

**Notice of Regular Board Meeting
by Videoconference or Telephone Call
Board of Trustees
Monday, May 6, 2024**

A Regular Board Meeting of the Board of Trustees will be held on Monday, May 6, 2024, beginning at 6:00 PM, Boardroom of the Mark Henry, Ed.D. Administration Building, 11440 Matzke Road, Cypress, Texas 77429.

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting will be conducted by videoconference or telephone call. At least a quorum of the board will be participating by videoconference or telephone call in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public may access this meeting and or provide public comments as identified below:

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. For more information about public comment, see Policy BED. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

Notice of this meeting was mailed or electronically transmitted to the news media, who previously requested such notice, and a copy was posted in the main/front office window of the Cypress-Fairbanks Independent School District Mark Henry, Ed.D. Administration Building on April 29, 2024 at 4:00 p.m.

AGENDA COMMENTS: Per BED (Local), patrons may address the Board during any Board Meeting under Agenda Comments regarding items listed on the agenda for that meeting. Individuals must register in advance. Registration opens the day the agenda is posted to the district website, and the deadline for registering is 12:00 p.m. on the day of the meeting. To register, individuals must click on the "Register to Speak" link found under each agenda item listed for that meeting on the district website. This electronic speaker form must be completed in its entirety. Agenda Comments will generally be heard before each agenda item to be discussed or considered by the Board unless rearranged by the Board President. Any registered speaker who is absent from the meeting at the time for Agenda Comments forfeits the opportunity to address the Board at that meeting but may submit written comments to the Board.

MEETING OPENING: Call to Order, Invocation and Pledge of Allegiance, District's Vision and Mission Statement.

1. REMARKS AND ANNOUNCEMENTS

A. The Superintendent will make remarks and announcements regarding the honors and achievements earned by staff and students in recent weeks and provide information regarding district and community events or items of interest.

2. RECOGNITIONS

A. The Board will recognize two recipients of the May 2024 Bringing Out the Best award.

B. Raba Kistner, Inc. will present Melissa McKay, teacher, at Aragon Middle School and coordinator of the CFISD Special Olympics Program with a \$10,000 check.

C. The Board will recognize Mike and Darlene Jarrar of Jarrar & Company Inc., as the winner of the Volume Buyer Buckle for the 2024 CFISD Livestock Show.

D. The Board will recognize CFISD students for their achievements and accomplishments in various fields at the national and state levels and for exceptional or unique status.

3. BOARD COMMENTS

A. Board members may make comments during this portion of the agenda regarding student achievement, district progress and data, community input and concerns, observations from school visits, meetings and conferences attended, district and community events and initiatives, or continuing education. The Board may not take action on items discussed.

4. CITIZEN PARTICIPATION

A. Per BED (Local), patrons may address the Board during the Regular Board Meeting under Citizen Participation on any matters of interest or concerns that are not posted agenda items. Individuals may only register to speak one time per meeting and must register in advance. Registration opens the day the agenda is posted to the district website, and the deadline for registering is 12:00 p.m. on the day of the meeting. To register, individuals must click on the "Register to Speak" link found under the Citizen Participation heading in the agenda for that meeting on the district website. This electronic speaker form must be completed in its entirety. Any registered speaker who is absent from the meeting at the time for Citizen Participation forfeits the opportunity to address the Board at that meeting but may submit written comments to the Board.

CITIZEN PARTICIPATION WILL BE HEARD AT THE REGULAR BOARD MEETING ON MONDAY, MAY 6, 2024.

5. REPORTS

A. The administration will present an oral report on the preliminary budget for the 2024-2025 school year.

6. CONSENT AGENDA

A. The Board will consider approving the minutes of the April 4, 2024, Regular Board Meeting.

B. The board will consider approving the budget amendments for the period of January 1, 2024 through March 31, 2024.

C. The Board will consider approving the 2024-2025 TEKS Certification Form.

D. The Board will consider approving the list of advanced courses for exemption purposes, 2024-2025.

E. The Board will consider approving the granting of a sanitary sewer easement to the Harris County Municipal Utility District No. 165 located along West Rd. between Westgreen Blvd. and the Grand Parkway (future Avalon development elementary site) and authorize the Superintendent or designee to negotiate the final terms and execute all related documents.

F. The Board will consider approving construction proposals and contracts paid from Bond Funds to the recommended contractors and authorize the Superintendent or designee to execute all necessary documents related to such contracts as follows:

1. 2023 Eldridge & Falcon Transportation Renovations

2. 2023 Windfern Annex & Carlton Center Renovations

7. NON-CONSENT AGENDA

A. The Board will consider approving on first reading additions, revisions, or deletions to district policies:

1. DEC (Local)-Compensation and Benefits: Leaves and Absences (Revise)

2. DFBB (Local)-Term Contracts: Nonrenewal (Revise)

3. EED(Local)-Instructional Arrangements: Student Schedules (Revise)

4. EHAB (Local)- Basic Instructional Program: Required Instruction (Elementary) (Revise)

B. The Board will consider approving the district instructional material recommendations for the 2024-2025 school year.

C. The Board will review and consider adoption of revised Board Operating Procedures outlining the duties of a public official. [This item may be discussed in closed session pursuant to Section 551.074.]

D. The Board will consider approving the superintendent’s recommendation to give notice to Dana Hoff pursuant to 21.103 of the Texas Educator Code that her employment with the District under a probationary contract is terminated. [This item may be discussed in closed session pursuant to Section 551.074.]

E. The Board will consider approving the superintendent’s recommendation to give notice to Devante Glover pursuant to 21.103 of the Texas Educator Code that his employment with the District under a probationary contract is terminated. [This item may be discussed in closed session pursuant to Section 551.074.]

F. The Board will consider approving the superintendent’s recommendation to give notice to Angela Tate that her employment with the District under a term contract is proposed for termination and authorize the President of the Board to notify Ms. Tate of the proposed action pursuant to 21.211 of the Texas Educator Code. [This item may be discussed in closed session pursuant to Section 551.074.]

G. The Board will consider making a determination that good cause did not exist as required by law for Mariela Bishop, Chrysantha Hayman, Morgan Hicks, Alicen King, Rebecca Kirkpatrick, and Jamie Lahr, to resign their respective employment contracts. [This item may be discussed in closed session pursuant to Section 551.074.]

8. INFORMATION ITEMS

A. Board committee updates.

B. Recap of Board member requests for information.

9. CLOSED

SESSION

If, during the course of the meeting covered by this notice, the Board should determine that a closed session of the Board should be held or is required in relation to any item included in this notice, then such closed session as authorized by Section 551.001 of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Sections 551.071 through 551.084, of the Open Meetings Act.

A. There will be a Closed Session in accordance with Government Code Section 551.001 et. seq.

B. Section 551.071

C. For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. For the purpose of consultation with the district's attorney concerning matters on which the attorney's duty to the district under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings laws.

D. Section 551.072	E. For the purpose of discussing the purchase, exchange, lease or value of real property.
F. Section 551.073	G. For the purpose of considering a negotiated contract for a prospective gift or donation.
H. Section 551.074	I. For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
J. Section 551.076	K. To consider the deployment, or specific occasions for implementation, of security personnel or devices.
L. Section 551.0821	M. For the purpose of deliberating a matter regarding a public-school student if personally identifiable information about the student will necessarily be revealed.
N. Section 551.082	O. For the purpose of considering discipline of a public-school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.
P. Section 551.083	Q. For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by section 13.901 of the Texas Education Code.
R. Section 551.084	S. For the purpose of excluding witness or witnesses from a hearing during examination of another witness.

10. ADJOURNMENT

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See TASB Policy BEC(Legal)]

On April 29, 2024, at 4:00 p.m., this notice was mailed or electronically transmitted to the news media, who previously requested such notice, and a copy was posted in the main/front office window of the Cypress-Fairbanks Independent School District Mark Henry, Ed.D. Administration Building.

For the Board of Trustees

SUPERINTENDENT'S REMARKS & RECOGNITIONS

May 6, 2024

1. April recap

The month of April was a busy one for CFISD. Please enjoy this April recap video highlighting how our students and staff brought out the best.

2. May character trait

The "Bringing Out the Best" character trait for the month of May is ***Patriotism***. Thank you to all of our campuses for emphasizing strong character for all CFISD students.

3. Student EdTech Expo

The Instructional Technology department hosted the CFISD Student Edtech Expo on April 11 at the Berry Center. Attendees interacted with students as they shared the technology they have used in the classroom this year. Also on display was the middle school robotics exhibition and many of the hi-tech CTE opportunities in our high schools. Please watch this short video highlighting the Student Edtech Expo.

4. School Nurse Day

National School Nurses Week is set for May 6-12, and School Nurse Day is May 8. We thank our 93 school nurses, 6 licensed vocational nurses and 60 clinic assistants who go above and beyond to keep our schools safe and our students healthy.

5. Police Week

The week of May 12-18 is designated as National Police Week, and May 15 is Peace Officers Memorial Day. We thank our local agencies, and especially our CFISD police department, for ensuring the safety and protection of our students and staff.

SUPERINTENDENT'S REMARKS & RECOGNITIONS

May 6, 2024

6. Graduation

Graduation ceremonies for all 12 high schools will be held at the Berry Center May 28-June 1, as we plan to recognize nearly 9,000 Class of 2024 graduates. The full graduation schedule is available on our website. Remember that traffic will be heavy in the Barker-Cypress corridor during this time.

7. Summer programs

From camps to academies to mobile libraries, there are many extracurricular options available for students this summer. Visit the "Summer in CFISD" block on our website to learn more.

8. Memorial Day

Monday, May 27 will be a student and staff holiday in observance of Memorial Day, as we recognize the sacrifices made by our servicemen and women in defense of our nation.

9. Summer break

The last day of school of the 2023-2024 school year is set for May 31. June 3 will be a professional day for staff. We wish a safe and restful summer for all of our students and staff!

We have several new administrative announcements, so I will turn it over to Christina Cole for those.

Preliminary General Operating Budget

2024-2025



Legislature Determines Entitlement



Once district's cup size is determined, the state fills cup with **local** property taxes **first**.



Then, the state fills cup with **state** funds.



If a district offers **tax relief** through **LOHE**, the **state** funding formula **never** fills the cup.

Solution:

Legislature modify the adjustment in the Comptroller's property value assignment for the LOHE.



Funding of School Districts

Property Taxes

- Values determined by Harris Central Appraisal District (HCAD)
- Tax rate comprised of:
 - Maintenance and Operations (M&O)
 - Interest and Sinking (I&S)
- M&O rate capped
 - Voter-Approval Tax Rate Election
- Local optional homestead exemption
 - 20%

State Aid

- Legislative state funding formula
 - Values determined by Comptroller
- Influenced by:
 - Enrollment
 - Average Daily Attendance (ADA)
 - Special populations
 - Enrichment pennies
 - Property wealth
- Not adjusted for inflation
 - Basic allotment = \$6,160

Components of Tax Rate

Maintenance & Operations

- Generates local funds for M&O expenditures in the general operating budget (General Fund)
 - Salaries
 - Contracted Services
 - General Supplies
 - Other Operating
 - Capital Outlay

Interest & Sinking

- Generates funds required to service the district's debt (Debt Service Fund)
 - Debt approved by voters in bond referendum (election)
 - Must be used for principal and interest payments on debt
 - Cannot be used for general operations

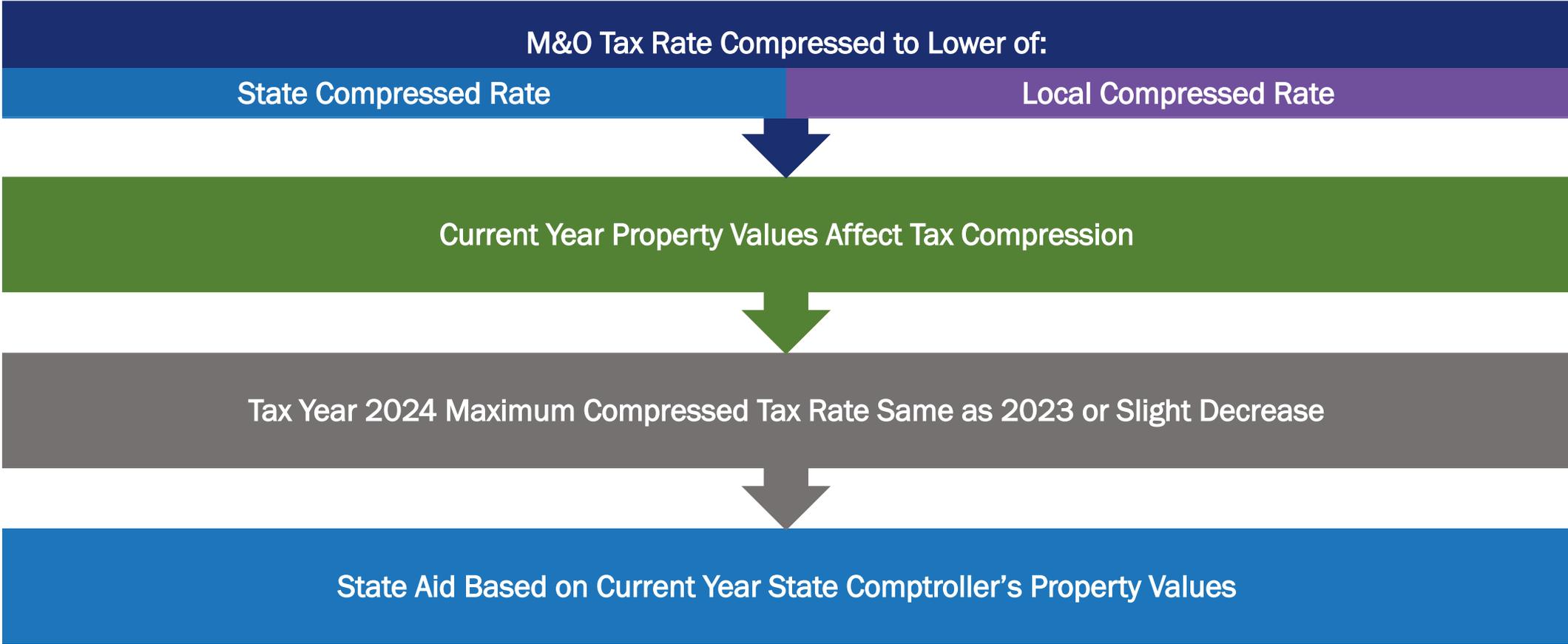
Taxable Property Values (HCAD)

BUDGET YEAR	TAX YEAR	TAXABLE VALUE*	PERCENT CHANGE
2020-2021	2020	\$56,584,224,482	4.88%
2021-2022	2021	\$59,851,641,258	5.77%
2022-2023	2022	\$66,389,358,458	10.92%
2023-2024	2023	\$69,734,022,535	5.04%**
2024-2025	2024	\$71,435,456,546	2.44%

* Certified values as of April 2024 except for 2024-2025 (preliminary certified)

**Percent change affected by SB2 increase in state mandated homestead exemption to \$100,000 and over 65 frozen values

Property Values and Tax Compression



\$350,000 Home (State)

- Reduction of \$100,000 in taxable value
- Decrease of \$1,081 in property taxes*

\$350,000 Home (Optional)

- Reduction of **additional** \$70,000 in taxable value
- Decrease of **additional** \$757 in property taxes*

Impact of Optional Homestead Exemption

- Reduction of \$7.5B in taxable value
- Decrease of \$81M in property taxes*

Impact of Homestead Exemption

*Based on 2023 tax rate

Student Enrollment

BUDGET YEAR	ACTUAL ENROLLMENT	ENROLLMENT CHANGE	PERCENT CHANGE
2020-2021	115,801	(1,645)	(1.40)%
2021-2022	117,217	1,416	1.22%
2022-2023	118,010	793	0.68%
2023-2024	118,470*	460	0.39%
2024-2025	118,798**	328	0.28%

* Enrollment as of October 2023 Snapshot

** Budget estimate

BUDGET YEAR	AVERAGE DAILY ATTENDANCE
2018-2019	95.38%
2019-2020	95.44%*
2020-2021	94.75%*
2021-2022	92.59%
2022-2023	92.93%
2023-2024	93.44%**

* ADA/Attendance Hold Harmless

** As of 5th six weeks



Average Daily Attendance

Teacher Salary Comparison 2023-2024

SCHOOL DISTRICT	0-YEAR SALARY	5-YEAR SALARY	10-YEAR SALARY	15-YEAR SALARY	20-YEAR SALARY
Aldine	\$61,000	\$63,860	\$65,148	\$66,435	\$68,119
Cypress-Fairbanks	\$62,000	\$63,830	\$66,765	\$68,858	\$71,627
Houston	\$61,500	\$64,500	\$67,500	\$70,000	\$73,000
Katy	\$62,400	\$64,495	\$66,995	\$69,095	\$71,095
Klein	\$60,000	\$64,200	\$66,200	\$68,200	\$70,200
Spring	\$60,500	\$62,000	\$63,500	\$65,600	\$68,100
Spring Branch	\$62,000	\$63,600	\$65,700	\$68,300	\$71,300
Tomball	\$60,500	\$63,000	\$65,500	\$68,250	\$71,000

Food Service Fund and Bond Fund

Food Service Fund

- Subsidized with federal reimbursements
- Restrictions on use of funds
 - Child Nutrition Program
 - Cannot be used for general operations

Bond Fund (Capital Projects)

