00pm  
WISD Administration Offices Conference Center

**BOARD MEMBERS PRESENT**

Stephanie Korteweg  
Jose Vidana  
Jeremy Davis  
Keith Guillory  
Angelo Ochoa  
Jonathan Grant  
Jim Patton

**CALL TO ORDER**

Stephanie Korteweg, Board President, called the meeting of the Waco Independent School District Board of Trustees to order at 6:00 p.m. She stated that a quorum of Board Members was present, that the meeting had been duly called, and that the notice of the meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

**PUBLIC COMMENTS ON AGENDA ITEMS**

No public comments.

**MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

Cattleya Davila, a student at Cedar Ridge Elementary, led the Pledge of Allegiance.

**SPECIAL RECOGNITIONS**

**School Board Recognition Month**

The theme for this year's School Board Appreciation Month was "Locally Elected, Community Connected." WISD school board members were honored individually for their work and common goal of consistently focusing on the success of Waco ISD's students, staff, and the district as a whole.

**Community Partner Award**

The Salvation Army was honored with the Community Partner Award for their partnership with the University High School Culinary Arts Department. Each week the Salvation Army provides all of the ingredients for students to learn to make complete meals that are served to individuals experiencing homelessness. Over the past five years, our students have prepared more than 17,000 meals for those without shelter.

## **SUPERINTENDENT'S REPORT**

### **South Waco Elementary Construction Kick-Off Celebration**

Dr. Kincannon reported that Waco ISD will be celebrating the construction milestone of South Waco Elementary. The event will take place on February 2, 2024, at 11:00 am. Students, staff, and representatives from the Future Educators Academy will be in attendance to celebrate the construction of South Waco Elementary.

### **G.W. Carver Middle School Dedication Event**

The G.W. Carver dedication event is on hold until the completion of the school entryway art piece. The event is tentatively scheduled for Friday, March 1, 2024. The dedication event will also honor the Historical Advisory Committee and their work with the project.

### **Transportation Update**

Dr. Ricky Edison was announced as the Director of Transportation and Monique Brock as Assistant Director. Dr. Kincannon reported that consultants from Transpar have been conducting extensive operational assessments looking at routing systems, staffing and equipment.

### **Kendrick Relocation Update**

Dr. Kincannon shared that the relocation of Kendrick Elementary to Indian Spring was a success. She praised the staff, facilities team and Kendrick employees for their hard work with the move and for making the campus look and feel great. She presented Principal Isabel Lozano with a Lead from the Heart award for her leadership.

### **Arctic Blast 2024**

Dr. Kincannon recapped the weather event that occurred, causing school to be delayed on February 2. The decision to delay school on February 2 was based on the extremely cold temperatures. The largest impact was felt at Waco High School where the facilities team had to work to keep systems up and running. Alex Villanueva, Director of Maintenance, was awarded a Lead from the Heart Award.

## **INFORMATION ITEMS/REPORTS**

- Monthly Financial Reports for the Period Ended December 31, 2023

## **CONSENT AGENDA: CONSIDER AND TAKE APPROPRIATE ACTION**

- Set Trustee General Election for District 1, Place 1, District 2, Place 2, and At-Large, Place 6 for Saturday, May 4, 2024 and Approve the Order of Election  
Establecer la Elección General para el Distrito 1, Lugar 1, Distrito 2, Lugar 2, En General, Lugar 6 para el sábado, 4 de Mayo, del 2024, y Aprobar la Orden de la Elección
- Amendment to the 2023-2024 Budget
- Bid Award for Educational Consultants, Professional Development, and Other Student-Based Contracted Services
- Bid Award for Maintenance Supplies, Equipment and Services
- Purchases over \$50,000 under Pre-Existing Bid, Purchasing Cooperative, or Allowed Professional Services
- Amendment to the 2023-2024 Food Services Management Contract

January 25, 2024

- Approve Change Order #2 for Demolition and Abatement and Required Alternates at Tennyson Middle School
- Change Order #1 for TEA Safety and Security Upgrades at Tennyson Middle School
- HVAC Testing and Balancing Services for Kendrick Elementary School
- Second Reading of Board Policy Update 122
- Board of Trustees Meeting Minutes
  - Regular Meeting - December 14, 2023

Stephanie Korteweg entertained a motion to accept the consent agenda as presented. Jonathan Grant made a motion, seconded by Keith Guillory. The motion was approved and passed unanimously (7-0).

**CONSIDER, DISCUSS AND TAKE APPROPRIATE ACTION REGARDING THE 2024-2025 INSTRUCTIONAL CALENDAR**

The 2024-2025 instructional calendar was presented for the Board's consideration and approval. The calendar mirrors that of the 2023-2024 school year, which was highly favored by teachers and staff.

**REVIEW AND DISCUSS THE 2022-2023 EXTERNAL AUDIT RESULTS AND TAKE APPROPRIATE ACTION REGARDING THE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2023**

The annual financial report for fiscal year ended August 31, 2023, was presented by the district's external auditor. There were no significant deficiencies on internal control over financial reporting on compliance and other matters. No findings noted on compliance for each major program on internal control over compliance.

**PUBLIC HEARING REGARDING THE 2022-2023 TEXAS ACADEMIC PERFORMANCE REPORT (TAPR)**

Denise Bell gave a public hearing on the TAPR. She reported that accountability ratings are currently pending due to litigation.

**ANNOUNCEMENTS**

Elizabeth Cox, Chief of Staff, shared the following announcements:

- School Board candidate filing for the May 4, 2024, Election opened on January 17 and will close on February 16
- January 27, Elementary and Middle School Academic UIL competitions
- January 27, Andrew Billings Powerlifting Meet.
- January 27, 15th Annual Waco JROTC- Waco Area Invitational Drill Competition.
- January 31 and February 1, the district will host branding workshops, community leaders and the Board will meet on January 31st at 12:00 p.m.
- February 2, Student Holiday and Staff Development Day
- February 2, Construction Celebration for South Waco Elementary

- February 5, deadline to register for the March Primary Election
- February 15, Special Board Meeting.

**CONSIDERATION OF PERSONNEL**

- Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee
- Hear a Complaint or Charge Against an Officer or Employee

The Board convened into closed session at 8:05 p.m.

The board reconvened and closed at 8:49 p.m

**ADJOURNMENT**

The meeting adjourned at 8:49 p.m

Board of President

Board Secretary

**WACO INDEPENDENT SCHOOL DISTRICT  
BOARD WORKSHOP MEETING MINUTES**

Board Workshop, January 31, 2024 - 12:00 p.m.  
WISD Administration Offices Conference Center

**Board Members Present:**

Stephanie Korteweg  
Jeremy Davis  
Angelo Ochoa  
Jim Patton

**Board Members Absent:**

Keith Guillory  
Jonathan Grant

**Other participants present:**

Fiona Bond  
Dustin Chapman  
Eric Hobbs  
Tiffany Hogue  
Monica Sedelmeier  
Lisa Cain  
Rich Haskett  
Debbie Luce  
Johnette McKown  
Tom Balk  
Andrea Zimmerman  
Alonzo Mcadoo  
Ed Love  
Alfred Solano  
Shirley Langston

**Call to Order**

Stephanie Korteweg welcomed and called meeting to order at 12:13 p.m.

**Community Branding Workshop Discussion**

World Design Marketing consultants Wayne Johnson and Susan Delano facilitated a conversation about Waco ISD with community leaders and board members. The conversation, along with other conversations with district stakeholders, will be used to generate marketing and branding ideas for Waco ISD.

**Adjournment**

The meeting was closed at 1:11 p.m.

**Waco Independent School District**  
***Board of Trustee Meeting Agenda***

**Date: February 15, 2024**

**Contact Person: Dr. Daniel Lopez**

**RE: Consider, Discuss, and Take Appropriate Action Regarding Sign-On Bonuses for Certified Teachers, Counselors, Librarians/Library Media Specialists, Police Officers, and Registered Nurses**

=====

**Background Information:**

In February of 2023, the Board approved a sign-on bonus for all new to the district, fully certified teachers, counselors, librarians/library media specialists, registered nurses and police officers, as a way to combat a teacher shortage and hiring inexperienced and/or uncertified staff. This shortage has continued due to a higher-than-state average turnover rate for teachers along with state and national shortages. Additionally, there is greater competition from other public and private entities for police officers.

While we have made gains in recruiting and retention and narrowed the turnover gap with the state average, we have had to continue to hire non-certified long-term substitutes and teachers on emergency teaching permits to fill vacancies. Because of the sign-on bonuses paid to new-to-Waco ISD teachers for the 2023-2024 school year, Waco ISD was able to reduce the number of teachers on emergency certification. Data show we decreased emergency certified teachers from 101 in the 2022-2023 school year to 56 in 2023-2024.

In order to continue to fill vacancies with qualified, experienced candidates, the Administration is recommending the following sign-on bonuses for your consideration:

1. A \$5,000 sign-on bonus for fully certified (or eligible for certification pending graduation) classroom teachers, counselors, and librarians/library media specialists hired on or before July 1, 2024. The sign-on bonus will require a commitment to work for Waco ISD for one year. Those hired with an intern or probationary certification will not qualify for the sign-on bonus.
2. A sign-on bonus of \$5,000 for police officers hired by August 1, 2024.
3. A sign-on bonus of \$2,500 for registered nurses (RN) hired by August 1, 2024.

Upon approval by the Board, the district will begin to advertise these sign-on bonuses for the 2024-2025 school year.

**Fiscal Implications:**

The estimated cost of the proposed sign-on bonuses for teachers, counselors, and librarian/library media specialists is approximately \$700,000; \$50,000 for police officers; and \$7,500 for registered nurses. All sign-on bonuses will be paid in a separate check on August 30, 2024, with federal ESSER III grant funds.

**Administrative Recommendation(s):**

Approve 2024-2025 sign-on bonuses as presented.

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** February 22, 2024

**Contact Person:** Deena Cornblum

**RE: Consider, Discuss and Take Appropriate Action Regarding Amending the 2023-2024 Instructional Calendar due to the April 8, 2024, Eclipse**

=====

**Background Information**

The next total solar eclipse in the United States will happen on April 8, 2024. Waco will be the prime location, in the middle of the path of totality. This will be the last total solar eclipse of the century visible in Texas. We can expect the following in McLennan County:

- 100,000+ visitors to the Waco area
- Hotels and restaurants full
- Visitors arriving as early as four days before the eclipse
- Every open space filled with people and vehicles
- Full parks
- Large camps established for multiple days
- Stressed city resources including first responders
- Run on grocery stores
- Heavy traffic for several hours following the event

We recommend an amendment to the 2023-2024 Instructional Calendar to make April 8, 2024, a Student and Staff Holiday. So that we do not lose instructional time, the April 15, 2024, Bad Weather Day will become a regular day of instruction.

**Fiscal Implications**

This change does not impact the daily operational and instructional minutes required to receive full ADA funding.

**Administrative Recommendation(s)**

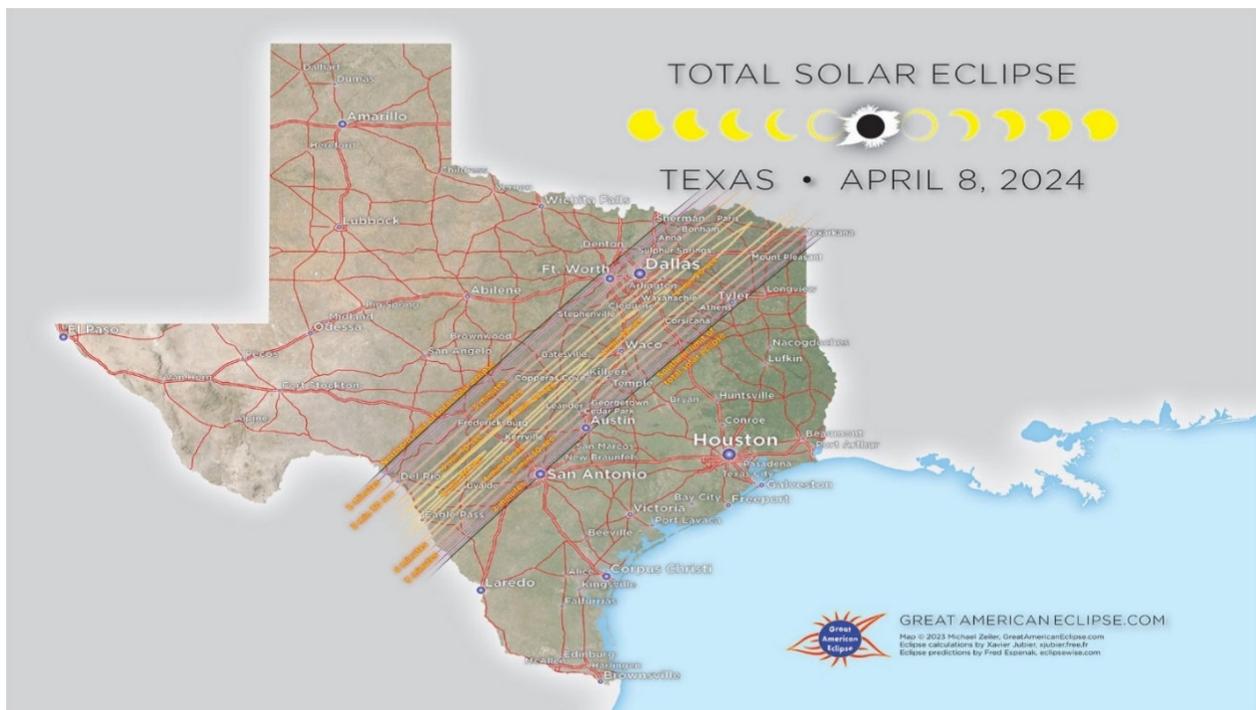
Approve the amended 2023-2024 WISD Instructional Calendar as presented.

## SITUATIONAL AWARENESS BRIEF

### TOTAL SOLAR ECLIPSE AND POTENTIAL IMPACTS TO DISTRICTS

#### OVERVIEW

On Monday, April 8, 2024, South Texas will be the first to observe almost four and a half minutes of total darkness as the 2024 Total Solar Eclipse moves across the United States. Current estimates show that over one million people will visit Texas to view this rare, natural phenomenon. Visitors from all over the United States are expected to arrive the weekend before the eclipse and leave the area on Tuesday and Wednesday (April 9-10, 2024). This temporary increase in population, vehicles, and tourism will produce cascading effects on local resources for many communities in the path of totality and a minimum of 50 miles outside the path. School districts within or near the path of totality should consider all the risks and potential disruption of the educational process, solicit feedback from stakeholders, and make an informed decision.



## INTRODUCTION

The solar eclipse in Texas will start to occur on April 8, 2024, around 1:30 pm CST near Del Rio and Eagle Pass. Approximately 12 million Texans will be within the path of totality (<https://www.greatamericaneclipse.com/>). Viewers across all of Texas will experience some level of totality. the eclipse you will have in your exact location:

<https://eclipse2024.org/communities/USA/states/Texas/>.

What is a solar eclipse? NASA explains a solar eclipse as “the Moon passing between the Sun and Earth, casting a shadow on Earth that either fully or partially blocks the Sun’s light in some areas.” (<https://science.nasa.gov/eclipses/types/>). If you live within the path of totality, the moon will completely block the sun, leaving just a ring known as the Ring of Fire. If you live outside the path of totality, you will experience what is known as a partial eclipse, which means that the Sun, Moon, and Earth are not in exact alignment; you will witness a crescent-shaped sun.

## SIGNIFICANCE

Total solar eclipses occur on average every 375 years for any location. Texas had its last total solar eclipse in 1900. Aside from the awe-inspiring beauty, an eclipse allows scientists to study the Sun’s outer atmosphere, explore the motion and interaction of celestial bodies within our solar system, and understand the life cycles of stars, which helps us understand navigation and timekeeping. There has also been great cultural significance in various societies throughout history. Finally, solar eclipses are captivating and inspire people of all ages to become interested in science and astronomy. Educational initiatives surrounding eclipses help raise awareness and foster a love for science.

Due to the solar eclipses' uniqueness, communities within the path of totality will see a dramatic increase in visitors in the days leading up to the event. In 2017, Wyoming was named the best state to view the total solar eclipse; the state doubled in size in one weekend (The Denver Post). Texas has been dubbed the best state to view the 2024 total eclipse. Many communities across the path of totality have already sold out of hotel rooms. Due to the tremendous influx of visitors across

the state, roadways will be packed and at a standstill before, during, and immediately following the eclipse. All states that experienced the 2017 eclipse reported massive traffic jams after the eclipse was over. Travel times doubled and even tripled in some areas, leaving some motorists looking to refuel at gas stations, but those stations ran out of fuel (Dailymail.com).

## **WEATHER**

One of the reasons Texas will be the number one state to view the eclipse is its climate. April 8<sup>th</sup> has historically been a day with comfortable weather and clear, dry skies. Texas boasts the best weather forecast along the path in April, an excellent highway system, and abundant accommodations in Dallas, Fort Worth, Austin, and San Antonio. Some cities with long durations of totality include Eagle Pass, Uvalde, Kerrville, Fredericksburg, Llano, Lampasas, Killeen, Waco, Sulphur Springs, and the southeastern suburbs of Dallas.

A remarkable fact is that the entire metropolitan area of Dallas and Fort Worth, a megalopolis of seven million people, is entirely inside the path of totality. For eclipse viewing, mobility is essential, especially in the case of inclement weather. Interstate 10 from Junction to San Antonio in Texas is within the path of totality and offers quick relocation if clouds threaten viewing. The long stretch of Interstate 35 from Austin to Waco to Fort Worth and Dallas will be a crucial route for many eclipse chasers, an ideal traffic corridor if relocation is needed (<https://www.greatamericaneclipse.com/texas-2024-eclipse>). However, this movement to gain a better vantage point only applies before the eclipse since it will take a mere 17 minutes for the eclipse to move from South to North Texas.

## **NATURE**

Animals and nature change their habits during a solar eclipse. Many animals have been observed carrying out their 'night-time' rituals as the eclipse evolves. During the 2017 solar eclipse, many folks observed their hens heading back to the nest to roost, birds starting to flock and fly during the eclipse, and even bears leaving their meal to head back quickly into the woods out of sight. Many daytime-flowering plants temporarily closed their flowers during the darkness of an

eclipse, reopening them when the sunlight returned

(<https://www.inaturalist.org/observations/7596133>). In addition to nature, the eclipse can affect the human body.

## **SOLAR ECLIPSE SAFETY**

Observing a solar eclipse can be an exciting and memorable experience, but it's crucial to prioritize safety. Looking directly at the sun, even during an eclipse, can cause severe eye damage or permanent blindness. Here are some safety tips for observing a solar eclipse:

- **Use Solar Viewing Glasses:**
  - Purchase special-purpose solar filters or solar viewing glasses that meet the ISO 12312-2 international safety standards.
  - Ensure the glasses are not damaged, scratched, or punctured.
- **Solar Viewers and Filters:**
  - Use solar viewers or filters designed for solar observation with telescopes, binoculars, or cameras.
  - Ensure that the filters are securely attached to the front of optical devices.
- **Pinhole Projectors:**
  - Create a pinhole projector, a simple and indirect method of viewing the eclipse.
  - Do not look through the pinhole; instead, project the image onto a surface.
- **Solar Filters for Cameras:**
  - If you plan to photograph the eclipse, use a solar filter designed for cameras to protect your eyes and avoid damaging your equipment.
- **Telescopes and Binoculars:**
  - If using telescopes or binoculars, ensure they are equipped with solar filters for safe solar viewing.
- **Solar Eclipse Glasses for Children:**

- Ensure that children use solar eclipse glasses properly and supervise them during the observation.
- **Avoid DIY Solutions:**
  - Do not use improvised filters, CDs, DVDs, sunglasses, or any other makeshift solutions, as they do not provide adequate protection.
- **Timing:**
  - Only look directly at the sun during the brief moments of totality and use solar viewing protection before and after totality.
- **Be Mindful of Pets:**
  - Keep pets indoors or ensure they are not looking directly at the sun during the eclipse.
- **Educate Yourself:**
  - Familiarize yourself with the eclipse phases and understand when to observe without protection is safe.

Remember, eye safety is paramount, and proper eye protection is critical when observing a solar eclipse. Always follow recommended safety guidelines and use approved solar viewing methods to enjoy the eclipse safely.

## **CLOSURES**

Baylor Scott & White and Seton hospitals have canceled all elective surgeries in Central Texas. To get the most accurate and up-to-date information about closures or events related to the April 8, 2024, solar eclipse in Texas, check with local authorities, other schools, Chambers of Commerce, emergency managers, and news sources closer to the date. You can visit the official websites or social media pages of Texas observatories, science centers, or astronomy organizations for information on planned events or closures.

Railroad companies will halt all traffic during the eclipse to prevent accidents in the Central Texas area and possibly across the state. Many schools across the state will be closed or have an

altered schedule on the eclipse day. Updates will be provided if we learn of other significant closures.

## **K-12 IMPACT**

In 2017, Kentucky had visitors from 47 different states and 25 countries. Most After Action Reports (AARs) from the solar eclipse mention visitors leaving as soon as the event was over; this led to backups on all roadways, leaving motorists spending up to four times the expected travel time. One stretch of I-25 in Wyoming went from a four-hour commute to an 11-hour commute. Due to the path of totality going through primarily rural areas of Texas, bus routes could see an increase in travel time that would put some students getting home past midnight.

In addition to travel times being impacted, there will be no way to stop people from parking their vehicles and getting out wherever they choose. There is a possibility that campuses could have out-of-town visitors wandering through their property. There will be no way to differentiate honest spectators from bad actors.

### **Other potential impacts include but are not limited to:**

- **Limited and overwhelmed emergency services departments:**
  - Traffic congestion, potential accidents, and medical emergencies will drastically increase the response time of emergency services.
- **Cell phone towers will be overloaded, and internet service will be degraded due to increased use:**
  - Contacting emergency services or others will take additional time.
  - This includes credit card processing. Have some cash available for emergencies. No large bills.
- **Fuel shortages and electric vehicle charging stations:**
  - Expect fuel shortages. Start keeping your fuel tanks full at least two weeks prior and refuel when at  $\frac{3}{4}$  of a tank.

- Electric vehicle charging stations are limited in rural areas. Expect long wait times and charge to 100% daily starting the week before the eclipse.
- **Limited ability to resupply:**
  - Increased demand and traffic will limit the resupply of grocery stores, convenience stores, water, fuel, and other goods. Supply levels may take up to a week to return to normal levels. Plan accordingly.
  - Do not expect food deliveries or trash pickup on the eclipse day.
- **Parking and camping:**
  - Expect viewers to park anywhere they can. This includes the side of the road, parking lots, stadiums, etc. Unauthorized camping may take place in the same locations.
  - If the grass in unimproved parking areas is tall and dry, fires may occur.
- **Hotels, RV campsites, and other lodging:**
  - Lodging in the path of totality is already 100% booked. If this is the case in your area, you can expect many visitors.