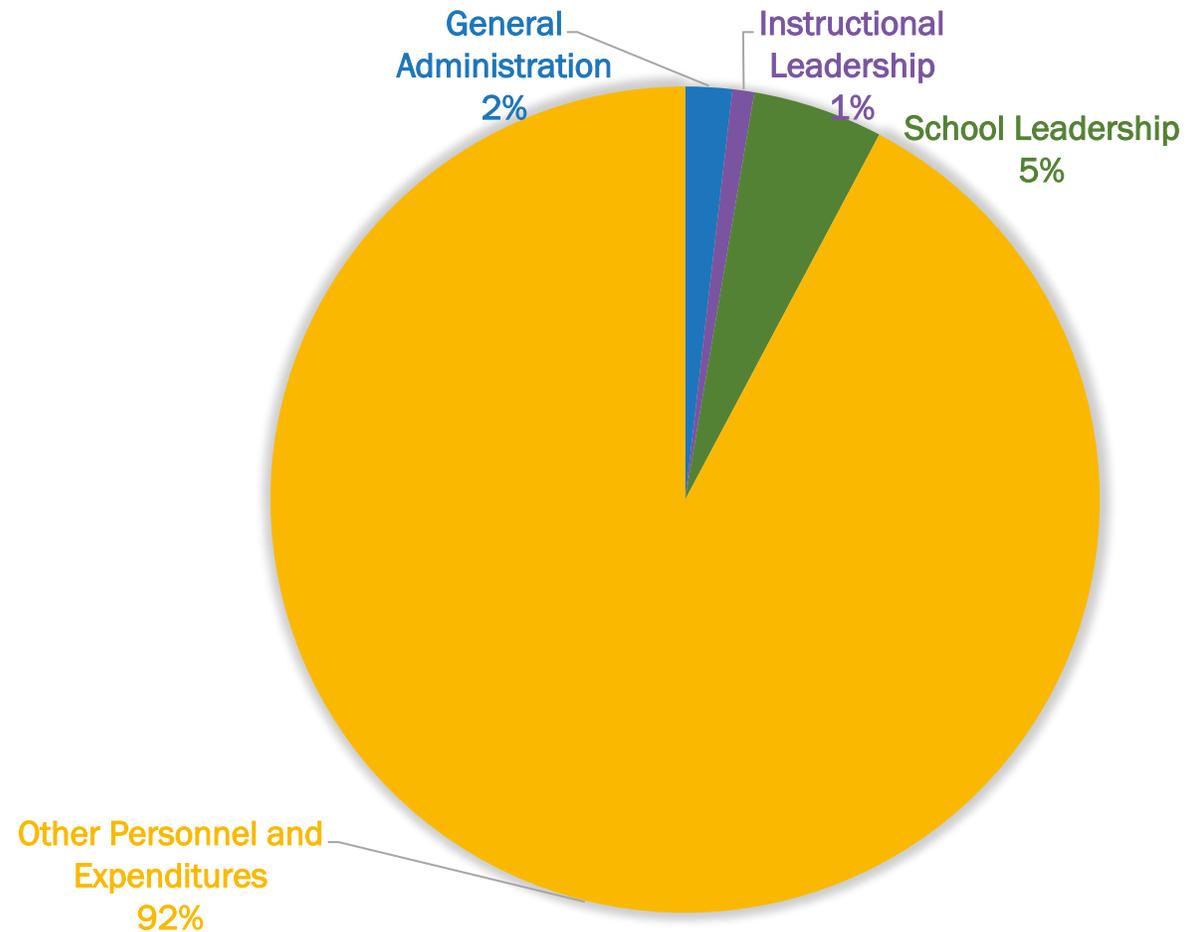
- Proceeds from bond issues
- Restrictions on the use of funds
 - Must be spent on construction/renovation of facilities, equipping of facilities, technology, and buses in the bond program
 - Cannot be used for general operations

General Fund Expenditures

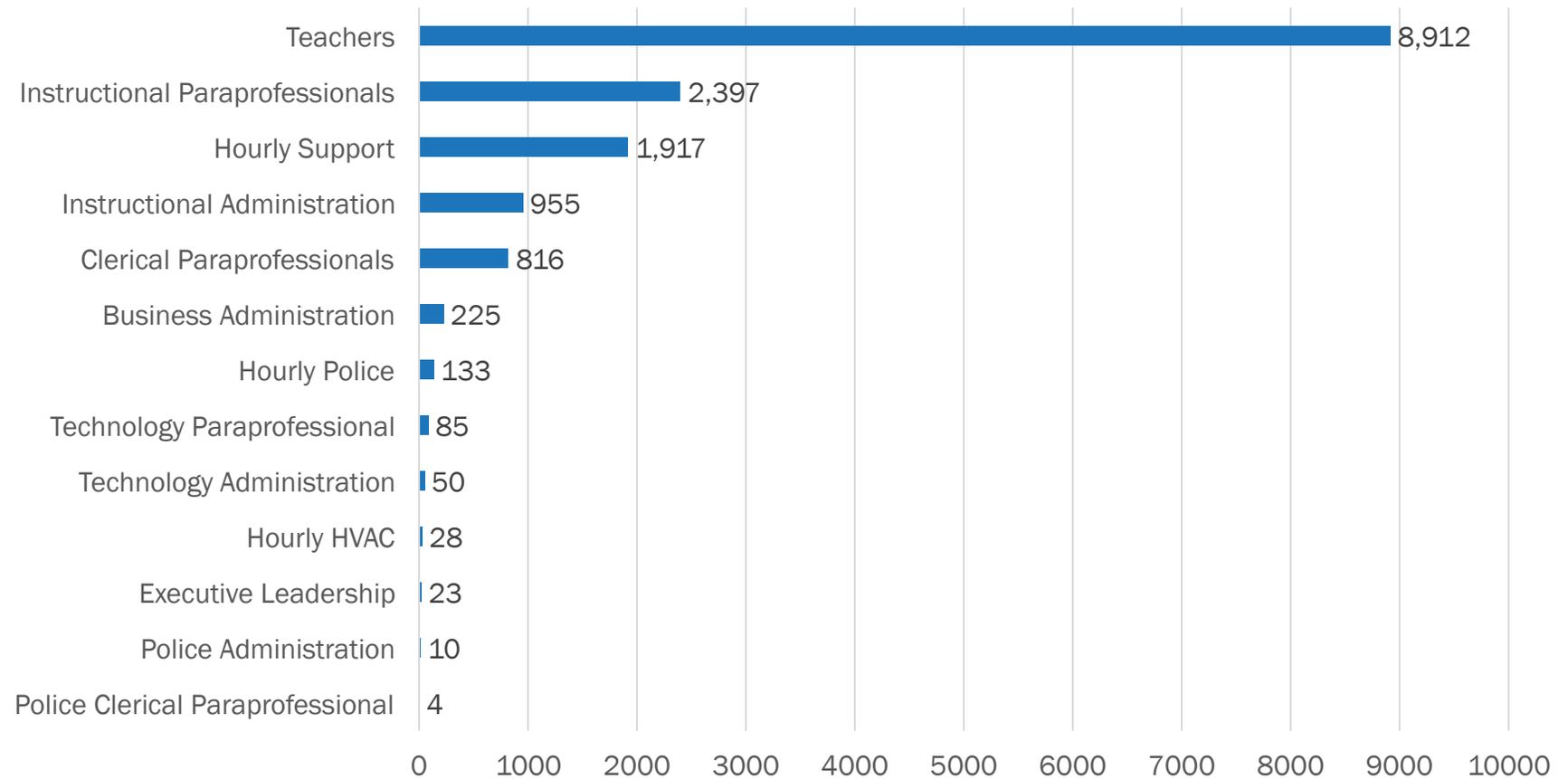


■ Payroll ■ Professional & Contracted Services ■ Supplies & Materials ■ Other Operating Costs ■ Capital Outlay

2022-2023 Expenditures



Types of Positions



Budget Assumptions



- Expiration of ESSER funding (September 2024)
- Reduced expenditures (\$58M)
 - Reducing positions – no layoffs
- Payroll at 98% fill rate (\$20M)
- Minimal enrollment growth (0.28%)
- Salary increase on greater of midpoint or base of 1% for all levels of administration and 2% for teachers, paraprofessionals, and hourly; and increase in teacher starting salary to \$63,000 (\$17M)

Budget Assumptions



- Reduction of SHARS funding (\$10.3M)
- Continued 2% ADA decrease (\$15M)
- Operating costs for Byrd Elementary (\$2.4M)
- Increase in property values (2.44%)
- Does not include BRAC revenue recommendations
- No increase for 50% recognition of LOHE (\$31.5M)

\$58 Million Budget Reduction Plan (**\$58,629,674**)

- District-Level Staff Reductions - \$5,765,976
 - 42 Curriculum Coaches/Helping Teachers
 - 1 Asst. Supt.
 - 6 Directors/Coordinators/Managers
 - 35 Support Staff/Administrative Assistants
 - 11 Other Professional-Level positions
- Campus-Level Staff Reductions - \$29,714,830
 - 13 campus administrators
 - 120 other professional support staff
 - 278 classroom teachers
 - 31 clerical/support staff
- Maintenance and Operations Staff Reductions - \$2,120,000
 - 60 Operations positions
 - 21 Maintenance positions
- Transportation Department Budget Reductions - \$4,723,318
 - Includes labor, fuel, maintenance, and miscellaneous operating costs
- Non-Staff Miscellaneous Budget Reductions - \$16,305,550



\$58 Million Budget Reduction Plan

General Fund 2024-2025

DESCRIPTION	PRELIMINARY BUDGET
Local Revenues	\$498,402,404
State Revenues	571,901,352
Federal Revenues	16,500,000
Total Revenues	<hr/> \$1,086,803,756 <hr/>
Expenditures	<hr/> \$1,164,278,145 <hr/>
Surplus (Deficit)	<hr/> (\$77,474,389) <hr/>

Fund Balance

The total accumulation of operating surpluses and deficits

Importance of adequate fund balance

- Manage cash flow low points
 - Majority of tax collections in December and January
 - Reimbursement from federal funds
 - Fund disasters until reimbursed by insurance/federal funding
- Mitigate current and future risks such as revenue shortfalls and unanticipated expenditures
 - Declines in enrollment/ADA

How much fund balance is needed

- Minimum of 4 months for June 30 year end

How is fund balance replenished

- Operating surplus

Estimated months in fund balance at 6/30/2025

- 4.68 months

Student Transportation Allotment

- Regular Route Services
 - \$1.00 Per Mile For Two or More Miles Service
 - Approved Hazardous Traffic = 10% of Two or More Miles Service
- Special Education Route - \$1.08 Per Mile
- CTE – Cost Per Mile for Regular Route Services for the Preceding Year (2023 Allotment Per Mile = \$6.8683)
- Private Route Services - \$0.25 Per Mile
- 2022-2023 Allotment = \$8,129,146
- 2022-2023 Actual Expenditures - \$43,340,225

Transportation Plan 2024-2025

RECOMMENDATIONS	BUDGET REDUCTION
Hybrid with Hazardous Route Plan	\$3,000,000
Eliminate Late Runs	1,435,072
Eliminate Service for Alternative Learning Centers	288,246
Total	<hr/> \$4,723,318 <hr/>

Transportation Plan 2024-2025

The following criteria will be used by the Cypress-Fairbanks ISD to define hazardous traffic conditions if approved by the Cypress-Fairbanks ISD Board:

1. Transportation will be provided for elementary students within **one mile** if:
 - a. Crossing a tollway;
 - b. Crossing a state highway;
 - c. Crossing a farm-to-market road;
 - d. Crossing a moderately to heavily traveled thoroughfare without a protected crossing (traffic light or stop sign);
 - e. Walking along a moderately to heavily traveled thoroughfare without a safe walk path; or
 - f. Crossing a railroad track.
2. Transportation will be provided for middle school students within **two miles** if:
 - a. Crossing a tollway;
 - b. Crossing a state highway;
 - c. Crossing a farm-to-market road;
 - d. Crossing a four or more lane, heavily traveled thoroughfare without a protected crossing (traffic light or stop sign); or
 - e. Crossing a railroad track.
3. Transportation will be provided for high school students within **two miles** if:
 - a. Crossing a six-lane roadway with a speed limit over 45 mph;
 - b. Crossing a tollway;
 - c. Crossing a state highway; or
 - d. Crossing a farm-to-market road;

Factors Impacting Deficit Since 2019-2020

No increase in basic allotment since 2019 and record inflation of 19%
Basic Allotment = \$6,160

Local Optional Homestead Exemption = loss of \$63M

2% decrease in average daily attendance = \$15M

Operational costs to open new facilities = \$18M

Salary increases and retention stipends = \$180.6M

Staff for growth = \$26.7M

Increases in special education, bilingual, and safety and security expenditures = \$71M

Expiration of federal stimulus funding

Questions?

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
APRIL 4, 2024
REGULAR BOARD MEETING MINUTES

The Cypress-Fairbanks Independent School District Board of Trustees convened in Regular Session on Thursday, April 4, 2024, in the Boardroom of the Cypress-Fairbanks Independent School District Mark Henry, Ed.D. Administration Building, located at 11440 Matzke Road, Cypress, Texas 77429.

MEETING OPENING

Board President Scott Henry called the meeting to order at 6:00 p.m.

The following Board members were present: Scott Henry, Dr. Natalie Blasingame, Justin Ray, Julie Hinaman, Christine Kalmbach, Todd LeCompte, and Lucas Scanlon.

Reverend Joseph Camarillo, Senior Pastor, Life Family Church, delivered the invocation.

The following Cypress Ridge High School AFJROTC cadets presented the colors for the meeting: Cadet Chief Master Sergeant Alacia Dorsey carried the US Flag, the US Guard was Cadet Technical Sergeant Uriel Perez, Cadet Staff Sergeant Vivian Goodwin carried the Texas Flag, and the Texas Guard was Cadet Staff Sergeant Angel Zamora. These cadets presented the colors under the direction of Senior Master Sergeant James Core, Retired USAF.

Board member Dr. Natalie Blasingame read the District's Vision and Mission Statement.

1. Remarks and Announcements

- 1.A.** Superintendent Dr. Douglas Killian presented the remarks and announcements regarding the honors and achievements earned by staff and students in recent weeks and provided information regarding district and community events or items of interest.

Dr. Killian shared that he had the honor and privilege of visiting the CFISD Clothes Closet which is located at Andre Elementary School. Dr. Killian, along with the Houston Cy-Fair Lions Club secretary Sandy Martin and her husband treasurer Charles Martin met at the "Prom Shop" portable which houses the Clothes Closet so they could drop-off the many donations collected by the Lions Club. (Dr. Killian, a Lions Club member as well.) Dr. Killian recognized and thanked all the great work by the CFISD Clothes Closet team members: Kimberly, Hines, Karisman Taylor, Carrie Harris, Yessenia Miza, Samantha Checotah, and Arielle Shackelford. He also thanked Franklin Sampson who was there as well.

Dr. Killian assured the public that as the district moves into a couple of difficult months with budget cuts that the administration is taking this matter very seriously, both at the Board level and at the cabinet level.

2. Recognitions

- 2.A.** The Board recognized two recipients of the April 2024 Bringing Out the Best award.

Board President Henry, along with fellow Board members, recognized two staff members for their outstanding job performance in "Bringing Out the Best" program. Those staff members were LaKeshia Jones, head custodian, the Brautigam Center and Megan Costello, teacher, Cypress Lakes High School.

- 2.B.** The Board recognized the 2023 National Board-Certified Teachers.

- 2.C.** The Board recognized students who were National Qualifiers, Gold Award Recipients and Silver Award Recipients at the 40th Annual Teach Tomorrow Summit.

Board President Henry announced that he would rearrange the agenda by moving up Agenda Item 7.C.

- 7.C.** The Board will consider the administration's recommendation for the naming of Elementary School #59.

Dr. Killian recommended that ES #59 be named the Ollie Mae Byrd Elementary School.

Mr. Henry called for a motion.

Board member Dr. Natalie Blasingame moved that the Board approve the naming of ES #59 as Ollie Mae Byrd Elementary School. Board member Lucas Scanlon seconded.
Motion passed by a 7 to 0 vote.

Board President Henry called for a recess at 6:38 p.m.

Board President Henry called the meeting back to order at 6:50 p.m. and announced that State Board of Education member Will Hickman would give an update on the SBOE's last quarter of business.

The Board proceeded with Board Comments.

3. Board Comments

Board members may make comments during this portion of the agenda regarding student achievement, district progress and data, community input and concerns, observations from school visits, meetings and conferences attended, district and community events and initiatives, or continuing education. The Board may not take action on items discussed.

3.A. Board member Dr. Natalie Blasingame shared her goals for each CFISD student to reach their full potential through foundational skills, character and interpersonal skills, technological skills, and skills for college career and beyond. She also reiterated that it is CFISD's responsibility to set the district's vision, goals and to develop a strategic plan to keep students focused to get them ready for graduation and to prepare them for the day after graduation. Dr. Blasingame shared comments regarding student safety, student outcomes, and collection of critical data. Dr. Blasingame visited the following campuses: Cy-Lakes HS, the New Arrival Center; Duryea ES, Sprague MS, Hairgrove ES, Cy-Ridge HS, Cy-Springs HS, Lowery ES, Bang ES, Frazier ES, ALC-E, Campbell MS, Willbern ES where she read during Read Across America Day, and Wilson ES where she enjoyed the Multi-Cultural Parade. Dr. Blasingame congratulated the Deaf and Hard of Hearing Team for passing with "flying colors" after their extensive review program under TEA for providing services for CFISD and surrounding districts. Dr. Blasingame shared her comments on parent engagement.