## CONCLUSION

Texas will have the number one viewing spot in the United States for the April 8, 2024, total solar eclipse. The weather should be nice, the time of totality will be 4 minutes and 27 seconds (<httpswww.timeanddate.com/eclipse/map/2024-april-8>), and there are plenty of vast, open spaces to enjoy the viewing. However, you want to make sure you are prepared for this celestial event by planning ahead. We suggest collaborating with your local or county emergency managers immediately if you have not done so. Ensure you are well informed and prepared and weigh the advantages and disadvantages of remaining open on that day. Finally, ensure you have appropriate eyewear for yourself and others while viewing this unique phenomenon and enjoy this rare opportunity.

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# Waco ISD 2023-2024 Instructional Calendar

JULY						
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JANUARY						
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FEBRUARY						
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NOVEMBER						
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MAY						
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DECEMBER						
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JUNE						
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30						

Key	
<span style="background-color: #f2f2f2; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Student Holiday/Staff Inservice or Workday
<span style="background-color: #f8d7da; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Staff Inservice/Comp Day
<span style="background-color: #d1ecf1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Student and Staff Holiday
<span style="background-color: #d4edda; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Beginning of 6-week
<span style="background-color: #fff3cd; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	End of 6-week
<span style="background-color: #d4edda; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Early Student Release/Staff Inservice
<span style="background-color: #fff3cd; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	New Staff Orientation
<span style="background-color: #d1ecf1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Bad Weather Day

Holidays	
9/4/2023	Labor Day
10/9/2023	Columbus Day
11/20/2023-11/24/2023	Thanksgiving Break
12/21/2023-1/5/2024	Winter Break
1/15/2024	Martin Luther King Jr. Day
2/19/2024	President's Day
3/4-3/8/2024	Spring Break
3/29/2024	Good Friday

Six Week Instructional Days		
28 days	8/14/2023	9/22/2023
26 days	9/26/2023	11/3/2023
26 days	11/6/2023	12/20/2023
<b>1st Semester</b>	<b>80</b>	
27 days	1/9/2024	2/16/2024
30 days	2/20/2024	4/12/2024
28 days	4/16/2024	5/23/2024
<b>2nd Semester</b>	<b>85</b>	
<b>Total</b>	<b>165</b>	

Early Release Day(s)
Wednesday, December 20, 2023
Wednesday, May 22, 2024
Thursday, May 23, 2024

Bad Weather Make-up Day(s)

School Start and End Times	
ES Regular	7:45 - 3:30 / 465 min
ES Early Release	7:45 - 12:30 / 285 min
MS Regular	8:30 - 4:15 / 465 min
MS Early Release	8:30 - 1:15 / 285 min
HS Regular	8:30 - 4:15 / 465 min
HS Early Release	8:30 - 1:15 / 285 min
LAMMS Regular	7:45 - 3:30 / 465 min
LAMMS Early Release	7:45 - 12:30 / 285 min

Total Minutes: 78,045  
 Total Student Days: 162  
 Additional Minutes: 2,445  
 Additional Days: 5.26  
 Teacher Workdays: 187

**Protected Planning Days**  
 9/15, 10/20, 12/8, 2/2, 3/28

**Professional Development Days**  
 9/25, 10/30, 11/17, 3/1

**Campus Days** 1/8 (half-day)  
**Teacher Work Day** 8/9, 1/8 (half-day), 5/24



**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** February 22, 2024

**Contact Person:** Deena Cornblum

**RE: Review and Discuss Student Achievement Data for Academic Interventions**

=====

**Background Information**

Response to Intervention (Rtl), also referred to as a Multi-Tiered System of Supports (MTSS), is an intervention framework providing evidence-based practices to support increased academic achievement. During the 2021 spring budget planning process, the district reallocated State Comp and Title I funds to ensure dedicated teachers for small group pull-out instruction for students in need of additional support. In addition, federal ESSER funding allowed the district to increase the number of positions, expanding the total number of students who could be served.

In addition to restructuring staffing to support student interventions, campus master schedules have been revised to ensure dedicated time to work with students. Furthermore, the Curriculum and Instruction Department has provided professional development, instructional expectations, and resources for Tier II and III interventions.

The Board will be provided an update on the district’s interventions.

**Fiscal Implications**

Staffing and intervention resources are funded through State Comp, Title I, and/or ESSER funding. ESSER funded positions are approximately \$1.1 million. This funding source will end in 2024.

**Administrative Recommendation(s)**

Report Only



# WACO ISD

## Academic Intervention Programs



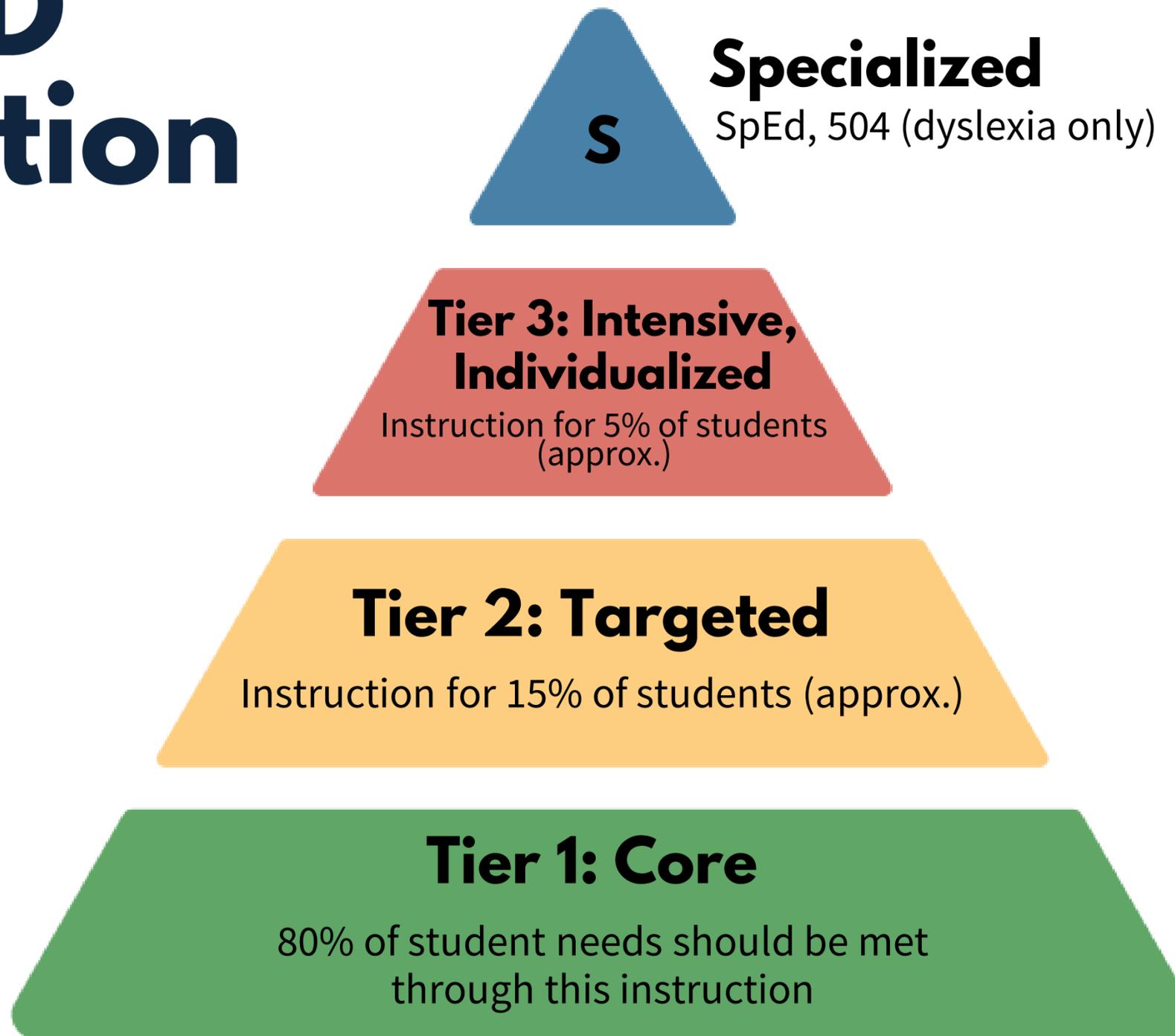
FEBRUARY 22, 2024

# RTI: Response to Intervention

**RTI (Response to Intervention) is a proactive approach to providing students supplemental instruction by identifying students at risk using a universal screener and other data points.**

**The data determines what type of intervention or “tier” the student will receive and assists the teacher in determining skills to target or reteach.**

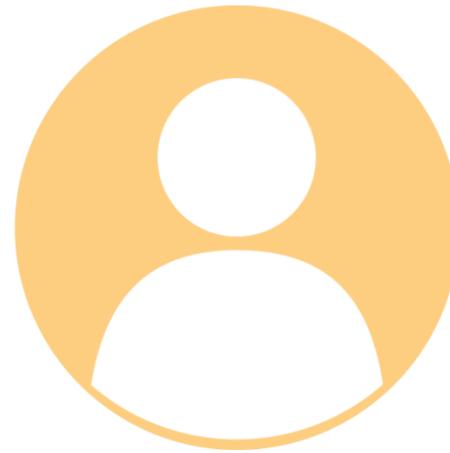
# Waco ISD Intervention System Pyramid





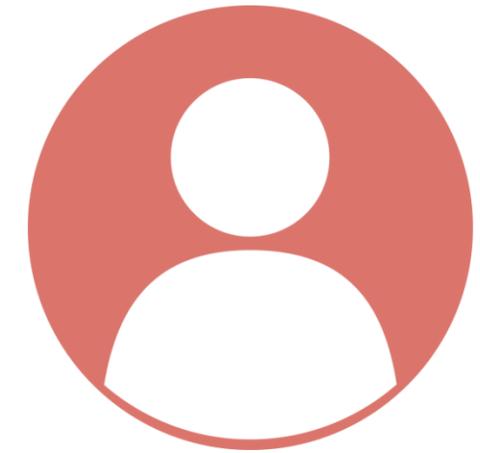
## Tier 1 Student

- Above 26th percentile on screener
- Passed STAAR/TCAs
- Instruction provided by classroom teacher with core curriculum & differentiation



## Tier 2 Student

- Below 25th-10th percentile on screener
- Failed one year of STAAR, 1-1.5 years below grade level
- Provided by classroom teacher in small groups in classroom or WIN with flexible grouping