Board member Justin Ray shared that he visited the following campuses during the past month: ALC-West, M. Robinson ES, Smith MS, and Andrea ES. He also attended the Name that Book contest and the UIL One-Act Play competition. Mr. Ray shared his comments regarding the planning and vision of the Board committees and shared that he recently attended the Budget Reduction Advisory Committee. He thanked everyone who participated in the meeting and for their "can do team spirit" where they have come together in a community activity to find ways for the district to work collectively to address budget challenges.

Board member Christine Kalmbach thanked Joel Weckerly and Leslie Francis for the social media training. Ms. Kalmbach shared that she had completed the Orientation to the Texas Education Code and Evaluating and Improving Student Outcomes training through ESC Region 4. During the past couple of weeks, Ms. Kalmbach attended the Multi-Cultural Parade at Wilson ES; she visited the Carpenter Center, Hamilton ES, Bane ES, Gleason ES, Jowell ES, Hoover ES, McGown ES, Francone ES, Aragon MS, and Langham Creek HS.

Board member Julie Hinaman shared that since the last Board meeting, she visited Spillane MS, the Carlton Center, Jersey Village HS, and Reed ES. Ms. Hinaman participated in Read Across America, reading to Ault ES, Willbern ES and one of the ELCs; she attended the annual Rodeo Roundup at Fiest ES, the Safari to Success at Lamkin ES, and Multi-Cultural Night at Owens ES. Ms. Hinaman attended the Districtwide Education Improvement Council meeting, the Superintendent's Student Leadership Council meeting, and the Community Leadership Council meeting. She also attended Salute to Our Stars and continued her weekly mentoring of students. Ms. Hinaman had the honor of attending the memorial service for CFPD Officer Jimmy Banks. Ms. Hinaman closed by giving a "shout-out" to all CFISD librarians.

Board member Todd LeCompte participated in Read Across America, reading at the ELCs. Mr. LeCompte thanked director Erica Ainsworth for the hospitality and for her wonderful staff. He attended five baseball games throughout the district and shared his appreciation for all the coaches and their hard work with students on the field and in the classroom. Mr. LeCompte gave an update on the Policy Review Committee and that the committee would be providing a new library policy soon. He also shared that he would like to discuss the district's cell phone policy soon.

Board member Lucas Scanlon visited Sheridan ES and Walker ES during the past month. He gave "shout-outs" to the principals and several staff members at both campuses. Mr. Scanlon shared that he recently attended the Evaluating and Improving Student Outcomes training through ESC Region 4. He also attended the Budget Reduction

Advisory Committee meeting and thanked those who volunteered for this committee, for their time and hard work. He thanked the administration for working with this group and all the work they too have put into this committee. Mr. Scanlon added that he was looking forward to this Saturday's Cy-Ranch HS drumline competition.

Board member Scott Henry shared his appreciation to all the staff and students at each campus he visited during the past month for giving up their time to meet with him. Mr. Henry also thanked fellow Board members for their diligence and time spent in different areas and events around the district. Mr. Henry also shared that he honestly prays each day for each Board member so together they can make sound decisions for CFISD. "As a united Team of 8, we are entrusted with the welfare of our district. We've already had some great successes, and I'm confident that we will continue to stay strong but also never feeling alone in our endeavors."

Mr. Henry turned the floor over to Board Secretary Justin Ray to proceed with **Citizen's Participation**.

4. Citizen Participation

4.A. Per BED (Local), patrons may address the Board during the Regular Board Meeting under Citizen Participation on any matters of interest or concerns that are not posted agenda items. Individuals may only register to speak one time per meeting and must register in advance. Registration opens the day the agenda is posted to the district website, and the deadline for registering is 12:00 p.m. on the day of the meeting. To register, individuals must click on the "Register to Speak" link found under the Citizen Participation heading in the agenda for that meeting on the district website. This electronic speaker form must be completed in its entirety. Any registered speaker who is absent from the meeting at the time for Citizen Participation forfeits the opportunity to address the Board at that meeting but may submit written comments to the Board.

Speakers:

1. Jennifer Chenette shared information on community meetings she had attended during the past month.
2. Amanda Barry, Community Health Education Specialist, shared information on her organization, UT Health's Youth Aware Mental Health Program.
3. Kris Schweighardt shared information on a community meeting she had attended during the past month.
4. Kristina Woods shared information on a community meeting a friend of hers attended during the past month.

The Board proceeded with **Item 5.A.** of the **Reports** portion of the agenda. (Items 5.B. and 5.C. were presented at the Board Work Session on Monday, April 1, 2024.)

5.A. The administration provided a report on the Cypress-Fairbanks ISD Demographic Update completed by Population and Survey Analysts (PASA).

The Board proceeded with the **Consent Agenda Items** portion of the agenda.

6.A. The Board will consider approving the minutes of the March 4, 2024, Regular Board Meeting.

6.B. The Board will consider approving on second reading additions, revisions, or deletions to district policies. [This item may be discussed in closed session pursuant to Section 551.071 of the Texas Government Code.]

6.B.1. FL (Local) Student Records (Revise)

6.C. The Board will consider approving the CenterPoint Energy Houston Electric, LLC blanket utility easement to provide underground electrical service at the existing Holbrook Elementary School and authorize the Superintendent or designee to negotiate the final terms and execute all related documents.

6.D. The Board will consider approving construction proposals and contracts paid from Bond Funds to the recommended contractors and authorize the Superintendent or designee to execute all necessary documents related to such contracts as follows:

6.D.1. 2022 Cy-Fair HS Renovation

6.D.2. 2023 ELC 1, ELC 2, ELC Barker Cypress & Falcon Annex Renovations

6.E. The Board will consider approving and authorizing the Superintendent or designee to enter into the miscellaneous professional service contracts related to the 2022 Cy-Fair HS Renovation project.

6.F. The Board will consider approving a resolution to join and participate in an Interlocal Agreement with the Region 4 Education Service Center and authorize the superintendent or designee to execute all necessary documents related

to the interlocal agreement.

Mr. Henry asked if any Board member wished to remove one or more of these items for further discussion. Upon hearing no further discussion or comments, Mr. Henry asked for a motion to approve the consensus action items as recommended or amended.

Board member Justin Ray made a motion to approve the agenda items as recommended or amended.

Board member Dr. Natalie Blasingame seconded.

(Board member Lucas Scanlon had stepped away from the dais during the vote.)

Motion passed by a 6 to 0 vote.

Mr. Henry proceeded with the **Non-Consent Agenda Items.**

- 7.A.** The Board will consider the adoption of an Order Authorizing the Issuance of the Cypress-Fairbanks Independent School District Unlimited Tax School Building and Refunding Bonds, which May be Issued in One of More Series; Levying a Tax Providing for the Security and Payment Thereof; Providing for the Award of the Sale Thereof in Accordance with Specified Parameters; and Enacting Other Provisions Relating Thereto.

Board President Henry called for a motion.

Board member Justin Ray made a motion to approve the agenda item.

Board member Christine Kalmbach seconded.

Mr. Ray asked CFO Karen Smith questions regarding the agenda item.

CFO Karen Smith asked the Board to read the motion for this agenda item as it was written in the agenda item. Mr. Ray amended the motion to read as follows:

Board member Justin Ray made a motion to approve an Order Authorizing the Issuance of the Cypress-Fairbanks Independent School District Unlimited Tax School Building and Refunding Bonds, which May be Issued in One of More Series; and an Order Authorizing the Conversion of the Cypress-Fairbanks Independent School District Variable Rate Unlimited Tax School Building Bonds, Series 2015B-1 and 2015B-2 to New Rate Periods as presented to the Board.

Board member Todd LeCompte seconded.

Motion passed by a 7 to 0 vote.

- 7.B.** The Board will consider approving the superintendent's contract recommendations to issue probationary, term, and annual contracts for the 2024-2025 school year for teachers, administrators, and professionals.

Board President Henry called for a motion.

Board member Lucas Scanlon made a motion to approve the superintendent's contract recommendations to issue probationary, term, and annual contracts for the 2024-2025 school year for teachers, administrators, and professionals.

Board member Dr. Natalie Blasingame seconded.

Motion passed by a 7 to 0 vote.

- 7.D.** Removed from the agenda.

- 7.E.** The Board will consider adopting a Resolution to Modify Adjustment in Comptroller's Property Value Assignment for Granting a Local Optional Homestead Exemption.

Board member Lucas Scanlon made a motion to adopt a Resolution to Modify Adjustment in Comptroller's Property Value Assignment for Granting a Local Optional Homestead Exemption.

No second was made.

Board member Justin Ray wanted to make a friendly recommendation to the LOHE Resolution, so he made the following motion:

Board member Justin Ray made a motion to approve the agenda item.
Board member Lucas Scanlon seconded.

Mr. Ray made a recommendation to add the following language – after the second “Whereas” clause – to the Resolution: “Whereas, Cypress-Fairbanks Independent School District reaffirms its commitment to property tax relief and a local homestead exemption for Cy-Fair taxpayers.”

Motion passed by a 7 to 0 vote.

- 7.F.** The Board will consider approving the superintendent’s recommendation to give notice to Dana Hoff that her employment with the District under a probationary contract is proposed for termination and authorize the President of the Board to notify Ms. Hoff of the proposed action pursuant to 21.104 of the Texas Educator Code. [This item was discussed in closed session pursuant to Section 551.074.]

Board member Dr. Natalie Blasingame made a motion that the Board of Trustees approve the recommendation to notify that employee that their employment with the District under a probationary contract is proposed for termination and to provide her notice of the same in accordance with the law.

Board member Lucas Scanlon seconded.

Motion passed by a 7 to 0 vote.

- 7.G.** The Board will consider approving the superintendent’s recommendation to give notice to Devonte Glover that his employment with the District under a probationary contract is proposed for termination and authorize the President of the Board to notify Mr. Glover of the proposed action pursuant to 21.104 of the Texas Educator Code. [This item may be discussed in closed session pursuant to Section 551.074.]

Christine Kalmbach made a motion for the Board of Trustees to approve the recommendation to notify the employee of his employment with the District under a probationary contract is proposed for termination and to provide him with notification of the same in accordance with the law.

Board member Lucas Scanlon seconded.

Motion passed by a 7 to 0 vote.

- 7.H.** The Board will consider making a determination that good cause did not exist as required by law for James Jackson, Alanna Walker, Rituparna Basu, and Sudhir Sekharan to resign their respective employment contracts. [This item was discussed in closed session pursuant to Section 551.074.]

Board member Lucas Scanlon made a motion that the Board of Trustees render a finding under the Texas Administrative Code Chapter 249.17(c) that good cause did not exist as required by Texas Education Code Sections 21.105(c), 21.160(c), or 21.210(d) for the employees listed here to resign their respective employment contracts and notify these employees in accordance with the law that the District is submitting a complaint to the State Board of

Educator Certification for contract abandonment.

Board member Dr. Natalie Blasingame seconded.

Motion passed by a 7 to 0 vote.

The Board proceeded with **Information Items**.

8. Information Items

- 8.A.** Board committee updates.

Christine Kalmbach shared that the Academics, Safety, Vision, and Planning Committee met this past week, and received a detailed report on student safety, traffic violations and safety recommendations and concerns from CFPD Chief Eric Mendez, a report on SHAC from Christina Cole, and an updated progress report on Goal 2, Objective 1 of the Board Monitoring System, and received an introduction by Dr. Linda Macias on the Two-Way Dual Language Pilot Program.

Dr. Natalie Blasingame shared that the Ad-Hoc Teacher Retention Committee’s goal is to explore the best ways to keep and attract great teachers and to address the needs of over 8,000 teachers here in CFISD. Dr. Blasingame shared that in the February meeting, the following items were addressed: Teacher retention and mobility data; pathways to

education careers; the vacancy task force data from TEA; and the status of CFISD’s Teacher Incentive Allotment. During the March meeting, the following items were addressed: Understanding the demands and how to eliminate the “burn-out” of teachers; a teacher time study; the use of exit surveys; the retiree rehire option; a teacher marketing plan; and a stipend for teacher retention.

Lucas Scanlon shared that the Finance and Operations Committee met this past month and that the following topics were discussed: A review of the plan from administration on how they would message to and collaborate with community members on the Budget Reduction Advisory Committee recommendations and the status of the optional homestead exemption communications with legislators.

8.B. Recap of Board member requests for information. (None)

Mr. Henry shared that the **Discussion** portion of the agenda was reviewed at the Board Work Session on Monday, April 1, 2024.

Board President Henry thanked the audience for attending the meeting, and he also thanked those viewing from home. Mr. Henry also thanked the attending principals, other staff members, and Joel Weckerly and the AVP team for all their work in the production of these meetings.

10. Adjournment

Board President Henry called for a motion to adjourn.

Board member Lucas Scanlon moved to adjourn.
Board member Dr. Natalie Blasingame seconded.
Motion passed by a 7 to 0 vote.

The April 4, 2024, Regular Board Meeting was adjourned at 8:45 p.m.

Scott Henry
President, Board of Trustees

Justin Ray
Secretary, Board of Trustees

Approved: May 6, 2024



INDEPENDENT SCHOOL DISTRICT

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BOARD BUDGET REVIEW

***FISCAL YEAR 2023-2024
QUARTER 3***

**11440 Matzke Road
Cypress, Texas 77429**

**CYPRESS–FAIRBANKS INDEPENDENT SCHOOL DISTRICT
BUDGET AMENDMENTS
FOR THE THREE MONTHS ENDED 3/31/24**

	GENERAL	FOOD SERVICE	SPECIAL REVENUE FUNDS	DEBT SERVICE	BOND FUNDS	ENTERPRISE FUND
Recommended Amendments to Estimated Revenues						
Increase (Decrease):						
Local/Federal/Other Resources Estimated Revenue – General Fund	\$ 11,144,642					
Local/Federal Estimated Revenue – Food Service		10,386,275				
State/Federal Estimated Revenue – Grant Funds			7,624,810			
Other Resources – Debt Service				72,089,087		
Capital Projects					8,706,052	
TOTAL REVENUE AMENDMENTS	\$ 11,144,642	\$ 10,386,275	\$ 7,624,810	\$ 72,089,087	\$ 8,706,052	\$ -

Recommended Amendments to Appropriations
Increase (Decrease):

Allocate funds for auto claims payments	\$ 96,000					
Allocate funds for DaVinci Day program	54,832					
Allocate funds for insurance reimbursements	14,503					
Roll forward E-Rate funding from prior year	4,660					
Food Service		2,422,169				
Grant/Special Revenue Funds – Appropriations			7,442,810			
Debt Service				71,577,686		
Capital Outlay					8,547,693	
Function Transfers – Campuses and Departments:						
Function 11, Instruction	(38,556)					
Function 12, Instructional Resources & Media Services	(1,200)					
Function 13, Curriculum & Instructional Staff Development	(10,440)					
Function 21, Instructional Leadership	68,440					
Function 23, School Leadership	8,545					
Function 31, Guidance, Counseling, & Evaluation Services	7,000					
Function 33, Health Services	(30,000)					
Function 36, Cocurricular/Extracurricular Activities	(14,628)					
Function 41, General Administration	(106,101)					
Function 51, Plant Maintenance & Operations	49,406					
Function 53, Data Processing Services	41,000					
Function 61, Community Services	22,670					
Function 71, Debt Service	3,864					
TOTAL EXPENDITURE AMENDMENTS	\$ 169,995	\$ 2,422,169	\$ 7,442,810	\$ 71,577,686	\$ 8,547,693	\$ -
NET EFFECT ON FUND BALANCE	\$ 10,974,647	\$ 7,964,106	\$ 182,000	\$ 511,401	\$ 158,359	\$ -

FUND BALANCE RECAP:

Audited Fund Balance at June 30, 2023	\$556,703,637	\$ 46,809,287	\$ 12,102,295	\$142,201,649	\$726,383,089	\$ 851,284
Adopted 2023–24 Budget – revenues over (under) expenditures:	(138,612,073)					582,050
Budget Amendments Approved in 1st Quarter	(1,791,737)		1,458,360		(704,327,824)	
Budget Amendments Approved in 2nd Quarter	1,812,700		90,000	(2,460,850)	3,467,355	
Recommended Amendments this Budget Review	10,974,647	7,964,106	182,000	511,401	158,359	
Revised Projected Fund Balance at June 30, 2024	\$429,087,174	\$ 54,773,393	\$ 13,832,655	\$140,252,200	\$ 25,680,979	\$ 1,433,334

PROJECTED FUND EQUITY COMPONENTS:

Non-Spendable	\$ 4,988,422					
Restricted		54,773,393	2,146,764	140,252,200	25,680,979	
Committed	6,768,069		11,685,891			
Assigned	174,268,429					
Unassigned Fund Balance	243,062,254					1,433,334
Revised Projected Fund Balance at June 30, 2024	\$429,087,174	\$ 54,773,393	\$ 13,832,655	\$140,252,200	\$ 25,680,979	\$ 1,433,334

**CYPRESS–FAIRBANKS INDEPENDENT SCHOOL DISTRICT
EXPLANATIONS OF BUDGET AMENDMENTS
FOR THE THREE MONTHS ENDED 3/31/24**

Recommended Amendments to Estimated Revenues:

General Fund

- Local Revenue – Adjust interest income due to higher than anticipated interest rates
- Local Revenue – Adjust revenue for insurance reimbursements
- Local Revenue – Record payments from Harris County for automobile inventory
- Local Revenue – Adjust to reflect higher than anticipated energy rebate amounts
- Federal Revenue – Record indirect cost on various grant awards
- Federal Revenue – Adjust to reflect receipts from Child Care Reimbursement grant
- Other Resources – Proceeds from the sale of furniture and equipment higher than expected

Food Service

- Local Revenue – Adjust food service revenue due to lower than anticipated a la carte meals offset by increase in federal reimbursable meals
- Local Revenue – Adjust interest income due to higher than anticipated interest rates
- Federal Revenue – Adjust revenue for supply chain assistance funding and higher reimbursement rates

Special Revenue Funds

- Local/State/Federal Estimated Revenue – Increase/(decrease) due to change in allocations
(See breakdown by fund below)

Debt Service

- Other Resources – Adjust for the refunding of bonds

Bond Funds

- Local Revenue – Adjust budget for interest income

Recommended Amendments to Appropriations:

General Fund

- Plant Maintenance and Operations – Allocate funds for auto claims invoices
- Instructional Leadership – Allocate funds for DaVinci Day program – offset by participant revenue
- Plant Maintenance and Operations – Allocate funds for repairs offset by insurance reimbursements
- Data Processing – Roll forward E-Rate funding from prior year for current year projects
- Function Transfers:
 1. Reallocate funds for DaVinci Day program
 2. Reallocate funds for insurance premium payments
 3. Reallocate funds for campus registrar support

Food Service

- Capital Outlay – Replace aging equipment

Special Revenue Funds

- Increase/(decrease) in estimated revenues and appropriations required to facilitate grant awards are as follows:

1. Fund 224 – IDEA – Part B, Formula	\$ 7,008,403
2. Fund 244 – Career and Technical – Basic Grant	288,360
3. Fund 315 – IDEA B, Discretionary Deaf SSA	126,047
4. Fund 385 – State Supplemental Visually Impaired	20,000
Total Grant/Special Revenue Funds Appropriations	7,442,810
• Instructional Materials Allotment – Record IMA Revenues	182,000
Total Grant/Special Revenue Funds Revenues	\$ 7,624,810

Debt Service

- Other Uses – Adjust for the refunding of bonds

Bond Funds

- Establish budget for construction, renovations and equipment purchases

CYPRESS–FAIRBANKS INDEPENDENT SCHOOL DISTRICT
BUDGET AMENDMENTS
REVENUES/OTHER RESOURCES/OTHER USES BY MAJOR OBJECT & EXPENDITURES BY FUNCTION
FOR THE THREE MONTHS ENDED 3/31/24

		GENERAL	FOOD SERVICE	SPECIAL REVENUE FUNDS	DEBT SERVICE	BOND FUNDS	ENTERPRISE FUND
<u>Recommended Amendments to Estimated Revenues/ Other Resources – Increase (Decrease):</u>							
BY MAJOR OBJECT:	<u>Major Object No.</u>						
Local and Intermediate Sources	5700	\$ 10,197,298	\$ (4,695,825)		\$	\$ 8,706,052	\$
State Program Revenues	5800			202,000			
Federal Program Revenues	5900	598,142	15,082,100	7,422,810			
Other Resources	7000	349,202			72,089,087		
TOTAL REVENUE AMENDMENTS – By Major Object		<u>\$ 11,144,642</u>	<u>\$ 10,386,275</u>	<u>\$ 7,624,810</u>	<u>\$ 72,089,087</u>	<u>\$ 8,706,052</u>	<u>\$ -</u>
<u>Recommended Amendments to Appropriations/ Other Uses – Increase (Decrease):</u>							
BY FUNCTION:	<u>Function No.</u>						
Instruction	11	\$ (38,556)		\$ 2,574,929		\$ 11,697	\$
Instructional Resources & Media Services	12	(1,200)					
Curriculum & Instructional Staff Development	13	(10,440)		1,808,131			
Instructional Leadership	21	123,272		1,748,751			
School Leadership	23	8,545					
Guidance, Counseling, & Evaluation Services	31	7,000		990,799			
Health Services	33	(30,000)		320,200			
Student Transportation	34					(31,805)	
Food Services	35		2,422,169				
Cocurricular/Extracurricular Activities	36	(14,628)					
General Administration	41	(106,101)					
Plant Maintenance & Operations	51	159,909				2,914,100	
Data Processing Services	53	45,660				(11,697)	
Community Services	61	22,670					
Debt Service	71	3,864			3,838,450		
Facilities Repair and Maintenance	81					5,665,398	
Other Uses	00				67,739,236		
TOTAL EXPENDITURE AMENDMENTS– By Function		<u>\$ 169,995</u>	<u>\$ 2,422,169</u>	<u>\$ 7,442,810</u>	<u>\$ 71,577,686</u>	<u>\$ 8,547,693</u>	<u>\$ -</u>
NET EFFECT ON FUND BALANCE		<u>\$ 10,974,647</u>	<u>\$ 7,964,106</u>	<u>\$ 182,000</u>	<u>\$ 511,401</u>	<u>\$ 158,359</u>	<u>\$ -</u>

GENERAL FUND (199)

Data Control Codes	Original Adopted Budget	Amendments/Transfers					Final Budget	
		QTR 1	QTR 2	QTR 3	QTR 4	TOTAL		
LOCAL AND INTERMEDIATE REVENUES:								
5710	Real and Personal Property Taxes	589,570,494		(139,817,858)			(139,817,858)	449,752,636
5720	Services Rendered To Other School Districts						-	-
5730	Tuition and Fees	5,474,022						5,474,022
5740	Other Revenues from Local Sources	21,140,978		3,075,752	10,197,298		13,273,050	34,414,028
5750	Revenues from Co-Curricular Services	3,185,000						3,185,000
5760	Other Local Sources							-
5770	Revenues from Intermediate Sources							-
5700	Total Local and Intermediate Revenues	619,370,494	-	(136,742,106)	10,197,298	-	(126,544,808)	492,825,686
STATE PROGRAM REVENUES:								
5810	Per Capita/Foundation Revenues	355,137,476		136,230,174			136,230,174	491,367,650
5820	State Program Revenues from TEA			38,845			38,845	38,845
5830	State Program Revenues from Others	68,670,732						68,670,732
5840	Shared Services Arrangements							-
5800	Total State Program Revenues	423,808,208	-	136,269,019	-	-	136,269,019	560,077,227
FEDERAL PROGRAM REVENUES:								
5920	Federal Revenues Distributed by TEA		765,448	12,899,509	183,797		13,848,754	13,848,754
5930	Federal Revenues Distributed by Others	26,641,180		(10,366,164)	414,345		(9,951,819)	16,689,361
5940	Federal Revenues Distributed Direct by Federal	500,000						500,000
5950	Shared Services Arrangements							-
5900	Total Federal Program Revenues	27,141,180	765,448	2,533,345	598,142	-	3,896,935	31,038,115
5000	Total Revenues	1,070,319,882	765,448	2,060,258	10,795,440	-	13,621,146	1,083,941,028
OTHER RESOURCES:								
7911	Sale of Bonds						-	-
7912	Sale of Real and Personal Property	200,000			349,202		349,202	549,202
7913	Proceeds from Capital Leases						-	-
7915	Operating Transfers In						-	-
7916	Premium Issuance of Bonds						-	-
7949	Other Resources						-	-
7000	Total Other Resources	200,000	-	-	349,202	-	349,202	549,202
TOTAL REVENUES AND OTHER RESOURCES		1,070,519,882	765,448	2,060,258	11,144,642	-	13,970,348	1,084,490,230
EXPENDITURES:								
11	Instruction	791,842,076	1,524,059	(563,985)	(38,556)		921,518	792,763,594
12	Instructional Resources and Media Services	9,379,341		1,270	(1,200)		70	9,379,411
13	Curriculum Development and Instructional Staff	13,797,655	55,012	22,092	(10,440)		66,664	13,864,319
21	Instructional Leadership	10,102,654	(6,766)	(36,227)	123,272		80,279	10,182,933
23	School Leadership	57,266,336	(2,485)	(11,032)	8,545		(4,972)	57,261,364
31	Guidance, Counseling and Evaluation Services	50,947,647			7,000		7,000	50,954,647
32	Social Work Services	1,318,356	(867,013)				(867,013)	451,343
33	Health Services	13,569,136			(30,000)		(30,000)	13,539,136
34	Student (Pupil) Transportation	49,751,539		44,907			44,907	49,796,446
35	Food Services						-	-
36	Cocurricular/Extracurricular Activities	25,401,149	148,342	(125,860)	(14,628)		7,854	25,409,003
41	General Administration	21,378,784	(128,720)	134,316	(106,101)		(100,505)	21,278,279
51	Plant Maintenance and Operations	100,694,662	107,586	367,293	159,909		634,788	101,329,450
52	Security and Monitoring Services	15,040,779	2,500	20,000			22,500	15,063,279
53	Data Processing Services	24,632,721	217,492	394,784	45,660		657,936	25,290,657
61	Community Services	12,309,317	424,408		22,670		447,078	12,756,395
71	Debt Service	2,848,576			3,864		3,864	2,852,440
81	Facilities Acquisition and Construction	500,000	425,035				425,035	925,035
93	Payments to Fiscal Agent	1,833,260					-	1,833,260
95	Payments to Juvenile Justice Alternative Pgms	55,000					-	55,000
99	Intergovernmental	6,462,967	657,735				657,735	7,120,702
00	Other Uses						-	-
6000	Total Expenditures	1,209,131,955	2,557,185	247,558	169,995	-	2,974,738	1,212,106,693
OTHER USES:								
8911	Transfers Out						-	-
8949	Other Uses						-	-
8000	Total Other Uses	-	-	-	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES		1,209,131,955	2,557,185	247,558	169,995	-	2,974,738	1,212,106,693
NET EFFECT ON FUND BALANCE		(138,612,073)	(1,791,737)	1,812,700	10,974,647	-	10,995,610	(127,616,463)

INSTRUCTIONAL MATERIALS ALLOTMENT

Data Control Codes	Original Adopted Budget	Amendments/Transfers				TOTAL	Final Budget
		QTR 1	QTR 2	QTR 3	QTR 4		
LOCAL AND INTERMEDIATE REVENUES:							
5710	Real and Personal Property Taxes					-	-
5720	Services Rendered To Other School Districts					-	-
5730	Tuition and Fees					-	-
5740	Other Revenues from Local Sources					-	-
5750	Revenues from Co-Curricular Services					-	-
5760	Other Local Sources					-	-
5770	Revenues from Intermediate Sources					-	-
5700	Total Local and Intermediate Revenues	-	-	-	-	-	-
STATE PROGRAM REVENUES:							
5810	Per Capita/Foundation Revenues					-	-
5820	State Program Revenues from TEA	1,975,288	300,000	182,000		2,457,288	2,457,288
5830	State Program Revenues from Others					-	-
5840	Shared Services Arrangements					-	-
5800	Total State Program Revenues	-	1,975,288	300,000	182,000	-	2,457,288
FEDERAL PROGRAM REVENUES:							
5920	Federal Revenues Distributed by TEA					-	-
5930	Federal Revenues Distributed by Others					-	-
5940	Federal Revenues Distributed Direct by Federal					-	-
5950	Shared Services Arrangements					-	-
5900	Total Federal Program Revenues	-	-	-	-	-	-
5000	Total Revenues	-	1,975,288	300,000	182,000	-	2,457,288
OTHER RESOURCES:							
7911	Sale of Bonds					-	-
7912	Sale of Real and Personal Property					-	-
7913	Proceeds from Capital Leases					-	-
7915	Operating Transfers In					-	-
7916	Premium Issuance of Bonds					-	-
7949	Other Resources					-	-
7000	Total Other Resources	-	-	-	-	-	-
TOTAL REVENUES AND OTHER RESOURCES							
		-	1,975,288	300,000	182,000	-	2,457,288
EXPENDITURES:							
11	Instruction		516,928	210,000		726,928	726,928
12	Instructional Resources and Media Services					-	-
13	Curriculum Development and Instructional Staff					-	-
21	Instructional Leadership					-	-
23	School Leadership					-	-
31	Guidance, Counseling and Evaluation Services					-	-
32	Social Work Services					-	-
33	Health Services					-	-
34	Student (Pupil) Transportation					-	-
35	Food Services					-	-
36	Cocurricular/Extracurricular Activities					-	-
41	General Administration					-	-
51	Plant Maintenance and Operations					-	-
52	Security and Monitoring Services					-	-
53	Data Processing Services					-	-
61	Community Services					-	-
71	Debt Service					-	-
81	Facilities Acquisition and Construction					-	-
93	Payments to Fiscal Agent					-	-
95	Payments to Juvenile Justice Alternative Pgms					-	-
99	Intergovernmental					-	-
00	Other Uses					-	-
6000	Total Expenditures	-	516,928	210,000	-	-	726,928
OTHER USES:							
8911	Transfers Out					-	-
8949	Other Uses					-	-
8000	Total Other Uses	-	-	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES							
		-	516,928	210,000	-	-	726,928
NET EFFECT ON FUND BALANCE							
		-	1,458,360	90,000	182,000	-	1,730,360

FOOD SERVICE FUND (240)

Data Control Codes	Original Adopted Budget	Amendments/Transfers					Final Budget	
		QTR 1	QTR 2	QTR 3	QTR 4	TOTAL		
LOCAL AND INTERMEDIATE REVENUES:								
5710	Real and Personal Property Taxes					-	-	
5720	Services Rendered To Other School Districts	60,000				-	60,000	
5730	Tuition and Fees					-	-	
5740	Other Revenues from Local Sources	313,800		1,899,739		1,899,739	2,213,539	
5750	Revenues from Co-Curricular Services	18,731,745		(6,595,564)		(6,595,564)	12,136,181	
5760	Other Local Sources					-	-	
5770	Revenues from Intermediate Sources					-	-	
5700	Total Local and Intermediate Revenues	19,105,545	-	-	(4,695,825)	-	(4,695,825)	14,409,720
STATE PROGRAM REVENUES:								
5810	Per Capita/Foundation Revenues					-	-	
5820	State Program Revenues from TEA	297,647				-	297,647	
5830	State Program Revenues from Others					-	-	
5840	Shared Services Arrangements					-	-	
5800	Total State Program Revenues	297,647	-	-	-	-	297,647	
FEDERAL PROGRAM REVENUES:								
5920	Federal Revenues Distributed by TEA	50,621,175		10,133,464		10,133,464	60,754,639	
5930	Federal Revenues Distributed by Others	665,993		4,948,636		4,948,636	5,614,629	
5940	Federal Revenues Distributed Direct by Federal					-	-	
5950	Shared Services Arrangements					-	-	
5900	Total Federal Program Revenues	51,287,168	-	15,082,100	-	15,082,100	66,369,268	
5000	Total Revenues	70,690,360	-	10,386,275	-	10,386,275	81,076,635	
OTHER RESOURCES:								
7911	Sale of Bonds					-	-	
7912	Sale of Real and Personal Property					-	-	
7913	Proceeds from Capital Leases					-	-	
7915	Operating Transfers In					-	-	
7916	Premium Issuance of Bonds					-	-	
7949	Other Resources					-	-	
7000	Total Other Resources	-	-	-	-	-	-	
TOTAL REVENUES AND OTHER RESOURCES		70,690,360	-	-	10,386,275	-	10,386,275	81,076,635
EXPENDITURES:								
11	Instruction					-	-	
12	Instructional Resources and Media Services					-	-	
13	Curriculum Development and Instructional Staff					-	-	
21	Instructional Leadership					-	-	
23	School Leadership					-	-	
31	Guidance, Counseling and Evaluation Services					-	-	
32	Social Work Services					-	-	
33	Health Services					-	-	
34	Student (Pupil) Transportation					-	-	
35	Food Services	69,422,100		2,422,169		2,422,169	71,844,269	
36	Cocurricular/Extracurricular Activities					-	-	
41	General Administration					-	-	
51	Plant Maintenance and Operations	1,238,260				-	1,238,260	
52	Security and Monitoring Services					-	-	
53	Data Processing Services					-	-	
61	Community Services					-	-	
71	Debt Service	30,000				-	30,000	
81	Facilities Acquisition and Construction					-	-	
93	Payments to Fiscal Agent					-	-	
95	Payments to Juvenile Justice Alternative Pgms					-	-	
99	Intergovernmental					-	-	
00	Other Uses					-	-	
6000	Total Expenditures	70,690,360	-	-	2,422,169	-	2,422,169	73,112,529
OTHER USES:								
8911	Transfers Out					-	-	
8949	Other Uses					-	-	
8000	Total Other Uses	-	-	-	-	-	-	
TOTAL EXPENDITURES AND OTHER USES		70,690,360	-	-	2,422,169	-	2,422,169	73,112,529
NET EFFECT ON FUND BALANCE		-	-	-	7,964,106	-	7,964,106	7,964,106