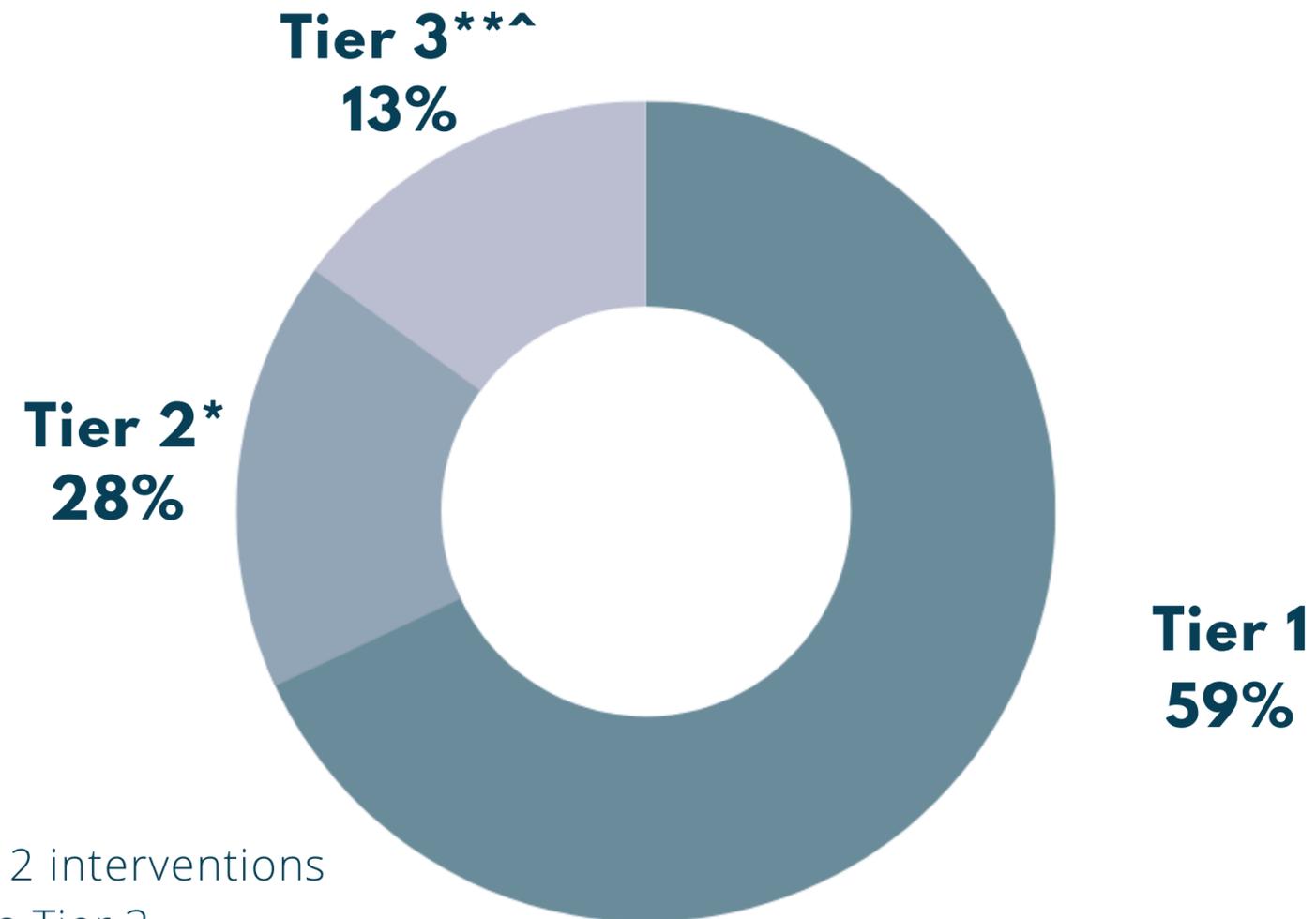
## Tier 3 Student

- Below 10th percentile on screener
- Failed two or more years of STAAR, 2 or more years below grade level
- Provided by interventionist in a small group setting

# Waco ISD Reading Intervention

## 2023-2024

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\*in addition to Tier 1 Instruction

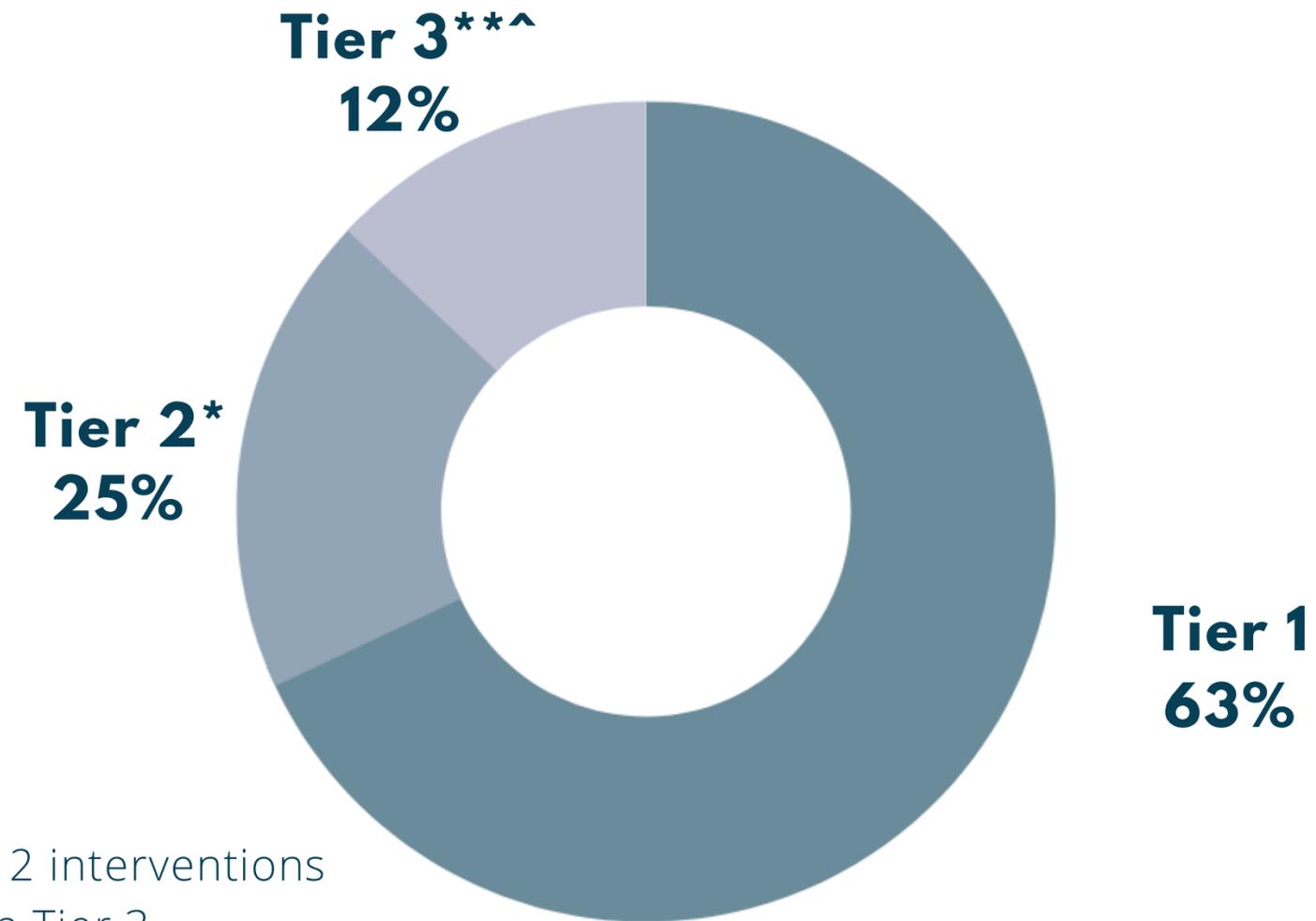
\*\*in addition to Tier 1 Instruction + Tier 2 interventions

^ideally only 5% of students should be in Tier 3

# Waco ISD Math Intervention

## 2023-2024

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\*in addition to Tier 1 Instruction

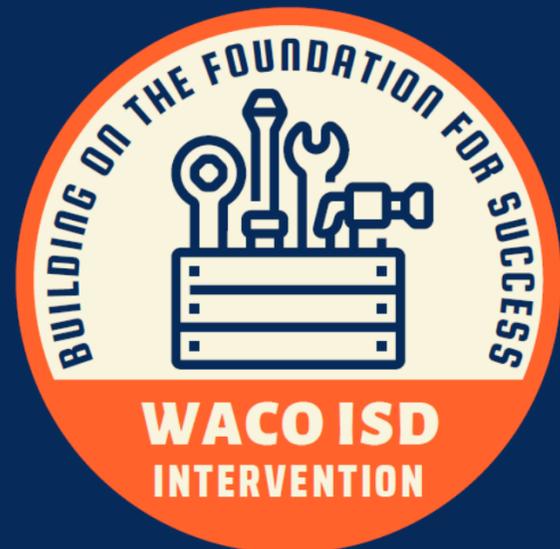
\*\*in addition to Tier 1 Instruction + Tier 2 interventions

^ideally only 5% of students should be in Tier 3

# What is Tier 3 Intervention?

Intensive instruction provided in a small group setting using explicit instructional techniques



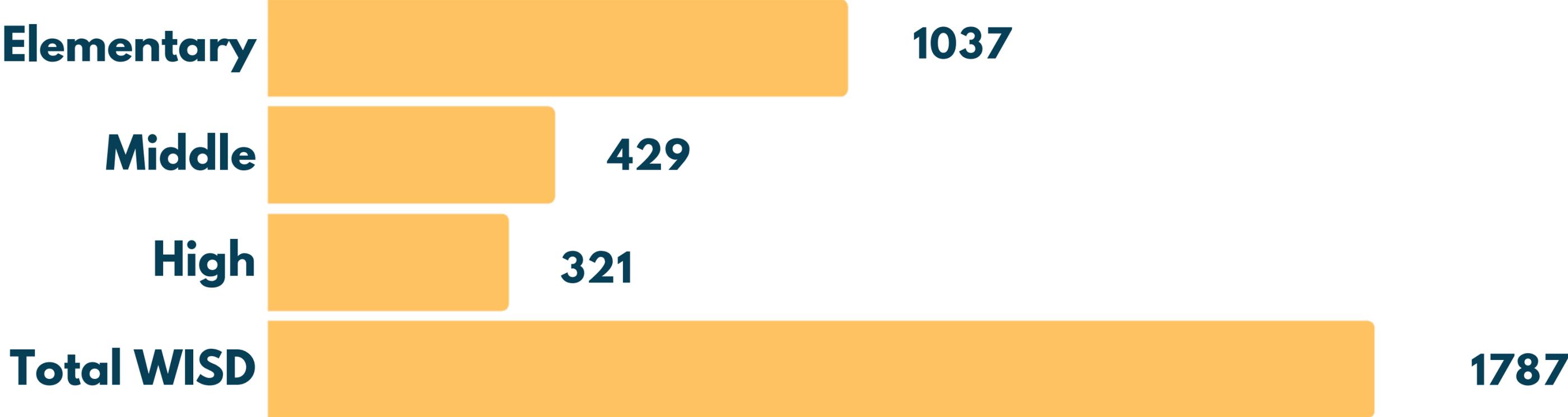


Waco ISD has 42 Reading SITs and 30 Math SITs funded through State Compensatory Education Funds, Title I, and ESSER funds

# WISD Students Currently Served in Tier 3 READING

*2023-2024*

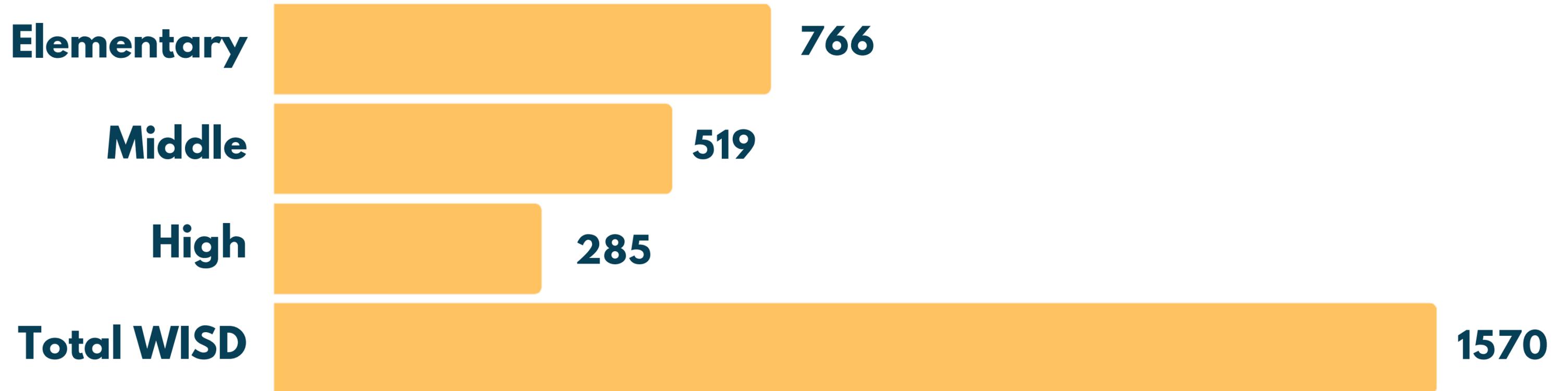
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# WISD Students Currently Served in Tier 3 MATH