SPECIAL REVENUE FUND

Data Control Codes	Original Adopted Budget	Amendments/Transfers					Final Budget
		QTR 1	QTR 2	QTR 3	QTR 4	TOTAL	
LOCAL AND INTERMEDIATE REVENUES:							
5710	Real and Personal Property Taxes					-	-
5720	Services Rendered To Other School Districts		3,047,868			3,047,868	3,047,868
5730	Tuition and Fees					-	-
5740	Other Revenues from Local Sources	50,271	65,372			115,643	115,643
5750	Revenues from Co-Curricular Services					-	-
5760	Other Local Sources					-	-
5770	Revenues from Intermediate Sources					-	-
5700	Total Local and Intermediate Revenues	-	50,271	3,113,240	-	-	3,163,511
STATE PROGRAM REVENUES:							
5810	Per Capita/Foundation Revenues		1,349,985	20,000		1,369,985	1,369,985
5820	State Program Revenues from TEA	3,319,027				3,319,027	3,319,027
5830	State Program Revenues from Others					-	-
5840	Shared Services Arrangements					-	-
5800	Total State Program Revenues	-	3,319,027	1,349,985	20,000	-	4,689,012
FEDERAL PROGRAM REVENUES:							
5920	Federal Revenues Distributed by TEA	45,366,689	131,102,798	7,422,810		183,892,297	183,892,297
5930	Federal Revenues Distributed by Others	539,320				539,320	539,320
5940	Federal Revenues Distributed Direct by Federal					-	-
5950	Shared Services Arrangements					-	-
5900	Total Federal Program Revenues	-	45,906,009	131,102,798	7,422,810	-	184,431,617
5000	Total Revenues	-	49,275,307	135,566,023	7,442,810	-	192,284,140
OTHER RESOURCES:							
7911	Sale of Bonds					-	-
7912	Sale of Real and Personal Property					-	-
7913	Proceeds from Capital Leases					-	-
7915	Operating Transfers In					-	-
7916	Premium Issuance of Bonds					-	-
7949	Other Resources					-	-
7000	Total Other Resources	-	-	-	-	-	-
TOTAL REVENUES AND OTHER RESOURCES							
		-	49,275,307	135,566,023	7,442,810	-	192,284,140
EXPENDITURES:							
11	Instruction	21,617,067	90,603,447	2,574,929		114,795,443	114,795,443
12	Instructional Resources and Media Services	373,613	323,603			697,216	697,216
13	Curriculum Development and Instructional Staff	8,116,146	12,273,945	1,808,131		22,198,222	22,198,222
21	Instructional Leadership	11,420,157	699,055	1,748,751		13,867,963	13,867,963
23	School Leadership	385,617	147,031			532,648	532,648
31	Guidance, Counseling and Evaluation Services	2,536,348	29,115,944	990,799		32,643,091	32,643,091
32	Social Work Services	353,007	867,013			1,220,020	1,220,020
33	Health Services	606,520	191,130	320,200		1,117,850	1,117,850
34	Student (Pupil) Transportation					-	-
35	Food Services					-	-
36	Cocurricular/Extracurricular Activities					-	-
41	General Administration					-	-
51	Plant Maintenance and Operations	1,460				1,460	1,460
52	Security and Monitoring Services	181,057				181,057	181,057
53	Data Processing Services					-	-
61	Community Services	390,193	1,344,855			1,735,048	1,735,048
71	Debt Service					-	-
81	Facilities Acquisition and Construction	3,294,122				3,294,122	3,294,122
93	Payments to Fiscal Agent					-	-
95	Payments to Juvenile Justice Alternative Pgms					-	-
99	Intergovernmental					-	-
00	Other Uses					-	-
6000	Total Expenditures	-	49,275,307	135,566,023	7,442,810	-	192,284,140
OTHER USES:							
8911	Transfers Out					-	-
8949	Other Uses					-	-
8000	Total Other Uses	-	-	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES							
		-	49,275,307	135,566,023	7,442,810	-	192,284,140
NET EFFECT ON FUND BALANCE							
		-	-	-	-	-	-

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT
 BUDGET AS AMENDED
 FISCAL YEAR ENDED JUNE 30, 2024

DEBT SERVICE FUND (599)

Data Control Codes	Original Adopted Budget	Amendments/Transfers				TOTAL	Final Budget
		QTR 1	QTR 2	QTR 3	QTR 4		
LOCAL AND INTERMEDIATE REVENUES:							
5710	Real and Personal Property Taxes	280,426,069	(19,992,969)			(19,992,969)	260,433,100
5720	Services Rendered To Other School Districts					-	-
5730	Tuition and Fees					-	-
5740	Other Revenues from Local Sources	3,700,000				-	3,700,000
5750	Revenues from Co-Curricular Services					-	-
5760	Other Local Sources					-	-
5770	Revenues from Intermediate Sources					-	-
5700	Total Local and Intermediate Revenues	284,126,069	-	(19,992,969)	-	(19,992,969)	264,133,100
STATE PROGRAM REVENUES:							
5810	Per Capita/Foundation Revenues					-	-
5820	State Program Revenues from TEA	9,364,504	19,620,273			19,620,273	28,984,777
5830	State Program Revenues from Others					-	-
5840	Shared Services Arrangements					-	-
5800	Total State Program Revenues	9,364,504	-	19,620,273	-	19,620,273	28,984,777
FEDERAL PROGRAM REVENUES:							
5920	Federal Revenues Distributed by TEA					-	-
5930	Federal Revenues Distributed by Others					-	-
5940	Federal Revenues Distributed Direct by Federal	253,296				-	253,296
5950	Shared Services Arrangements					-	-
5900	Total Federal Program Revenues	253,296	-	-	-	-	253,296
5000	Total Revenues	293,743,869	-	(372,696)	-	(372,696)	293,371,173
OTHER RESOURCES:							
7911	Sale of Bonds					-	-
7912	Sale of Real and Personal Property					-	-
7913	Proceeds from Capital Leases					-	-
7915	Operating Transfers In					-	-
7916	Premium Issuance of Bonds		11,125,987	9,754,087		20,880,074	20,880,074
7949	Other Resources		249,840,000	62,335,000		312,175,000	312,175,000
7000	Total Other Resources	-	260,965,987	72,089,087	-	333,055,074	333,055,074
TOTAL REVENUES AND OTHER RESOURCES		293,743,869	-	260,593,291	72,089,087	-	626,426,247
EXPENDITURES:							
11	Instruction					-	-
12	Instructional Resources and Media Services					-	-
13	Curriculum Development and Instructional Staff					-	-
21	Instructional Leadership					-	-
23	School Leadership					-	-
31	Guidance, Counseling and Evaluation Services					-	-
32	Social Work Services					-	-
33	Health Services					-	-
34	Student (Pupil) Transportation					-	-
35	Food Services					-	-
36	Cocurricular/Extracurricular Activities					-	-
41	General Administration					-	-
51	Plant Maintenance and Operations					-	-
52	Security and Monitoring Services					-	-
53	Data Processing Services					-	-
61	Community Services					-	-
71	Debt Service	293,743,869		3,838,450		3,838,450	297,582,319
81	Facilities Acquisition and Construction					-	-
93	Payments to Fiscal Agent					-	-
95	Payments to Juvenile Justice Alternative Pgms					-	-
99	Intergovernmental					-	-
00	Other Uses		263,054,141	67,739,236		330,793,377	330,793,377
6000	Total Expenditures	293,743,869	-	263,054,141	71,577,686	-	628,375,696
OTHER USES:							
8911	Transfers Out					-	-
8949	Other Uses					-	-
8000	Total Other Uses	-	-	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES		293,743,869	-	263,054,141	71,577,686	-	628,375,696
NET EFFECT ON FUND BALANCE		-	-	(2,460,850)	511,401	-	(1,949,449)

CAPITAL PROJECTS FUND

Data Control Codes	Original Adopted Budget	Amendments/Transfers				TOTAL	Final Budget
		QTR 1	QTR 2	QTR 3	QTR 4		
LOCAL AND INTERMEDIATE REVENUES:							
5710	Real and Personal Property Taxes					-	-
5720	Services Rendered To Other School Districts					-	-
5730	Tuition and Fees					-	-
5740	Other Revenues from Local Sources	9,965,924	6,198,590	8,706,052		24,870,566	24,870,566
5750	Revenues from Co-Curricular Services					-	-
5760	Other Local Sources					-	-
5770	Revenues from Intermediate Sources					-	-
5700	Total Local and Intermediate Revenues	-	9,965,924	6,198,590	8,706,052	-	24,870,566
STATE PROGRAM REVENUES:							
5810	Per Capita/Foundation Revenues					-	-
5820	State Program Revenues from TEA					-	-
5830	State Program Revenues from Others					-	-
5840	Shared Services Arrangements					-	-
5800	Total State Program Revenues	-	-	-	-	-	-
FEDERAL PROGRAM REVENUES:							
5920	Federal Revenues Distributed by TEA					-	-
5930	Federal Revenues Distributed by Others					-	-
5940	Federal Revenues Distributed Direct by Federal					-	-
5950	Shared Services Arrangements					-	-
5900	Total Federal Program Revenues	-	-	-	-	-	-
5000	Total Revenues	-	9,965,924	6,198,590	8,706,052	-	24,870,566
OTHER RESOURCES:							
7911	Sale of Bonds					-	-
7912	Sale of Real and Personal Property					-	-
7913	Proceeds from Capital Leases					-	-
7915	Operating Transfers In					-	-
7916	Premium Issuance of Bonds					-	-
7949	Other Resources					-	-
7000	Total Other Resources	-	-	-	-	-	-
TOTAL REVENUES AND OTHER RESOURCES							
		-	9,965,924	6,198,590	8,706,052	-	24,870,566
EXPENDITURES:							
11	Instruction		63,749,315	131,147	11,697		63,892,159
12	Instructional Resources and Media Services						-
13	Curriculum Development and Instructional Staff						-
21	Instructional Leadership						-
23	School Leadership						-
31	Guidance, Counseling and Evaluation Services						-
32	Social Work Services						-
33	Health Services						-
34	Student (Pupil) Transportation		5,851,087	(621,013)	(31,805)		5,198,269
35	Food Services						-
36	Cocurricular/Extracurricular Activities						-
41	General Administration						-
51	Plant Maintenance and Operations		2,059,609	2,622	2,914,100		4,976,331
52	Security and Monitoring Services		2,257,952				2,257,952
53	Data Processing Services		32,521,475	(81,647)	(11,697)		32,428,131
61	Community Services						-
71	Debt Service						-
81	Facilities Acquisition and Construction		607,854,310	3,300,126	5,665,398		616,819,834
93	Payments to Fiscal Agent						-
95	Payments to Juvenile Justice Alternative Pgms						-
99	Intergovernmental						-
00	Other Uses						-
6000	Total Expenditures	-	714,293,748	2,731,235	8,547,693	-	725,572,676
OTHER USES:							
8911	Transfers Out						-
8949	Other Uses						-
8000	Total Other Uses	-	-	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES							
		-	714,293,748	2,731,235	8,547,693	-	725,572,676
NET EFFECT ON FUND BALANCE							
		-	(704,327,824)	3,467,355	158,359	-	(700,702,110)

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT
 BUDGET AS AMENDED
 FISCAL YEAR ENDED JUNE 30, 2024

ENTERPRISE FUND

Data Control Codes	Original Adopted Budget	Amendments/Transfers				TOTAL	Final Budget
		QTR 1	QTR 2	QTR 3	QTR 4		
LOCAL AND INTERMEDIATE REVENUES:							
5710	Real and Personal Property Taxes					-	-
5720	Services Rendered To Other School Districts					-	-
5730	Tuition and Fees	7,101,517				-	7,101,517
5740	Other Revenues from Local Sources					-	-
5750	Revenues from Co-Curricular Services					-	-
5760	Other Local Sources					-	-
5770	Revenues from Intermediate Sources					-	-
5700	Total Local and Intermediate Revenues	7,101,517	-	-	-	-	7,101,517
STATE PROGRAM REVENUES:							
5810	Per Capita/Foundation Revenues					-	-
5820	State Program Revenues from TEA					-	-
5830	State Program Revenues from Others					-	-
5840	Shared Services Arrangements					-	-
5800	Total State Program Revenues	-	-	-	-	-	-
FEDERAL PROGRAM REVENUES:							
5920	Federal Revenues Distributed by TEA					-	-
5930	Federal Revenues Distributed by Others					-	-
5940	Federal Revenues Distributed Direct by Federal					-	-
5950	Shared Services Arrangements					-	-
5900	Total Federal Program Revenues	-	-	-	-	-	-
5000	Total Revenues	7,101,517	-	-	-	-	7,101,517
OTHER RESOURCES:							
7911	Sale of Bonds					-	-
7912	Sale of Real and Personal Property					-	-
7913	Proceeds from Capital Leases					-	-
7915	Operating Transfers In					-	-
7916	Premium Issuance of Bonds					-	-
7949	Other Resources					-	-
7000	Total Other Resources	-	-	-	-	-	-
TOTAL REVENUES AND OTHER RESOURCES		7,101,517	-	-	-	-	7,101,517
EXPENDITURES:							
11	Instruction					-	-
12	Instructional Resources and Media Services					-	-
13	Curriculum Development and Instructional Staff					-	-
21	Instructional Leadership					-	-
23	School Leadership					-	-
31	Guidance, Counseling and Evaluation Services					-	-
32	Social Work Services					-	-
33	Health Services					-	-
34	Student (Pupil) Transportation					-	-
35	Food Services					-	-
36	Cocurricular/Extracurricular Activities					-	-
41	General Administration					-	-
51	Plant Maintenance and Operations					-	-
52	Security and Monitoring Services					-	-
53	Data Processing Services					-	-
61	Community Services	6,519,467				-	6,519,467
71	Debt Service					-	-
81	Facilities Acquisition and Construction					-	-
93	Payments to Fiscal Agent					-	-
95	Payments to Juvenile Justice Alternative Pgms					-	-
99	Intergovernmental					-	-
00	Other Uses					-	-
6000	Total Expenditures	6,519,467	-	-	-	-	6,519,467
OTHER USES:							
8911	Transfers Out					-	-
8949	Other Uses					-	-
8000	Total Other Uses	-	-	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES		6,519,467	-	-	-	-	6,519,467
NET EFFECT ON FUND BALANCE		582,050	-	-	-	-	582,050

Cypress-Fairbanks I.S.D. Advanced Courses for Exemption Purposes, 2024-2025

Proposed
May 2024

A student earning below 70 for a grading period becomes ineligible to participate in UIL and non-UIL activities. If, however, the student earns this grade in one of the following courses, the principal may consider waiving the student's suspension from participation in accordance with UIL rules.

If a student earns below 70 for a grading period in two or more of the designated courses, he or she is not eligible for a waiver consideration to continue participation in UIL or non-UIL activities. (See FM[Local] – Student Activities.)

Only the courses listed below may be considered for suspension removal for UIL or non-UIL purposes when a student earns below 70 for a grading period. Other Cypress-Fairbanks K-level courses have no bearing on this rule.

- a. **English Language Arts:** English I K, H; English II K, H; English III K, H, AP, and Dual; English IV K, H, AP, and Dual; and Speech Dual
- b. **Languages Other Than English:** Spanish III K, IV-VI K, AP, and Dual; Spanish for Native Speakers III K and IV AP; French III-VI K AP and Dual; German III K, IV-VI K, and AP; Latin III-IV K and AP; ASL III-IV K; and Computer Science I K and Dual, Computer Science II K and Dual, Computer Science III K, and Computer Science Principles AP
- c. **Social Studies:** United States History K, H, AP, and Dual; World History K, H and AP; U.S. Government K, H, AP, and Dual; Economics K, H, AP and Dual; World Area Studies K and H; Comparative Government and Politics H and AP; World Geography K and H; Psychology H, AP, and Dual; Human Geography H and AP; European History H and AP; Sociology Dual, and Special Topics in Social Studies K and H (Government 2306 Dual)
- d. **Mathematics:** Geometry K and H; Algebra II K and H; Pre-Calculus K, H, AP, and Dual; Calculus AB H, AP, and Dual; Calculus BC H, AP, and Dual; and Statistics H, AP, and Dual; College Algebra K, H, and Dual; Advanced Quantitative Reasoning K, Digital Electronics K (ARC); Robotics II K; Engineering Math (ARC) and Accounting II K
- e. **Science:** Astronomy K; Biology K, H, AP and Dual; Chemistry K, H, AP and Dual, Anatomy and Physiology K and H; Environmental Science H, AP, and Dual; Earth Systems K and H; Engineering Design and Problem Solving K; Physics K and H; and AP Physics I, II, C, and Dual; Forensic Science K; Advanced Animal Science K; Pathophysiology K; Food Science K; Advanced Plant and Soil Science K; and Scientific Research and Design I K (ARC)
- f. **Advanced Placement Electives:** AP Art (2-D, Photography, or Digital Art & Media), AP Art 3-D, AP Art Drawing, Art History AP and Dual; and Music Theory AP

K = Honors course
H = HORIZONS course for identified gifted/talented students
AP = College Board Advanced Placement course
Dual = Course for which student earns both high school and college credit

**SANITARY SEWER EASEMENT
(0.047 Acre)**

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

THE STATE OF TEXAS

§

KNOW ALL BY THESE PRESENTS:

COUNTY OF HARRIS

§

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THAT **CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT**, an independent school district and political subdivision of the State of Texas ("Grantor"), for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, has GRANTED, SOLD, AND CONVEYED and, by these presents, does GRANT, SELL, AND CONVEY unto **HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 165**, a political subdivision of the State of Texas, its successors and assigns ("Grantee"), a permanent and perpetual non-exclusive easement and right-of-way (the "Easement") for the laying, construction, installation, maintenance, repair, relocation, replacement, removal, modification and operation of sanitary sewer lines and all related connections and appurtenances (collectively, the "Facilities") across, along, under, over, upon and through that certain tract of land located in Harris County, Texas, containing 0.047 acre, as more particularly described in **Exhibit A** and shown on **Exhibit B**, both attached hereto and incorporated herein for all purposes (the "Easement Tract").