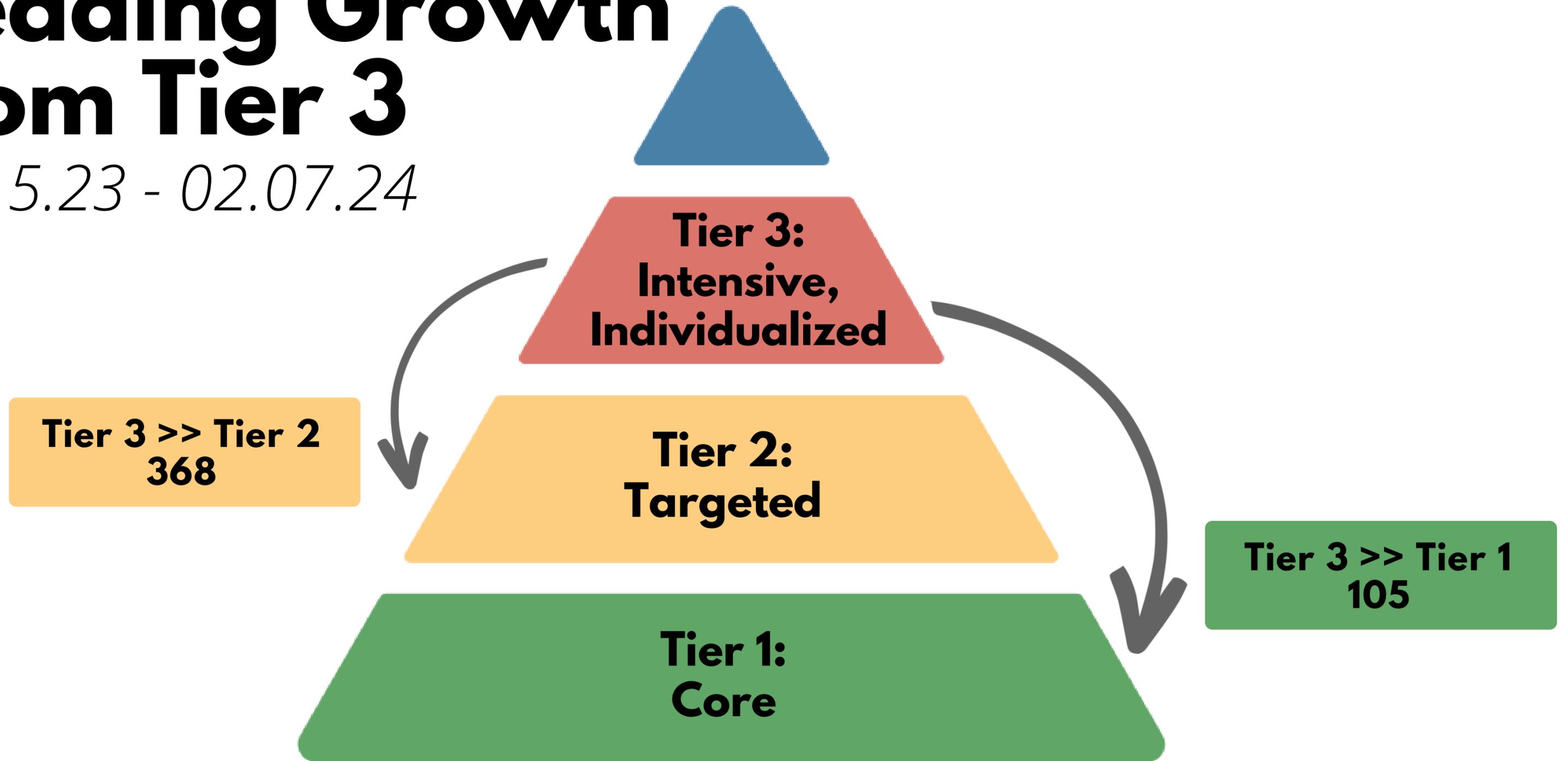
## 2023-2024

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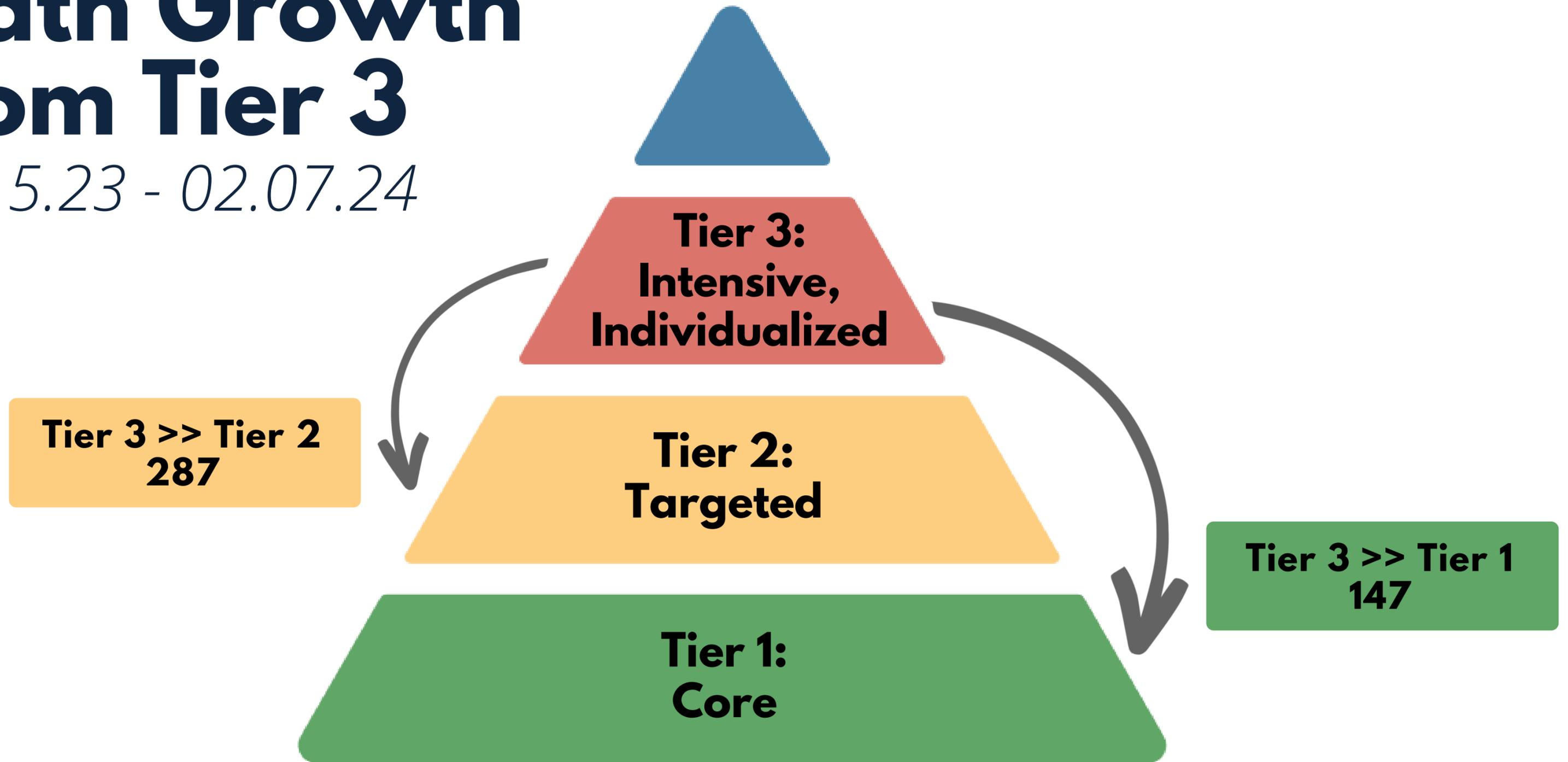
# Reading Growth from Tier 3

09.15.23 - 02.07.24



# Math Growth from Tier 3

09.15.23 - 02.07.24



# STAR Renaissance BOY to MOY Growth Comparison

Sept 2023 - Dec 2023

**ELEMENTARY: Grades 1-5**

**READING** | **MATH**

Overall AVERAGE Growth of Students	7 months	7 months
0-3 Months Growth	6%	22%
3-6 Months Growth	34%	29%
6-12 Months Growth	30%	19%
1-2 Years Growth	25%	26%
2-3 Years Growth	4%	4%
3 -3.5 Years Growth	1%	1%

# STAR Renaissance BOY to MOY Growth Comparison

Sept 2023 - Dec 2023

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	MIDDLE: Grades 6-8	
	READING	MATH
Overall AVERAGE Growth of Students	1.2 months	9 months
0-3 Months Growth	16%	15%
3-6 Months Growth	21%	26%
6-12 Months Growth	26%	22%
1-2 Years Growth	33%	25%
2-3 Years Growth	2%	11%
3 -3.5 Years Growth	2%	1%

# STAR Renaissance/Reading Plus BOY to MOY Growth Comparison

## Sept 2023 - Dec 2023

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	HIGH: Grades 9-10	
	READING (9-10)	MATH (9)
Overall AVERAGE Growth of Students	1.5 years	1.2 years
0-3 Months Growth	12%	17%
3-6 Months Growth	6%	18%
6-12 Months Growth	15%	26%
1-2 Years Growth	30%	23%
2-3 Years Growth	2%	14%
4+ Years Growth	6%	2%

# Tier 3 Students Who Met Growth Measure on the Fall Interim 2023

	READING	MATH
4th Grade	42%	22%
5th Grade	26%	39%
6th Grade	27%	47%
7th Grade	46%	38%
8th Grade	49%	56%
9th Grade	20%	34%
FALL Interim includes not taught curriculum		

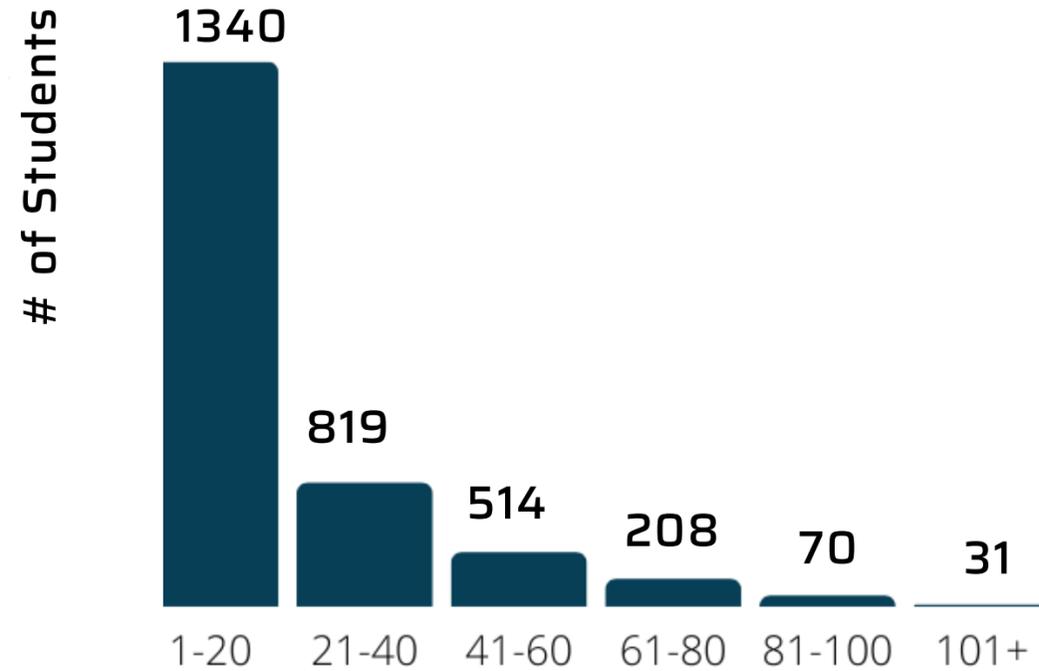
# Tier 3 Students Who Met Growth Measure on the Spring STAAR 2023

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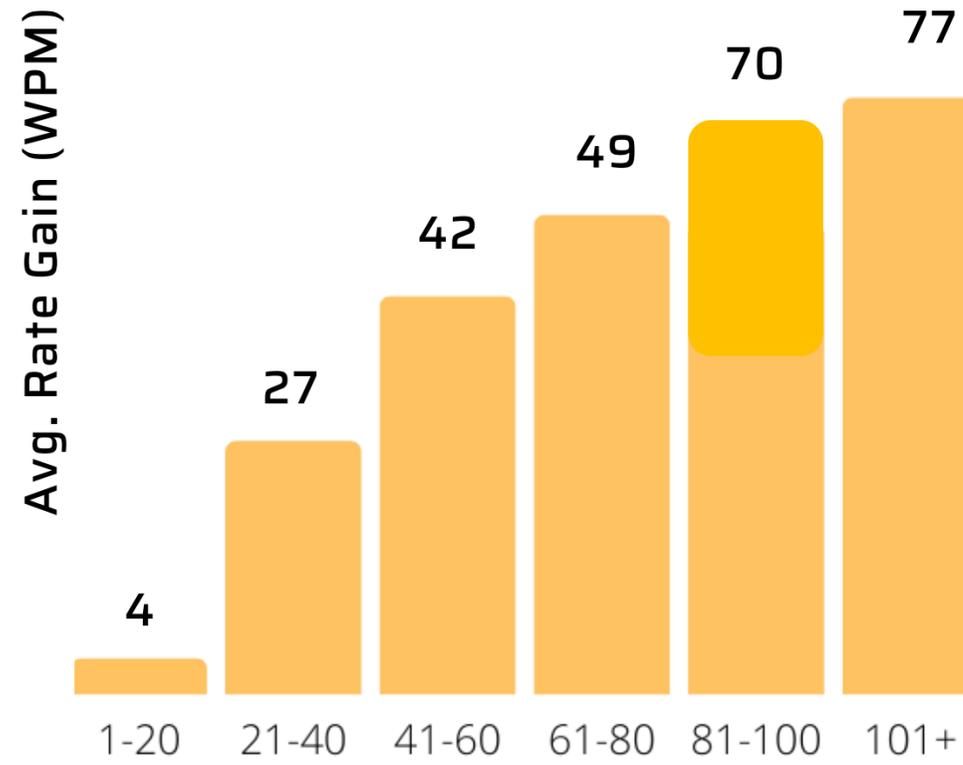
	READING	MATH
4th Grade	52%	38%
5th Grade	55%	57%
6th Grade	40%	68%
7th Grade	66%	62%
8th Grade	58%	60%
9th Grade	32%	72%
10th Grade	52%	