Grantee may lay, construct, install, maintain, repair, relocate, replace, remove, modify and operate the Facilities across, along, under, over, upon and through the Easement Tract, and may enter upon the Easement Tract to engage in all activities as may be necessary, requisite, convenient, or appropriate in connection therewith. Grantee's rights shall include, without limitation, the right to clear and remove trees, growth, shrubbery, and other improvements from within the Easement Tract and the right to bring and operate such equipment on the Easement Tract as may be necessary, requisite, convenient, or appropriate to effectuate the purposes for which the Easement is granted. Subject to the rights granted to Grantee herein, Grantee will, at all times after doing any work in connection with the Easement, restore the surface of the Easement Tract as nearly as reasonably practicable to substantially its condition prior to the undertaking of such work; provided, however, except for any Permitted Improvements (as defined herein) removed or otherwise damaged as a direct result of

the work performed by or on behalf of Grantee within the Easement Tract, Grantee shall not be obligated to replace or restore any trees, growth, shrubbery, or other improvements or obstructions removed from within the Easement Tract in connection with the construction, installation, repair, maintenance, relocation, replacement, removal, upgrade, change in the size of, operation, placement, inspection, protection, or alteration of the Facilities or that interfere with Grantee's use of the Easement Tract for the purposes set forth herein. Grantee shall remove, at Grantee's expense, any dirt, earth, or other material excavated from the Easement Tract in connection with Grantee's construction, operation, or maintenance of the Facilities that is not used in connection with Grantee's activities hereunder.

Subject to the limitations set forth herein, Grantor expressly reserves the right to the use and enjoyment of the surface of the Easement Tract for any and all purposes; provided, however, such use and enjoyment of the surface of the Easement Tract shall not interfere with, obstruct, or restrict the full and complete use and enjoyment of the Easement for the purposes set forth herein. Notwithstanding anything herein to the contrary, Grantor shall not, without the prior written consent of Grantee, (i) construct or place or allow to be constructed or placed, any houses, buildings, structures, or other above-ground improvements or other obstructions (excluding the Permitted Improvements), whether temporary or permanent; (ii) install or permit the installation of pipelines or other underground facilities within the Easement Tract; (iii) dedicate other easements within the Easement Tract; or (iv) change the grade over the Facilities constructed under the Easement Tract, except as may be required in connection with the installation of the Permitted Improvements. Except as otherwise expressly permitted hereunder, if Grantor constructs, places, installs (or otherwise permits the construction, placement, or installation of) any obstruction that interferes with, obstructs, or restricts Grantee's full and complete use and enjoyment of the Easement for the purposes set forth herein, Grantee shall have the right to prevent or remove such obstructions, at Grantor's sole cost and expense, without any obligation to restore the same or any liability to Grantor or Grantor's successors and assigns.

Notwithstanding anything to the contrary set forth herein, Grantor may, without Grantee's prior written consent, construct and/or install the following improvements (collectively, the "Permitted Improvements") across the surface of the Easement Tract following Grantee's completion of the Facilities: (A) paved driveways and concrete sidewalks, so long as (i) Grantor places expansion joints within any such pavement and/or concrete located over the Facilities and along both sides of the Easement Tract, and (ii) the materials used for such pavement and/or concrete, as well as the quality and specifications thereof, are in accordance with industry standards for similar developments within the same geographic area; and (B) landscaping (including trees). The Permitted Improvements shall not damage or otherwise unreasonably interfere with the Facilities, and Grantor shall be responsible for any such damage to the

Facilities resulting from Grantor's installation, maintenance, repair, resurfacing or replacement of same. Further, Grantor shall be responsible for maintaining the Permitted Improvements, at its sole cost and expense, and shall keep the same in good condition and repair. In the event that any portion of the Permitted Improvements is removed or otherwise damaged as a direct result of the work performed by or on behalf of Grantee within the Easement Tract for the purposes stated herein, Grantee agrees to repair, replace and/or restore the same, at Grantee's sole cost and expense.

Grantor reserves all oil, gas, and other minerals in, on, or under the Easement Tract, but waives all right to use the surface of the Easement Tract for, and all rights of ingress and egress for, the purpose of exploring, developing, mining, or drilling for the same; provided, however, that nothing herein shall prohibit or in any manner restrict the right of Grantor to extract oil, gas, and other minerals from and under the Easement Tract by directional drilling or other means that does not interfere with or disturb the surface of the Easement Tract or Grantee's use of the Easement Tract for the purposes set forth herein.

This conveyance is further made subject to any and all restrictions, covenants, easements, rights-of-way, encumbrances, and mineral or royalty reservations or interests affecting the Easement Tract and appearing of record in the Official Public Records of Real Property of Harris County, Texas, to the extent in effect and validly enforceable against the Easement Tract (the "Permitted Encumbrances"); provided, however, to the extent that Grantor has the ability to enforce any of the Permitted Encumbrances, Grantor will not do so in a manner that would unreasonably prejudice or interfere with Grantee's exercise of its rights in the Easement and use of the Easement Tract for the purposes set forth herein.

TO HAVE AND TO HOLD, subject to the matters set forth herein and the Permitted Encumbrances, the Easement, together with, all and singular, the rights and appurtenances thereto in any wise belonging, including all necessary rights to ingress, egress, and regress, unto Grantee, its successors and assigns, forever. Grantor does hereby bind itself and its successors and assigns to WARRANT AND FOREVER DEFEND, all and singular, the Easement and right-of-way and other rights described herein unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof, by, through, or under Grantor, but not otherwise.

The covenants and agreements contained herein shall run with the land and shall inure to the benefit of and shall be binding upon Grantor and Grantee and their respective successors and assigns.

The prevailing party in any suit, action, or other proceeding instituted in

connection with any controversy arising out of this instrument or the Easement shall be entitled to recover its reasonable attorneys' fees from the other party.

The individual signing this instrument on behalf of Grantor represents that he/she has the requisite authority to bind Grantor.

Neither party's failure to insist on strict performance of any part of this instrument shall be construed as a waiver of the performance in any other instance.

This instrument shall be interpreted and construed in accordance with the laws of the State of Texas, without regard to conflict of laws, principles, and venue for any suit, action, or proceeding instituted in connection with any controversy arising out of this instrument or the Easement shall be the state courts situated in Harris County, Texas.

This instrument may be executed in multiple counterparts, each of which shall be deemed an original, and all of which, taken together, shall constitute one instrument.

Grantee's address is c/o Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2600, Houston, Texas 77027.

[Signature page follows this page.]

EXECUTED this ____ day of _____, 2024.

GRANTOR:

**CYPRESS-FAIRBANKS INDEPENDENT
SCHOOL DISTRICT,**
an independent school district and political
subdivision of the State of Texas

By: _____
Name: _____
Title: _____

THE STATE OF TEXAS §
 §
COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 2024, by _____ of CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT, an independent school district and political subdivision of the State of Texas, on behalf of said independent school district and political subdivision.

(NOTARY SEAL)

Notary Public, State of Texas

Attachments:

Exhibit A - Description of the Easement Tract
Exhibit B - Sketch of the Easement Tract

After recording, please return to:

Allen Boone Humphries Robinson LLP
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027
Attention: Real Estate Department

Exhibit A - Description of the Easement Tract



Ally General Solutions, LLC
dba AGS Engineering & Construction LLC
7070 W. 43rd St. Ste. 203
Houston, Texas 77092
281-888-7682

**METES AND BOUNDS OF
0.047 OF ONE ACRE OF LAND
SITUATED IN THE
J. ARNOLD SURVEY, ABSTRACT NO. 1377
HARRIS COUNTY, TEXAS**

Being 0.047 of one acre (2,027 square feet) tract of land situated in the J. Arnold Survey, Abstract No. 1377 and being out of a and part a called 15.16 acre tract of land as described in a Special Warranty Deed as conveyed to Cypress-Fairbanks Independent School District as recorded under Harris County Clerk File (H.C.C.F.) No. RP-2022-537861 of the Official Public Records of Real Property Harris County, Texas (O.P.R.R.P.H.C.T.); said 0.047 of one acre being more particularly described by metes and bounds description as follows (bearing recited herein are referenced to the Texas Coordinate System, South Central Zone 4204, North American Datum of 1983, (NAD 83), 2011 adjustment).

BEGINNING at a 3/4-inch iron rod found and being the south corner of a cut-back line at the intersection of the north right-of-way line of West Road (100 foot width as recorded under Film Code No. 699936 Harris County Map Records (H.C.M.R.) and Film Code No. 703203 H.C.M.R.) and the west right-of-way line of Westgreen Boulevard (100 foot width as recorded under Film Code No. 699936 H.C.M.R.) and being the southerly south corner of said 15.16 acre tract and the southeast corner of the herein described tract;

THENCE, South 87°52'21" West, along the south line of said 15.16 acre tract and the north right-of-way line of West Road, a distance of 10.53 feet to a point and being a southerly southwest corner of the herein described tract;

THENCE, departing the north right-of-way line of West Road and the south line of said 15.16 acre tract and through the interior over and across the 15.16 acre tract, the following four (4) courses and distances;

1. North 02°07'39" West, a distance of 10.00 feet to a point for an interior corner of the herein described tract;
2. South 87°52'21" West, a distance of 44.37 feet to a point for the northerly southwest corner of the herein described tract;
3. North 02°07'39" West, a distance of 24.81 feet to a point for the northwest corner of the herein described tract;
4. North 87°52'21" East, a distance of 80.03 feet to a point in the east line of said 15.16 acre tract and the west right-of-way line of Westgreen Boulevard and being the northeast corner of the herein described tract;

THENCE, South 01°54'08" East, along the east line of said 15.16 acre tract and the west right-of-way line of Westgreen Boulevard, a distance of 9.81 feet to a 3/4-inch iron rod with cap stamped "Jones and Carter" found and being the north corner of said cut-back line and being the northerly south corner of said 15.16 acre tract and the herein described tract;



DBE/MBE/HUB/SBE/8(A)

Ally General Solutions, LLC
dba AGS Engineering & Construction LLC
7070 W. 43rd St. Ste. 203
Houston, Texas 77092
281-888-7682

THENCE, South 42°59'07" West, along said cut-back line, a distance of 35.42 feet to the **POINT OF BEGINNING** and containing 0.047 of one acre (2,027 square feet) of land.

A handwritten signature in black ink that reads 'Grace Y. Cervin'. The signature is fluid and cursive.

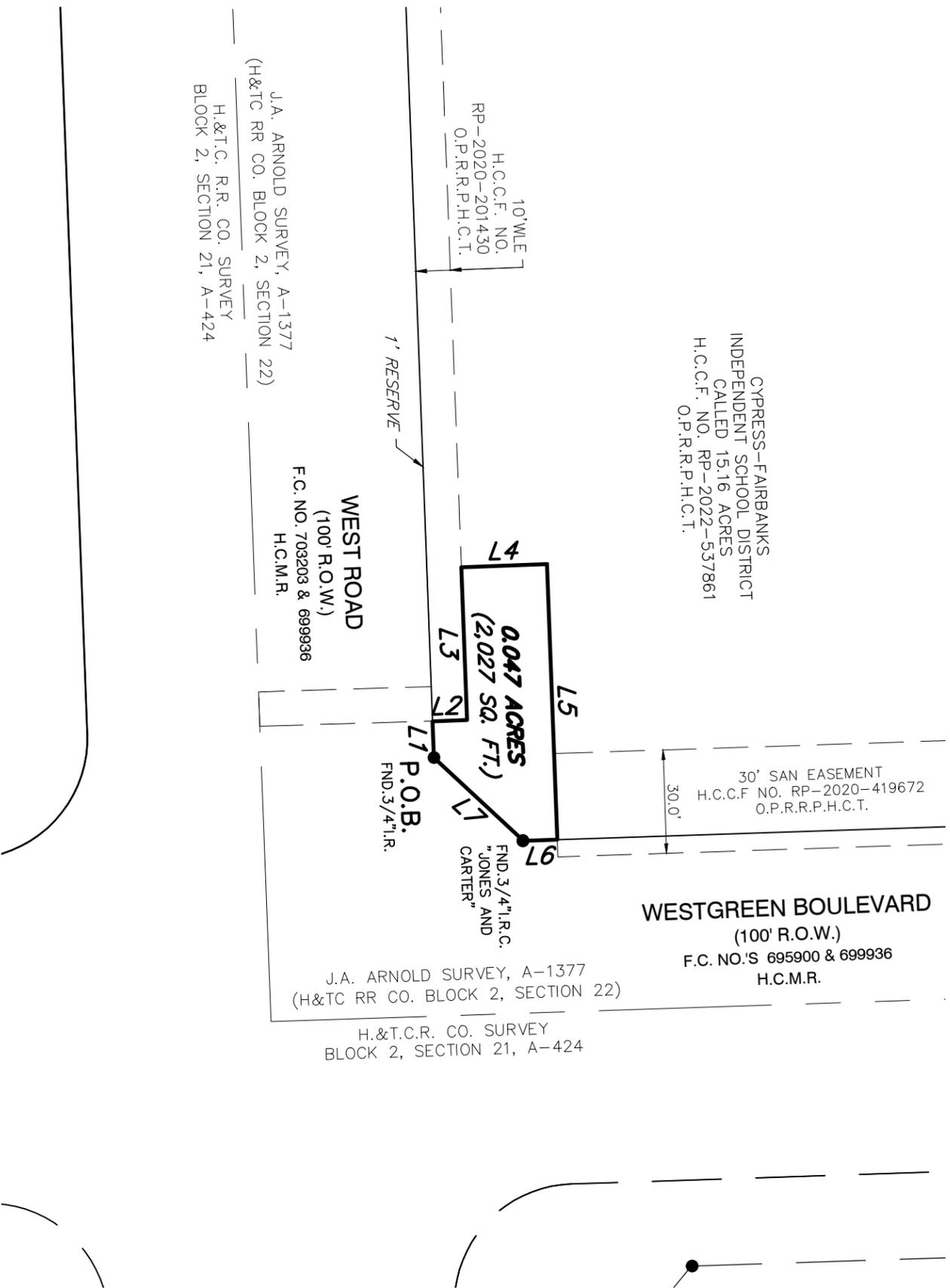


Grace Y. Cervin, RPLS
Registered Professional Land Surveyor No. 5564
TBPELS Survey Firm No. 10194392
Dated: Feb. 27, 2024
Job No. 0008-047-24 Easements (Exhb. No. 5)



SCALE: 1" = 40'

SYMBOL LEGEND	
●	FND IRON ROD
⊙	FND IRON PIPE
○	SET IRON ROD
⊗	X CUT



GENERAL NOTES:

1. BEARINGS BASIS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE 4204 (NAD 1983).
2. DISTANCES SHOWN ARE SURFACE AND MAY BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999910692192.
3. THE CALCULATED ACREAGE/ SQUARE FOOTAGE TOTALS SHOWN HEREON THIS MAP ARE BASED ON MATHEMATICAL CLOSURES AND DOES NOT NECESSARILY REPRESENT THE POSITIONAL ACCURACY OF THE BOUNDARY MONUMENTS.
4. THIS SURVEY DOES NOT PROVIDE ANY DETERMINATION OR OPINION CONCERNING THE LOCATION OR EXISTENCE OF WETLANDS, FAULT LINES, TOXIC OR HAZARDOUS WASTE AREAS, SUBSIDENCE, OVERHEAD, SUBSURFACE AND ENVIRONMENTAL CONDITIONS OR GEOLOGICAL ISSUES. NO STATEMENT IS MADE CONCERNING THE SUITABILITY OF THE SUBJECT TRACT FOR ANY INTENDED USE, PURPOSE OR DEVELOPMENT. SUCH MATTERS SHOULD BE DIRECTED BY THE CLIENT OR PROSPECTIVE PURCHASER TO AN EXPERT CONSULTANT.
5. THE WORD "CERTIFY" OR "CERTIFICATE" AS SHOWN AND USED HEREON THIS MAP, MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THE SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.
6. THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND SURVEYORS HAS NOT RESEARCH ANY EASEMENTS, RESTRICTIONS OR COVENANTS AFFECTING THE SITE OTHER THAN THOSE SHOWN ON THE SURVEY MAP.