# Reading Plus Fall Growth for the District

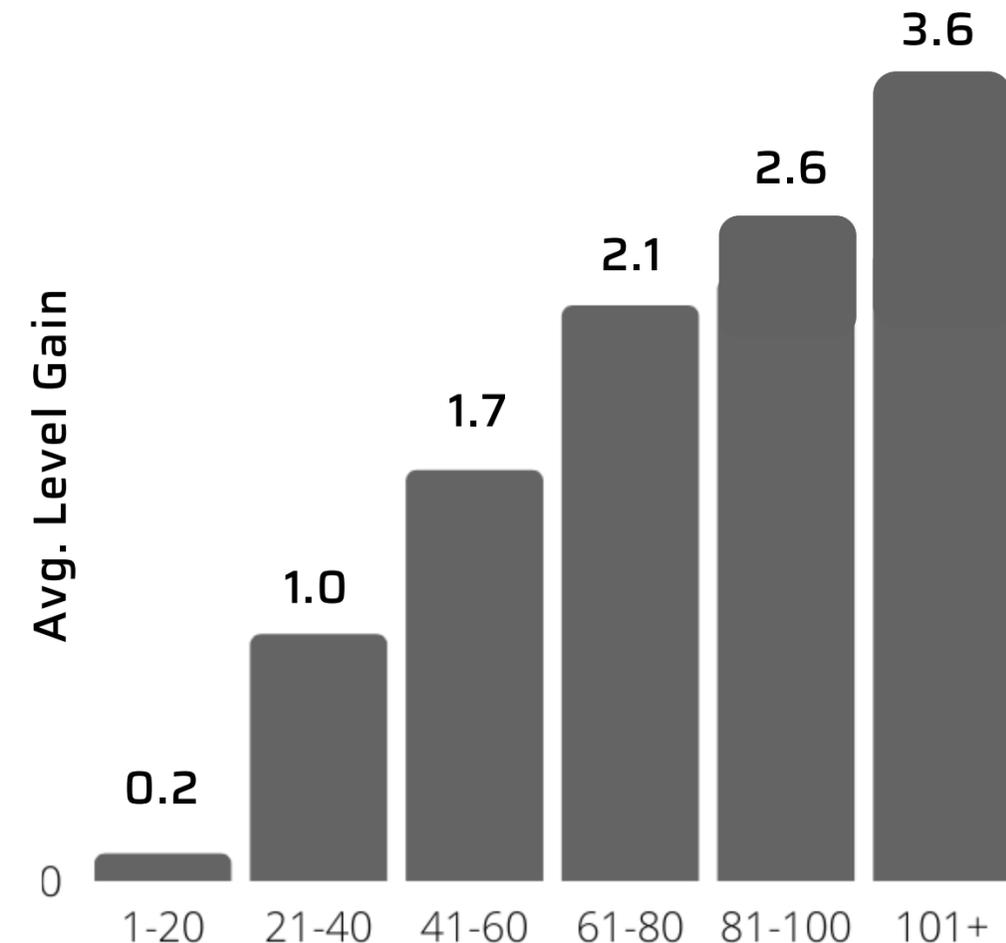
STUDENTS ACTIVE



SILENT READING FLUENCY GAINS

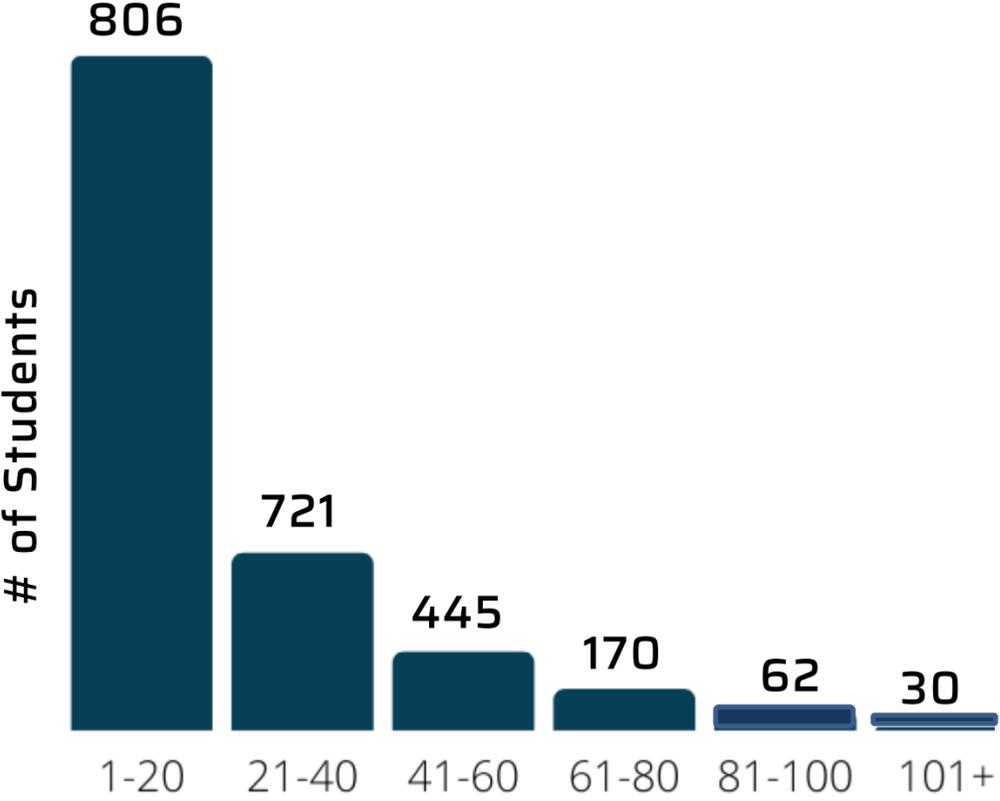


READING LEVEL GAINS

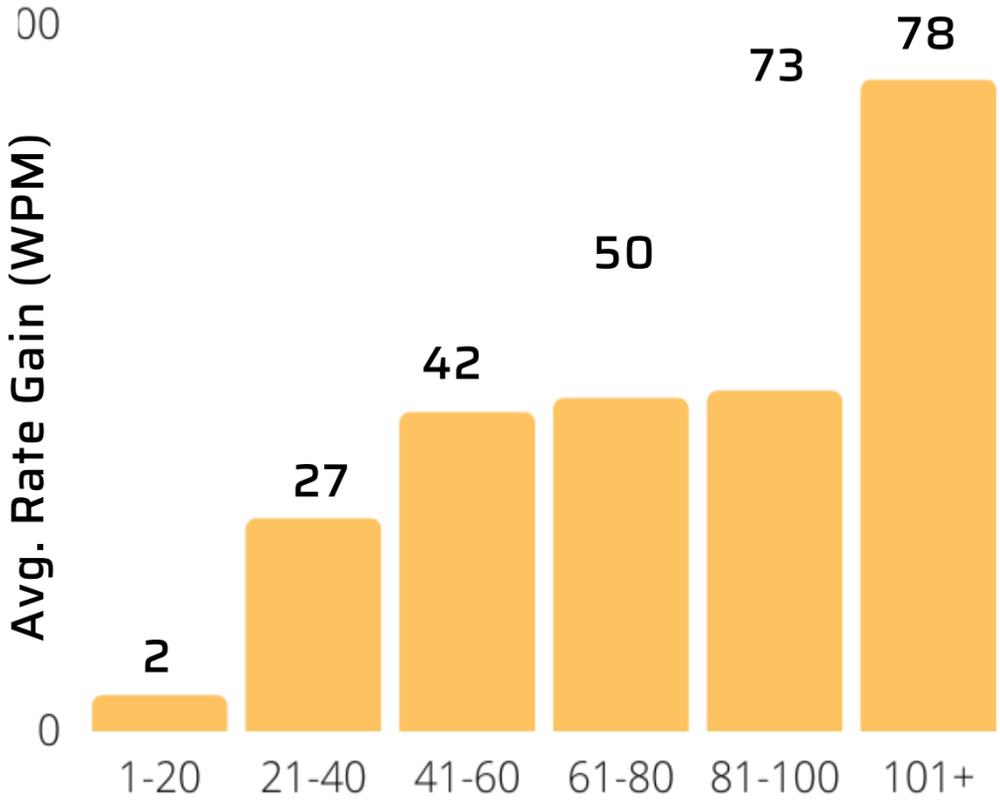


# Reading Plus Fall Growth for MIDDLE SCHOOLS

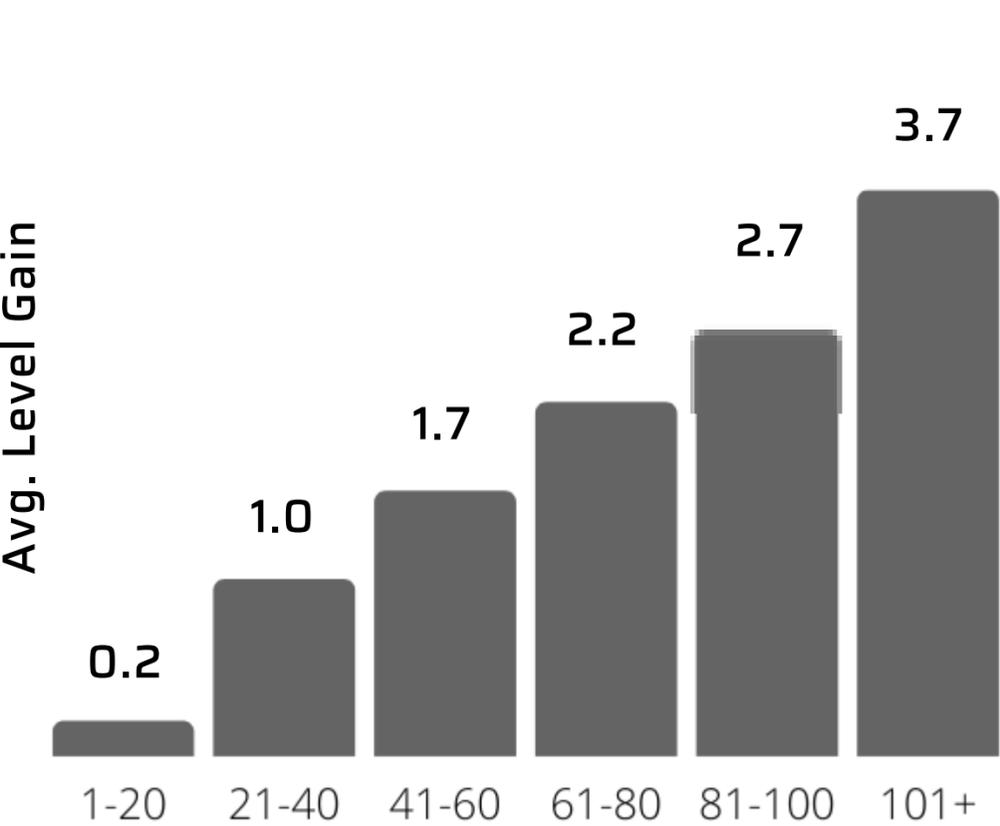
Students Active



SILENT READING FLUENCY GAINS

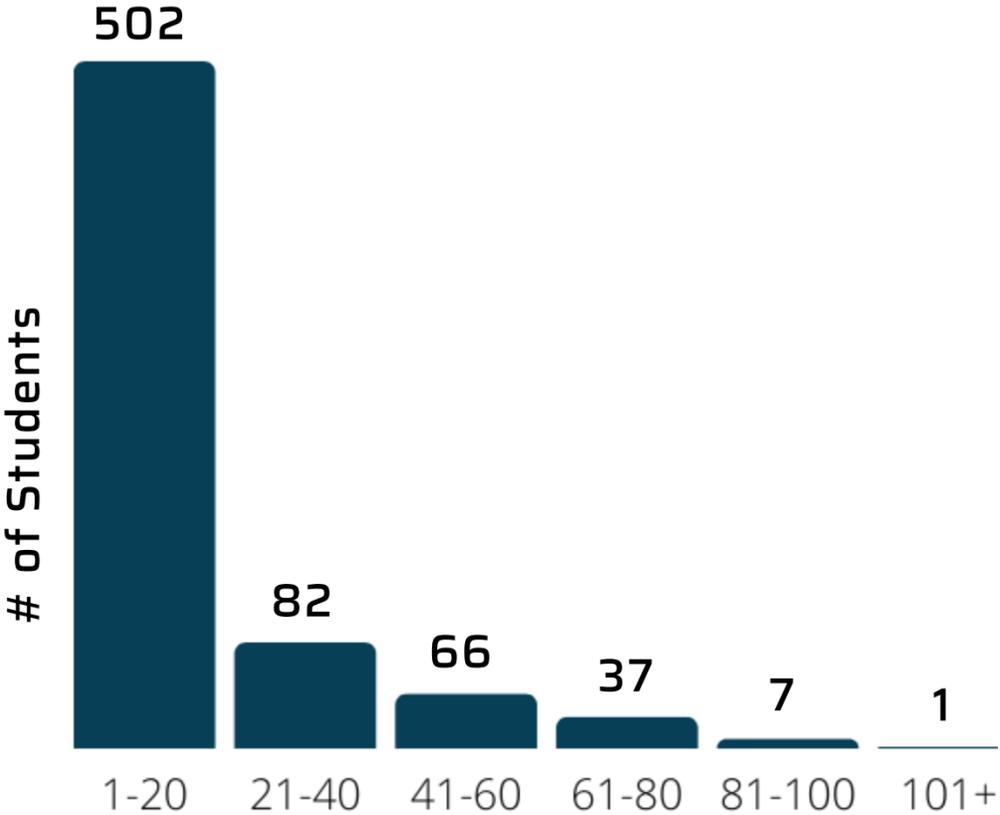


READING LEVEL GAINS

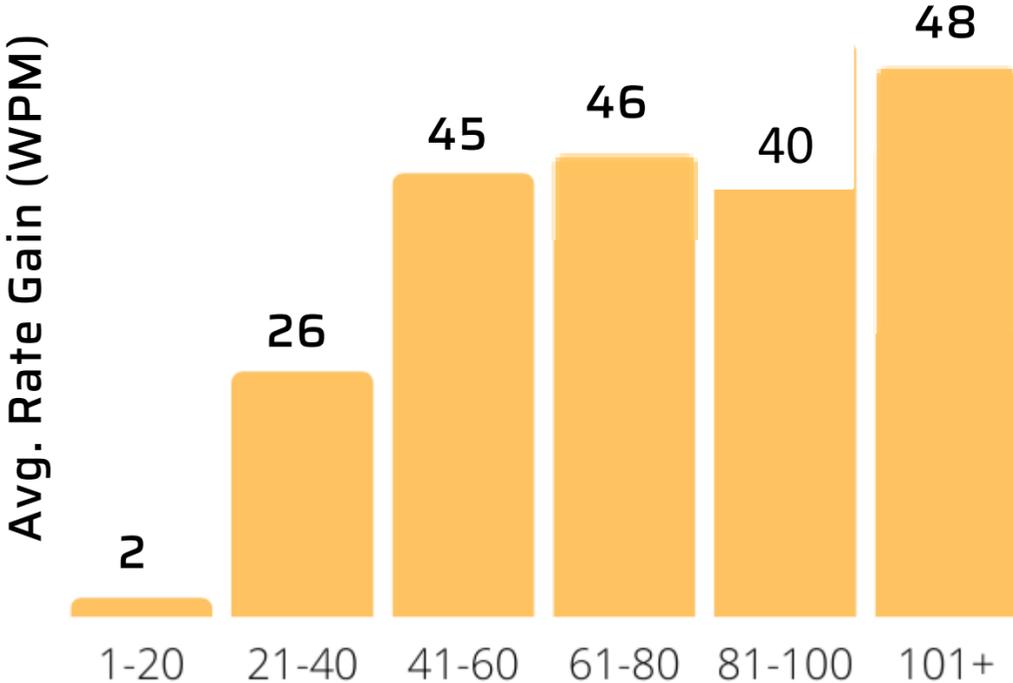


# Reading Plus Fall Growth for HIGH SCHOOLS

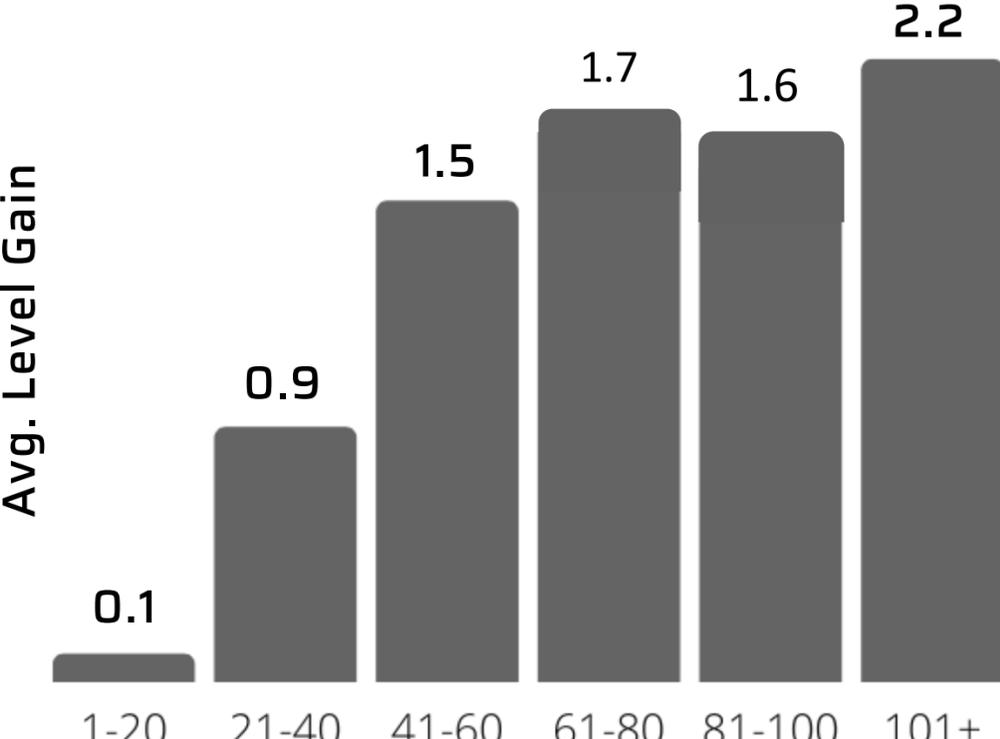
Students Active

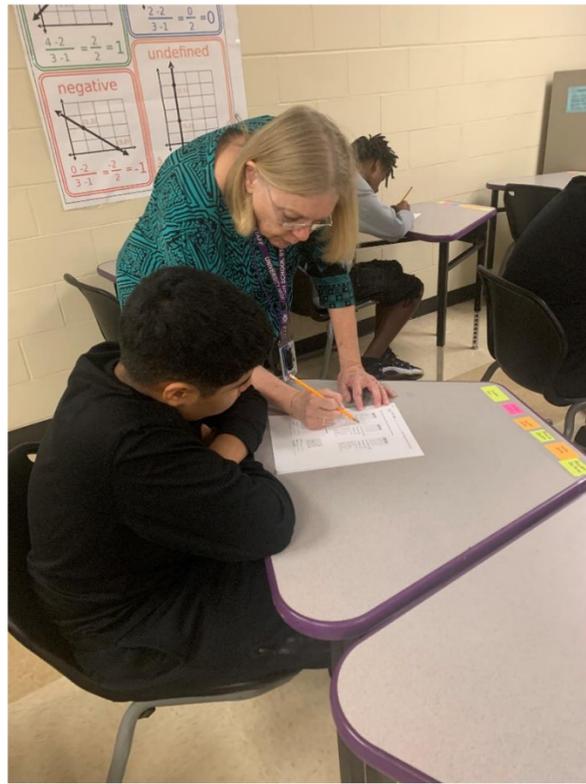


SILENT READING FLUENCY GAINS



READING LEVEL GAINS

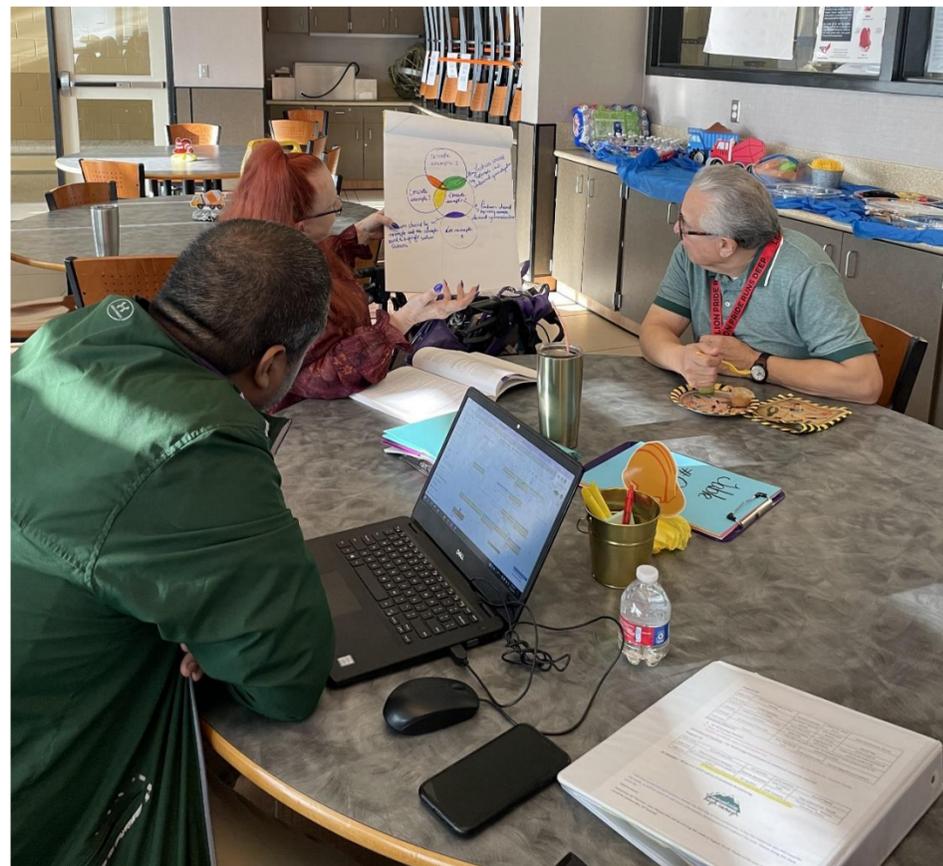




# Intervention Focus

## 2023-2024

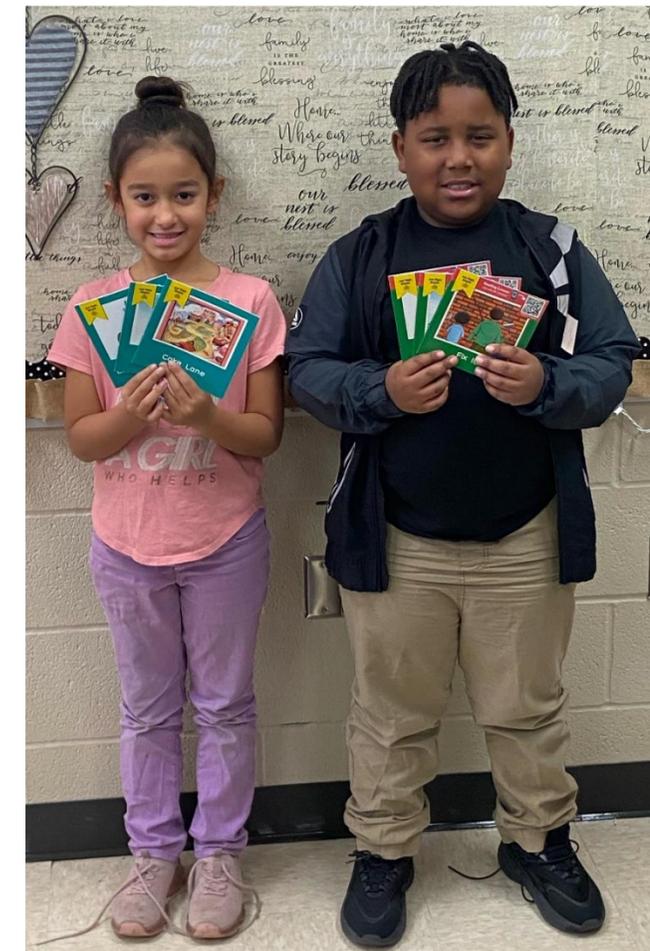
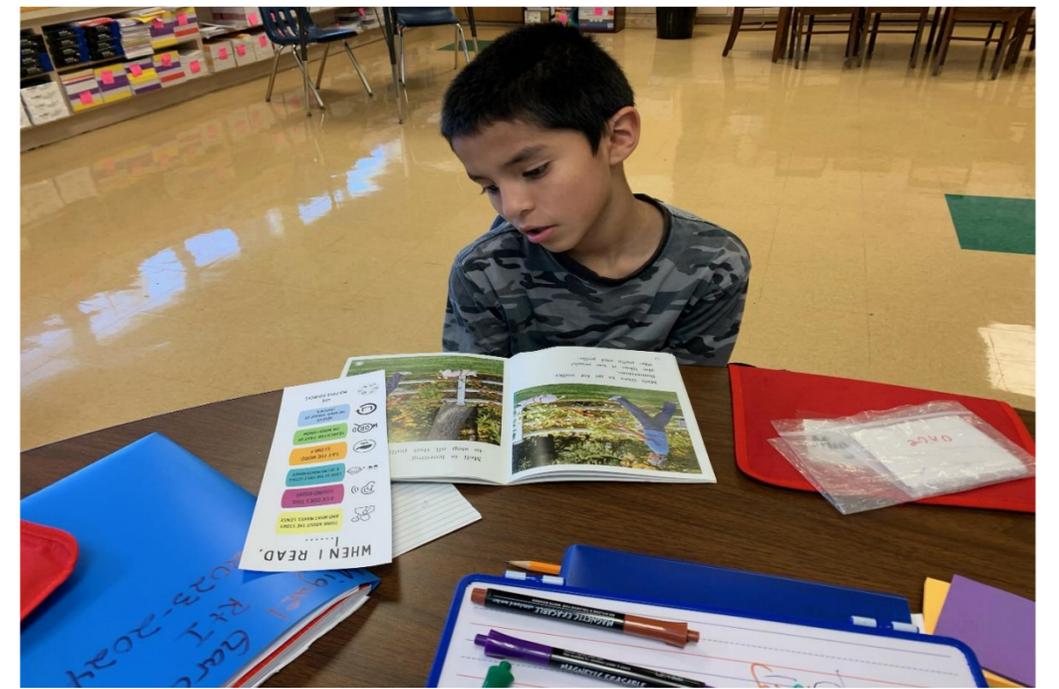
- Aligning T3 instruction to core standards to build connections and increase the generalization of skills by focusing on the YAG (year-at-a-glance) and aligning intervention to prerequisite skills for the unit in core (Tier 1) instruction



- Interventionists chose one Explicit Instruction technique for 2023-2024 to strengthen and implement to Improve T3 instruction
- PLCs provided time for SITS to collaborate and share ways the Explicit Instruction Technique increased student engagement

# Elementary T3 Intervention Focus 2023-2024

- Strategies to teach and model strategies for T3 students to “think about reading”
- 4 elementary schools (100 students) are piloting take home decodable packs that provide lessons for parents and students with QR code video linked
- Additional targeted instruction on the Iready Pathways for reading and math to supplement current T3 resource
- Continued coaching for elementary SIT reading teachers by independent consultants and RR lead teachers, focusing on incorporating writing into reading



# Middle School T3 Intervention Focus 2023-2024



- Students in T3 receive reading and/or math intervention five days per week
- Staggered WIN times have provided additional SIT labs to ensure students get two electives and accelerated instruction