Line Table		
No.	Bearing	Length
L1	S87°52'21"W	10.53'
L2	N02°07'39"W	10.00'
L3	S87°52'21"W	44.37'
L4	N02°07'39"W	24.81'
L5	N87°52'21"E	80.03'
L6	S01°54'08"E	9.81'
L7	S42°59'07"W	35.42'

LEGEND	
B.L.	BUILDING LINE
CM.	CONTROLLING MONUMENT
ESMT.	EASEMENT
FND.	FOUND
H.C.C.F.	HARRIS COUNTY CLERK FILE
H.C.D.R.	HARRIS COUNTY DEED RECORDS
H.C.M.R.	HARRIS COUNTY MAP RECORDS
H.C.T.	HARRIS COUNTY TEXAS
LR.	IRON ROD
LR.C.	IRON ROD CAPPED
IP.	IRON PIPE
O.P.R.R.P.	OFFICIAL PUBLIC RECORDS OF REAL PROPERTY
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCING
PG.	PAGE
R.O.W.	RIGHT-OF-WAY
SAN. SWR.	SANITARY SEWER
STM. SWR.	STORM SEWER
VOL.	VOLUME

AGS ENGINEERING & CONSTRUCTION
 7070 W. 43rd St. Ste. 203
 Houston, Texas 77092
 Phone: (281) 888-7682
 TX Engineer Firm No. 13574
 TBPES Firm No. 10194392
 Certified: DBE/SBE/MBE/HUB8(A)

Ally General Solutions, LLC
 dba AGS Engineering & Construction
 7070 W. 43rd St. Ste. 203
 Houston, Texas 77092
 Phone: (281) 888-7682

**EXHIBIT MAP OF A
 SANITARY EASEMENT
 0.047 ACRE (2,027 SQ. FT.)
 SITUATED IN THE J.A. ARNOLD SURVEY
 ABSTRACT NO. 1377
 HARRIS COUNTY, TEXAS**

Checked By: J.M.	Date: 02/27/2024	Scale: 1"=40'
Project No: 0008-047-2024	Drawing Name: West Road Easements_#5.dwg	Sheet 1 of 1



Imagery ©2024 Airbus, Houston-Galveston Area Council, Maxar Technologies, Texas General Land Office, U.S. Geological Survey, USDA/FPAC/GEO, Map data ©2024 200 ft

Jesse Clayburn
Assistant Superintendent, Facilities & Construction

TO: Dr. Douglas Killian
The Board of Trustees

FROM: Mr. Jesse Clayburn

DATE: April 11, 2024

RE: **2023 ELDRIDGE & FALCON TRANSPORTATION RENOVATIONS
CYPRESS-FAIRBANKS I.S.D. PROPOSAL NO. 23-11-5739R-RFP
CONSTRUCTION CONTRACT AWARD RECOMMENDATION**

The District received a total of two (2) proposals from interested contractors on Tuesday, April 9, 2024, for the above referenced project. Attached you will find the proposal tabulation form summarizing the proposals submitted and a recommendation letter from VLK Architects dated April 11, 2024.

Our department has carefully evaluated the submitted proposals and hereby recommends to the Board of Trustees award the construction contract to Prime Contractors, Inc. in the amount of \$7,531,000.00. This recommendation is based upon acceptance of the Base Proposals and plus Alternate No. 1, 2, 3b, 4b & 6. The project is being funded from Bond Funds. Prime Contractors, Inc. has the highest ranking based upon the proposed price and scoring of the published criteria and therefore provides the best value to the District.

The scope of work for this project includes a new metal roof (Falcon), air conditioning of the service shop bays, (both), a new fire sprinkler system (both), new electrical switch gear (Falcon), a slip resistant floor coating at service bays (both) and miscellaneous mechanical, electrical and plumbing upgrades.

Prime Contractors, Inc. is a Houston, Texas based contractor which has successfully executed numerous construction projects for a host of school districts in the Texas Gulf Coast area including Cypress-Fairbanks ISD. Additionally, after discussions with their references, we feel they are well qualified to execute the requirements of the contract.

If you should have any questions, please do not hesitate to call.

jc/rc

cc: Matt Morgan
Severin "Jody" Doebele
Shannon Thompson
Project File 1.9 / 4.7

PROPOSAL TABULATION FORM

2023 Eldridge & Falcon Transportation Renovations

Cypress-Fairbanks Independent School District

CFISD Project No. 23-11-5739-R-RFP / Architect Project No. 23-072.00

Base Proposal Date/Time: Tuesday, April 9, 2024 at 2:00 p.m. (CST)

Alternate Proposal Date/Time: Tuesday, April 9, 2024 at 3:00 p.m. (CST)

		Recommended Proposer
	ICI Construction	Prime Contractors, Inc.
Proposal Bond (Section AD)	Y	Y
Base Proposal	\$8,700,000.00	\$9,700,000.00
Addenda Acknowledged: 1, 2, 3 & 4	Y	Y
Alternate 1: Adjustment to Base Proposal	-\$500,000.00	-\$2,750,000.00
Subtotal: Base Proposal + Alternate 1	\$8,200,000.00	\$6,950,000.00
Alternate 2: Lighting Controls at Eldridge Transportation Center	\$65,000.00	\$108,000.00
Alternate 3a: Chillers by Carrier at Falcon Transportation Center	\$160,000.00	\$250,000.00
Alternate 3b: Chillers by Daikin at Falcon Transportation Center	\$138,000.00	\$180,000.00
Alternate 3c: Chillers by Trane at Falcon Transportation Center	\$151,000.00	\$190,000.00
Alternate 4a: Chillers by Carrier at Eldridge Transportation Center	\$171,000.00	\$250,000.00
Alternate 4b: Chillers by Daikin at Eldridge Transportation Center	\$150,000.00	\$200,000.00
Alternate 4c: Chillers by Trane at Eldridge Transportation Center	\$171,000.00	\$220,000.00
Alternate 5: Sheathing over Existing Purlins at Falcon Transportation Center	\$184,000.00	\$230,000.00
Alternate 6: Replace Wired in Place Roofing Insulation at Falcon Transportation Center	\$114,000.00	\$93,000.00
TOTAL BASE PROPOSAL AMOUNT + ALTERNATES 1, 2, 3b, 4b & 6.	\$8,667,000.00	\$7,531,000.00
PROPOSER RANK	2	1



April 11, 2024

Mr. Jesse Clayburn
Assistant Superintendent, Facilities and Construction
Cypress-Fairbanks Independent School District
11430-B Perry Road
Houston, Texas 77064

Re: 2023 Eldridge & Falcon Transportation Renovations
Cypress-Fairbanks Independent School District
Proposal No. 23-11-5739-R-RFP
VLK Project No. 23-072.00

Dear Mr. Clayburn,

On Tuesday, April 9, 2024, Competitive Sealed Proposals were received in the District's Planning and Facilities conference room 129A located at 11430B Perry Road for the 2023 Eldridge & Falcon Transportation Centers Renovation project. Two (2) offerors submitted proposals as requested. A tabulation of the proposal results is attached.

A Selection Committee made up of District administrators, architects and consultants evaluated the proposals on Wednesday, April 10, 2024, and ranked them based on the selection criteria published in the Instructions to offerors section of the Contract Documents.

VLK Architects recommends to the Cypress-Fairbanks ISD Board of Trustees, the acceptance of the Selection Committee's recommendation to select Prime Contractors, Inc. as the contractor for the 2023 Eldridge & Falcon Transportation Center Renovations project in the amount of \$7,531,000.00, which represents the base proposal, plus Alternate No. 1, 2, 3b, 4b, and 6. All parties teamed with Cypress-Fairbanks ISD staff to confirm proposals contained fair and accurate pricing and ensuring the maximum value to the District was achieved.

Prime Contractors, Inc., is a Houston, Texas based contractor that has successfully executed numerous construction projects for a host of school districts in the Texas Gulf Coast area including Cypress-Fairbanks ISD. Additionally, after discussions with their references, we feel they are well qualified to execute the requirements of the contract.

We would like to express our sincere thanks to you and your staff, the Board of Trustees, Dr. Killian and the Cypress-Fairbanks ISD for allowing us this exciting opportunity to be part of this important project.

We look forward to a successful partnership with the District and Prime Contractors, Inc. in the construction of the 2023 Eldridge & Falcon Transportation Renovations project.

Sincerely,

Rudy Starks
Principal

Attached: Bid Tabulation

Cc: Ms. Shannon Thompson
Mr. Steven Bryan
Mr. Arthur Castillo

Jesse Clayburn
Assistant Superintendent, Facilities & Construction

TO: Dr. Douglas Killian
The Board of Trustees

FROM: Jesse Clayburn

DATE: April 5, 2024

RE: **2023 WINDFERN ANNEX & CARLTON CENTER RENOVATIONS
CYPRESS-FAIRBANKS I.S.D. PROPOSAL NO. 23-11-5733-R-RFP
CONSTRUCTION CONTRACT AWARD RECOMMENDATION**

The District received a total of two (2) proposals from interested contractors on Tuesday, March 26, 2024, for the above referenced project. Attached you will find the proposal tabulation form summarizing the proposals submitted and a recommendation letter from Joiner Architects, Inc. dated April 5, 2024.

Our department has carefully evaluated the submitted proposals and hereby recommends to the Board of Trustees, to award the construction contract to DivisionOne Construction, LLC in the amount of \$2,197,500.00. This recommendation is based upon acceptance of the Base Proposal, Alternate No. 1 and Post Proposal Addendum No. 4. DivisionOne Construction, LLC has the highest ranking based upon the proposed price and scoring of the published criteria and therefore provides the best value to the District.

The scope of work for this project includes a new roof (Windfern), new fire alarm (Windfern), new flooring (Carlton) and miscellaneous safety, mechanical, electrical and plumbing upgrades.

DivisionOne Construction, LLC is a Houston, Texas based general contractor that has successfully executed projects for many school districts in the Texas Gulf Coast area.

If you should have any questions, please do not hesitate to call.

jc/rc

cc: Matt Morgan
Shannon Thompson
Severin "Jody" Doebele
Project File 1.9/4.7

PROPOSAL TABULATION FORM

2023 Windfern Annex & Carlton Center Renovations

Cypress-Fairbanks Independent School District

Project No. 23-11-5733-R-RFP / Joiner Architects Project No. 23006

Proposal Date/Time: Tuesday, March 26, 2024 at 2:00 p.m. (CST); Alternates: 3:00 p.m. (CST)

	Recommended Proposer			
	DivisionOne	Prime Contractors		
Proposal Bond (Section AD)	YES	YES		
Base Proposal	\$2,525,000.00	\$2,700,000.00		
Addenda Acknowledged: 1, 2 & 3	YES	YES		
Alternate 1 - Base Bid Adjustment	-\$127,000.00	-\$155,000.00		
Subtotal: Base Proposal + Alternate 1	\$2,398,000.00	\$2,545,000.00		
Post Proposal Addendum No. 4	-\$200,500.00	-\$200,500.00		
TOTAL BASE PROPOSAL AMOUNT + ALTERNATES	\$2,197,500.00	\$2,344,500.00		
PROPOSER RANK	1	2		

JOINER ARCHITECTS

700 Rockmead, Ste 265 | Kingwood, TX 77339 | 281.359.6401

April 5, 2024

Mr. Jesse Clayburn
Assistant Superintendent of Facilities & Construction
Cypress-Fairbanks Independent School District
11430-B Perry Road
Houston, TX 77064

Re: 2023 Windfern Annex & Carlton Center Renovations
Cypress-Fairbanks Independent School District
CFISD Project No. 23-11-5733-R-RFP
Joiner Architects Project Number: 23006

Dear Mr. Clayburn,

On Tuesday, March 26, 2024, competitive sealed proposals were received in the District's Facilities Design & Construction office on Perry Road for the 2023 Windfern Annex & Carlton Center Renovations project. A total of two (2) offerors submitted proposals as requested. A tabulation of the proposal results is attached.

A Selection Committee made up of District administrators, architects and consultants evaluated the proposals on Wednesday, March 27, 2024, and ranked them based on the selection criteria published in the Instructions to Offerors section of the Contract Documents.

Joiner Architects recommends to the Cypress-Fairbanks Independent School District Board of Trustees the acceptance of the Selection Committee's recommendation to select DivisionOne Construction, LLC as the Contractor for the 2023 Windfern Annex & Carlton Center Renovations project in the amount of \$2,197,500.00. This amount represents the Base Proposal plus Alternate 1 and Post Proposal Addendum No. 4.

DivisionOne Construction, LLC is a Houston, Texas based general contractor that has successfully executed numerous construction projects for school districts in the Texas Gulf Coast area, including the Cypress-Fairbanks Independent School District. Additionally, after discussions with their references, we feel they are well-qualified to execute the requirements of the contract.

We would like to express our sincere thanks to you and your staff, the Board of Trustees, Dr. Killian and the Cypress-Fairbanks Independent School District administrative staff for allowing us the opportunity to be part of this important project.

We look forward to a successful partnership with the District and DivisionOne Construction, LLC in the construction for the 2023 Windfern Annex & Carlton Center Renovations project.

Sincerely,



Scott C. Brady
Partner

Cc: Ms. Shannon Thompson, Cypress-Fairbanks ISD
Ms. Raymelle Wilson, Cypress-Fairbanks ISD
Mr. Ryan Stephan, Joiner Architects, Inc.
File 5B

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Definitions

The term “immediate family” is defined as:

Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

To confirm a family relationship, the District may require the employee using leave to provide reasonable documentation, such as a child’s birth certificate, a marriage license, a court order, or a sworn statement from the employee.

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full time or part time.

Catastrophic Illness or Injury

A catastrophic illness or injury is a life-threatening condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time and, if applicable, vacation days, earned by that employee and to lose compensation from the District. Complications resulting from pregnancy shall be treated the same as any other condition.

Line of Duty
Eligible Action

An eligible action taken in the line of duty for the purposes of Law Enforcement Line of Duty Leave is defined as a reasonable, lawful, and authorized law enforcement action required by or authorized because the employee is a commissioned police officer on duty for the District. An eligible action does not include illness or injury resulting from routine or administrative duties not specific to law enforcement that occur during the course of employment.

Availability

In accordance with administrative regulation DEC(REGULATION), the District shall make state personal leave and local leave for the current year available for use at the beginning of the fiscal year.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Earning Local Leave An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions
Leave without Pay The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration
*Employed for
Less Than Full
Year* If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

Recording The following is provided to allow for absences of less than a full day for professional employees:

1. If a professional employee is absent more than three instructional periods or three hours of the day, he or she shall be charged with a full leave day of absence.
2. If a professional employee is absent two or three instructional periods, he or she shall be charged with one-half leave day of absence from duty.
3. Conference or planning periods shall be counted as periods of employment.
4. For the purpose of this provision, elementary schools and support facilities may use hours in the workday in lieu of instructional periods.

The following is provided to allow for absences of less than a full day for hourly and paraprofessional employees:

1. If a paraprofessional employee is absent in excess of 50 percent of his or her workday, the absence shall be charged as one full leave day.
2. If a paraprofessional employee is absent up to 50 percent of his or her workday, the absence shall be charged as one-half leave day.

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3. If an hourly employee is absent a portion of his or her work-day, the employee shall be charged for the absence on an hourly basis.

If an employee is taking intermittent Family and Medical Leave Act (FMLA) leave, leave shall be recorded in one-hour increments.

Order of Use

Earned compensatory time shall be used before any available paid state and local leave or vacation. [See DEAB]

Unless an employee requests a different order for leave or vacation, available paid leave and vacation shall be used in the following order, as applicable:

1. Local leave.
2. State sick leave accumulated before the 1995–96 school year.
3. Vacation, if applicable.
4. State personal leave.

Concurrent Use of Leave

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use compensatory time and paid leave concurrently with FMLA leave. Temporary disability leave shall apply after FMLA leave is exhausted.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

Medical Certification

An employee shall submit medical certification of the reason for absence if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

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In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used.

Nondiscretionary
Use

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Discretionary Use

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

Limitations

Request for
Leave

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes. Discretionary use of state personal leave shall be granted on a first-come, first-served basis on each campus or within each department.

Duration of
Leave

Discretionary use of state personal leave shall not exceed three consecutive workdays except when used under the student teaching leave provisions for paraprofessional and ancillary employees.

Local Leave

All employees shall earn five paid local leave days per school year, in accordance with administrative regulation DEC(REGULATION), for the first 187 workdays of employment.

Employees in positions requiring more than 187 workdays per year shall earn additional local leave days, in accordance with administrative regulation DEC(REGULATION).

Local leave shall accumulate without limit.

Local leave may be used under the student teaching leave provisions for paraprofessional and ancillary employees.

Unless expressly stated otherwise in this policy, local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year. [See DEC(LEGAL)]

Sick Leave Bank

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The District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and vacation, if applicable.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

The Superintendent or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

**Emergency Closure
Leave**

All eligible employees shall receive ten leave days of emergency closure leave per fiscal year, in accordance with administrative regulation DEC(REGULATION). Emergency closure leave shall not carry over beyond the fiscal year in which it is allocated. Emergency closure leave may only be used if the Superintendent, in accordance with EB(LOCAL), has closed the District, individual campus(es), or facility as a result of a local, regional, or national disaster, epidemic, or other emergency condition resulting in the unplanned closure of the District, individual campus(es), or facility.

Compensation
during Closure

Employees who are required to work during an emergency closure of the District or their respective campus(es) or facility shall be compensated in accordance with DEA(LOCAL) and DEA(REGULATION).

Parental Bonding

Local leave and/or state non-discretionary personal leave to a maximum of ten leave days may be used by an employee for bonding with a child 12 months of age or younger. Paid leave for bonding shall not be granted in conjunction with the provisions of

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paid leave for adoption or foster care placement for more than a total of 30 days of paid leave. Use of paid leave for parental bonding under this paragraph shall run concurrently with leave under the FMLA, if applicable.

Adoption / Foster Care

Local leave and/or state non-discretionary personal leave to a maximum of 30 leave days may be used for primary care of an adopted child or for the placement of a child with the employee for foster care if the child is 60 months of age or younger. If both parents of the child are employed by the District, the District shall permit combined paid leave for this purpose to a total of 30 days. Use of paid leave for adoption/foster care under this paragraph shall run concurrently with leave under the FMLA, if applicable.