- Weekly walks by Secondary Intervention Instructional Specialist and monthly PLC with secondary SIT teachers to review Iready and Reading Plus Data

# High School Intervention T3 Focus

2023-2024

- Strategic Math Lab for freshmen at both high schools for any student who did not pass grade 8 STAAR Math, focusing on alignment and incorporating manipulatives (algebra tiles)
- Reading Labs I and II continue to work on increasing reading proficiency by reinforcement and recognition for growth
- Weekly Walk by Secondary Intervention Instructional Specialist and monthly PLC with secondary SIT teachers to review Iready and Reading Plus Data



TOTAL WORDS Read		Highest to Lowest Reading Comp	
Period 6	224,011	Period 1	→ 89% ←
Period 4	137,608	Period 2	→ 87% ←
Period 7	131,931	Period 4	→ 86% ←
Period 2	112,192	Period 4+6	→ 82% ←
Period 1	095,057	Period 7	→ 74% ←
Period 8	092,137		





# Elementary T2 Intervention Focus

2023-2024

- Iready Pathways was purchased for all elementary schools to provide individual targeted lessons based on diagnostic, targeting prerequisite skills in reading and math to support success in core instruction
- 21 teachers on four campuses are getting individual coaching and training in PLCs from Lead Reading Recovery Teachers on planning, prompting, and pacing for Guided Reading
- Differentiated summer professional development for elementary teachers differentiating based on skill level for Guided Reading (Novice, Skilled, Master)

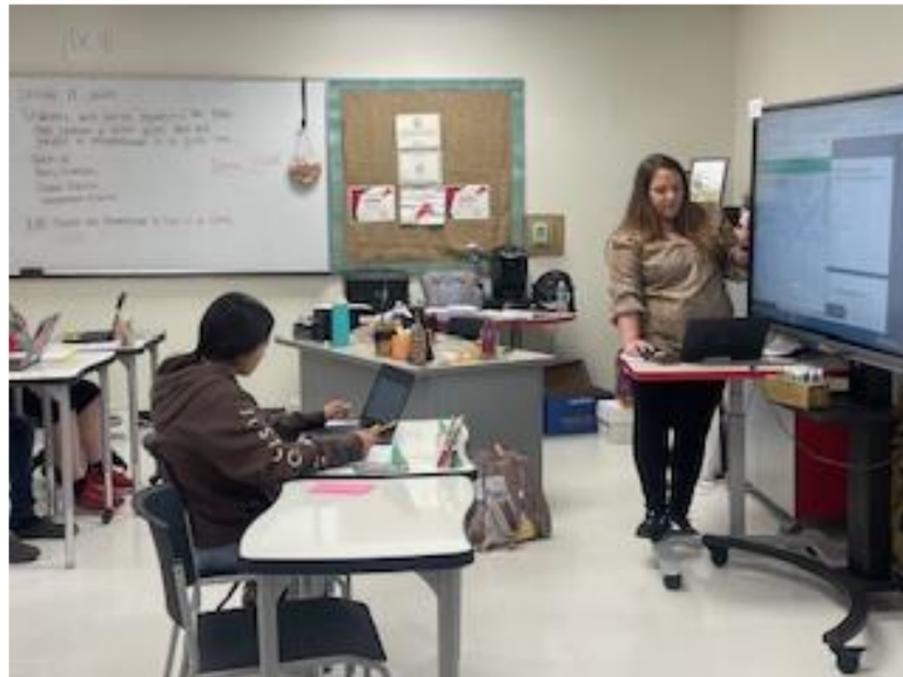


# Secondary T2 Intervention Focus

2023-2024



- Increase focus on targeted instruction in WIN for all re-testers
- Pathways High School class added for students who failed more than two EOCs to ensure accelerated instruction occurs during school hours



- Apex courses for first-time testers in Algebra I, English I, and English II based on fall Interim and TCA
- Grade 8 Science and Social Studies Spring WIN groups
- Apex courses built for students taking TSI

# Building Foundations at Home

## Parent Literacy Nights



## Iready Spring Challenge



## Decodable Reader Home Packets

## Camp ReadAlot Summer Reading Logs