Mental Health Leave

An employee is eligible for up to three days of mental health leave through administrative leave with pay, granted in response to a traumatic event that occurred in the scope of the employee's employment with the District, as defined in DEC(REGULATION). Mental health leave is provided without a deduction in salary or other leave. Requests for mental health leave must be submitted in writing to the employee's immediate supervisor within seven calendar days of the traumatic event. Mental health leave requests shall be treated with confidentiality.

Assault Leave

An eligible employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from all physical injuries sustained as a result of the assault, for up to two (2) years from the date of injury. A district employee is physically assaulted if the person engaging in the conduct causing injury to the employee:

1. Could be prosecuted for assault; or
2. Could not be prosecuted for assault only because the person's age or mental capacity makes the person not responsible for purposes of criminal liability.

Assault Leave runs concurrent with any other eligible leave.

An employee is considered recuperated from physical injuries sustained once the employee can return to duty with or without accommodations, unless doing so would worsen an injury or additional leave would facilitate the healing process.

Communicable Disease Leave for Peace Officers

A commissioned peace officer employed by the District as a police officer pursuant to CKE(LOCAL) is eligible for quarantine or isolation leave if the officer in the scope of employment is:

1. Exposed to or contracts a communicable disease defined as a notifiable condition by the Texas Department of State Health

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Services in Title 25 of the Texas Administrative Code Section 97.3; and

2. Is ordered by the chief of police or the Harris County Public Health Department to quarantine or isolate as a result of the notifiable condition. The communicable disease leave for District police officers under this provision is provided without a deduction in salary or other leave.

If a District police officer is ordered to quarantine by the Harris County Public Health Department under this provision, the officer is eligible for reimbursement for reasonable costs of lodging and meals for the ordered quarantine in accordance with DEC(REGULATION) and District policy.

**Law Enforcement
Line of Duty Leave**

A commissioned peace officer employed by the District as a police officer pursuant to CKE(LOCAL) is eligible for Law Enforcement Line of Duty Leave for physical illness or injury resulting from an eligible action taken while on duty. For up to one year, days of Law Enforcement Line of Duty Leave may not be deducted from the officer's personal leave. In the event an officer also qualifies for Assault Leave under this policy, the officer will also be placed on **Assault Leave**, which shall run concurrently with Law Enforcement Line of Duty Leave. Following exhaustion of Law Enforcement Line of Duty leave, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. However, the officer may utilize and any other eligible leave for which the officer qualifies under this policy (i.e., Assault Leave) or use accumulated personal leave and in accordance with DEC(REGULATION). Injuries or illness resulting from routine or administrative duties not specific to a law enforcement action that occur during employment may be covered by other leave or benefit entitlements for which the officer qualifies and is eligible.

Other Absences

Any other release time granted or approved days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided. [See DMD]

**Family and Medical
Leave**

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.

Twelve-Month

Period

Combined Leave for
Spouses

If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]

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Intermittent or
Reduced Schedule
Leave

The District shall not permit the use of intermittent or reduced schedule FMLA leave for the care of a newborn child or the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

Certification of
Leave

If an employee requests or is placed on leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]

When the need for leave is foreseeable, the employee must return the completed medical certification to the human resources department within 15 calendar days of receiving the form. The health-care provider must describe the appropriate medical facts regarding the person's health condition. Failure to return the forms on a timely basis, or submission of incomplete forms, may result in a delay or denial of leave and could result in the employee's absence being designated as unexcused and unprotected.

The employee shall provide subsequent medical certification every 30 days except as provided by FMLA regulations.

Fitness-for-Duty
Certification

If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

The medical certification shall contain a statement about the employee's ability to perform essential job functions. Failure to provide the certification may result in a delay or denial of restoration of employment. The costs associated with obtaining the certification shall be the employee's responsibility. The fitness-for-duty requirement shall not apply to employees returning from intermittent or reduced schedule leave.

An employee shall give notice of the intent to return to duty before expiration of the FMLA leave. The employee ordinarily shall give notice two business days before his or her projected date of return in order to minimize potential workplace disruption and to allow for the smooth transition of assignments from other employees to the returning employee.

End-of-Semester
Leave

If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA(LEGAL), Leave at the End of a Semester]

Failure to Return

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]

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**Temporary Disability
Leave**

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

A contract employee on temporary disability leave shall notify the Superintendent or designee of the desire to return to active duty at least 30 days prior to the expected date of return. The notice must include a fitness-for-duty certification.

A contract employee returning from temporary disability leave during the last month of service of a contract period must return a minimum of ten workdays prior to the end of the contract period.

Contract
Employees—
Certified Educators

Any full-time contract employee whose position requires educator certification by the State Board of Educator Certification (an "educator") shall be eligible for temporary disability leave as stated herein. The maximum length of temporary disability leave shall be 180 calendar days or until all paid leave and vacation days, if any, have been exhausted, whichever is greater.

The Superintendent or designee shall have authority to place an employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed a medical exam, the employee's condition interferes with the performance of regular duties. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An educator returning to active duty after a leave of absence for temporary disability is entitled to an assignment at the school where the educator formerly taught, subject to the availability of an appropriate teaching position. In any event, the educator shall be placed on active duty no later than the beginning of the next school year. A principal at another location may voluntarily approve the appointment of an educator who wishes to return from leave of absence. However, if no other principal approves the assignment of the educator by the beginning of the next school year, the District must place the educator at the school where the educator formerly taught or was assigned.

Contract
Employees—
Noncertified
Positions

Other full-time contract employees (a "full-time employee") shall be eligible for temporary disability leave as stated herein. The maximum length of temporary disability leave shall be 180 calendar days or until all paid leave and vacation days, if any, have been exhausted, whichever is greater.

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The Superintendent or designee shall have authority to place an employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed a medical exam, the employee's condition interferes with the performance of regular duties. [See DBB(LOCAL)]

The District shall make an effort to place a full-time employee returning to active duty after a leave of absence for temporary disability in an assignment at the school or work location where the full-time employee formerly worked, subject to the availability of the same or a similar position. In any event, the full-time employee shall be placed on active duty no later than the beginning of the next school year; however, the assignment may not be in the same or a similar position.

Noncontract
Employees

The District may grant a noncontract employee a leave of absence for temporary disability for a maximum of 60 workdays per 12-month period or until all paid leave is exhausted, whichever is greater. A 12-month period is measured backward from the date the employee was granted temporary disability.

The Superintendent or designee shall have authority to place an employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed a medical exam, the employee's condition interferes with the performance of regular duties. [See DBB(LOCAL)]

A noncontract employee returning to active duty after a leave of absence for temporary disability shall be assigned to his or her former position, subject to the availability of the position. In the event the former position is no longer available, the employee shall be assigned to the first available comparable or similar position. If a comparable or similar position does not become available within six weeks from the employee's request to return to active duty, the District shall have no further obligation to return the employee to duty; and the employee's employment shall be terminated.

A noncontract employee unable or unwilling to return to work at the conclusion of temporary disability leave and exhaustion of all available leave shall be terminated.

**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]

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An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use accumulated paid leave instead of receiving weekly income benefits.

An employee choosing to use paid leave shall not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-injury or pre-illness wage. If the employee does not elect to use paid leave, the employee shall receive workers' compensation wage benefits only, which may not equal his or her pre-injury or pre-illness wage.

Jury Duty

An employee shall be granted leave with pay and without loss of paid leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

Other Court Appearances

An employee shall be granted leave with pay and without loss of paid leave for absences due to compliance with a valid subpoena in the following circumstances:

1. The employee, who is not a party to the litigation, is ordered to appear in a legal proceeding pursuant to a lawfully issued subpoena, in accordance with law. [See DEC(LEGAL)]
2. The employee is a defendant in a lawsuit based on actions taken in the course and scope of his or her employment, and the employee is requested by the District's legal counsel to participate in activities and proceedings related to the defense of the lawsuit.
3. The employee is not a party to a lawsuit involving the District but is otherwise requested by the District's legal counsel to provide information, assistance, or testimony in connection with litigation involving the District.

An employee who is a party to non-District litigation or legal proceedings and is absent due to activities and/or proceedings related to the litigation or legal proceedings must use available state personal leave for the absence.

Professional Study Leave

At the recommendation of a professional employee's principal or supervisor and the Superintendent, a leave of absence without pay may be granted by the Superintendent or designee for up to one contract year for the purposes of pursuing education study or research that are deemed beneficial to the District. The employee

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must have been employed by the District for at least three years and hold a term or continuing contract with the District to be eligible to apply.

Return to employment in the position or at the site employed prior to the leave is not guaranteed by the District or the employee. Upon presentation to the District of acceptable documentation of fulfillment of the leave, an employee returning to the District from a professional study leave to the same type of position held immediately prior to the leave shall retain previously accumulated unused local leave, contract status earned in the position held immediately prior to the leave, and career ladder status, if any, in the position held immediately prior to the leave.

**Paraprofessional /
Ancillary Employee
Leave for Student
Teaching**

At the recommendation of a paraprofessional/ancillary employee's principal or supervisor, the Superintendent or designee may grant a leave of absence with or without pay for one semester as identified on the current District school calendar for the purpose of student teaching. Student teaching is defined as on-campus classroom teaching at a District school under the direction of a university supervisor and cooperating teacher.

The paraprofessional/ancillary employee must have been employed by the District for at least three years and be currently enrolled in a program of study leading to a bachelor's degree, teacher certification, and qualification for highly qualified status under federal law.

The District shall not guarantee a return to employment in the same position or at the site employed prior to the leave. A paraprofessional/ancillary employee returning to the District from this leave shall be assigned to a comparable paraprofessional/ancillary position unless selected for a teaching position.

**Reimbursement of
Leave upon
Retirement**

An employee eligible to earn paid leave benefits shall be reimbursed for earned accumulated local leave, state sick leave, and state personal leave if the employee is eligible to retire under the regulations of the Texas Teacher Retirement System (TRS) and submits a letter of resignation giving notice of retirement from the District.

For an employee whose local, state sick, and state personal leave days have been accumulated on less than a full-day (seven-hour) work schedule, leave days shall be converted to full-day equivalents for this benefit.

The following guidelines shall apply:

1. An eligible employee is defined as one who is eligible to retire and receive a standard annuity that is not reduced for early

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retirement under the TRS Program. If an employee meets the criteria to retire under TRS and another state system, and elects the other retirement system, the employee is eligible for reimbursement of earned accumulated leave upon retirement.

2. Maximum benefits shall only be paid to employees who have been employed by the District for ten years prior to retirement. Employees who have been employed five to nine years may draw 50 percent to 90 percent of the maximum benefit, respectively.
3. The one-time maximum benefit to an employee shall be \$125 for each unused day of local leave, state sick leave, and state personal leave, not to exceed a maximum of 150 days.
4. This benefit shall be paid to employees who submit their resignation with the intent to retire either:
 - a. At the completion of the semester as identified in the current school calendar; or
 - b. At the completion of their annual work calendar year.

The last professional day in each semester for teachers may serve as the end of the semester for hourly employees for purposes of retirement and payment of this benefit. An eligible employee who has not completed a full semester as identified by the current school calendar or completed his or her annual work calendar because of medical conditions certified in writing by a physician shall be paid for his or her accumulated leave balance. Benefits shall be paid in the month following the retirement date.

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Definitions

The term “immediate family” is defined as:

Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

To confirm a family relationship, the District may require the employee using leave to provide reasonable documentation, such as a child’s birth certificate, a marriage license, a court order, or a sworn statement from the employee.

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full time or part time.

Catastrophic Illness or Injury

A catastrophic illness or injury is a life-threatening condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time and, if applicable, vacation days, earned by that employee and to lose compensation from the District. Complications resulting from pregnancy shall be treated the same as any other condition.

Line of Duty
Eligible Action

An eligible action taken in the line of duty for the purposes of Law Enforcement Line of Duty Leave is defined as a reasonable, lawful, and authorized law enforcement action required by or authorized because the employee is a commissioned police officer on duty for the District. An eligible action does not include illness or injury resulting from routine or administrative duties not specific to law enforcement that occur during the course of employment.

Availability

In accordance with administrative regulation DEC(REGULATION), the District shall make state personal leave and local leave for the current year available for use at the beginning of the fiscal year.

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(LOCAL)

Earning Local Leave An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions
Leave without Pay The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration
*Employed for
Less Than Full
Year* If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

Recording The following is provided to allow for absences of less than a full day for professional employees:

1. If a professional employee is absent more than three instructional periods or three hours of the day, he or she shall be charged with a full leave day of absence.
2. If a professional employee is absent two or three instructional periods, he or she shall be charged with one-half leave day of absence from duty.
3. Conference or planning periods shall be counted as periods of employment.
4. For the purpose of this provision, elementary schools and support facilities may use hours in the workday in lieu of instructional periods.

The following is provided to allow for absences of less than a full day for hourly and paraprofessional employees:

1. If a paraprofessional employee is absent in excess of 50 percent of his or her workday, the absence shall be charged as one full leave day.
2. If a paraprofessional employee is absent up to 50 percent of his or her workday, the absence shall be charged as one-half leave day.

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3. If an hourly employee is absent a portion of his or her work-day, the employee shall be charged for the absence on an hourly basis.

If an employee is taking intermittent Family and Medical Leave Act (FMLA) leave, leave shall be recorded in one-hour increments.

Order of Use

Earned compensatory time shall be used before any available paid state and local leave or vacation. [See DEAB]

Unless an employee requests a different order for leave or vacation, available paid leave and vacation shall be used in the following order, as applicable:

1. Local leave.
2. State sick leave accumulated before the 1995–96 school year.
3. Vacation, if applicable.
4. State personal leave.

Concurrent Use of Leave

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use compensatory time and paid leave concurrently with FMLA leave. Temporary disability leave shall apply after FMLA leave is exhausted.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

Medical Certification

An employee shall submit medical certification of the reason for absence if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

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In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used.

Nondiscretionary
Use

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Discretionary Use

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

Limitations

Request for
Leave

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes. Discretionary use of state personal leave shall be granted on a first-come, first-served basis on each campus or within each department.

Duration of
Leave

Discretionary use of state personal leave shall not exceed three consecutive workdays except when used under the student teaching leave provisions for paraprofessional and ancillary employees.

Local Leave

All employees shall earn five paid local leave days per school year, in accordance with administrative regulation DEC(REGULATION), for the first 187 workdays of employment.

Employees in positions requiring more than 187 workdays per year shall earn additional local leave days, in accordance with administrative regulation DEC(REGULATION).

Local leave shall accumulate without limit.

Local leave may be used under the student teaching leave provisions for paraprofessional and ancillary employees.

Unless expressly stated otherwise in this policy, local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year. [See DEC(LEGAL)]

Sick Leave Bank

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(LOCAL)

The District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and vacation, if applicable.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

The Superintendent or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

**Emergency Closure
Leave**

All eligible employees shall receive ten leave days of emergency closure leave per fiscal year, in accordance with administrative regulation DEC(REGULATION). Emergency closure leave shall not carry over beyond the fiscal year in which it is allocated. Emergency closure leave may only be used if the Superintendent, in accordance with EB(LOCAL), has closed the District, individual campus(es), or facility as a result of a local, regional, or national disaster, epidemic, or other emergency condition resulting in the unplanned closure of the District, individual campus(es), or facility.

Compensation
during Closure

Employees who are required to work during an emergency closure of the District or their respective campus(es) or facility shall be compensated in accordance with DEA(LOCAL) and DEA(REGULATION).

Parental Bonding

Local leave and/or state non-discretionary personal leave to a maximum of ten leave days may be used by an employee for bonding with a child 12 months of age or younger. Paid leave for bonding shall not be granted in conjunction with the provisions of

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paid leave for adoption or foster care placement for more than a total of 30 days of paid leave. Use of paid leave for parental bonding under this paragraph shall run concurrently with leave under the FMLA, if applicable.

Adoption / Foster Care

Local leave and/or state non-discretionary personal leave to a maximum of 30 leave days may be used for primary care of an adopted child or for the placement of a child with the employee for foster care if the child is 60 months of age or younger. If both parents of the child are employed by the District, the District shall permit combined paid leave for this purpose to a total of 30 days. Use of paid leave for adoption/foster care under this paragraph shall run concurrently with leave under the FMLA, if applicable.

Mental Health Leave

An employee is eligible for up to three days of mental health leave through administrative leave with pay, granted in response to a traumatic event that occurred in the scope of the employee's employment with the District, as defined in DEC(REGULATION). Mental health leave is provided without a deduction in salary or other leave. Requests for mental health leave must be submitted in writing to the employee's immediate supervisor within seven calendar days of the traumatic event. Mental health leave requests shall be treated with confidentiality.

Assault Leave

An eligible employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from all physical injuries sustained as a result of the assault, for up to two (2) years from the date of injury. A district employee is physically assaulted if the person engaging in the conduct causing injury to the employee:

1. Could be prosecuted for assault; or
2. Could not be prosecuted for assault only because the person's age or mental capacity makes the person not responsible for purposes of criminal liability.

Assault Leave runs concurrent with any other eligible leave.

An employee is considered recuperated from physical injuries sustained once the employee can return to duty with or without accommodations, unless doing so would worsen an injury or additional leave would facilitate the healing process.

Communicable Disease Leave for Peace Officers

A commissioned peace officer employed by the District as a police officer pursuant to CKE(LOCAL) is eligible for quarantine or isolation leave if the officer in the scope of employment is:

1. Exposed to or contracts a communicable disease defined as a notifiable condition by the Texas Department of State Health

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Services in Title 25 of the Texas Administrative Code Section 97.3; and

2. Is ordered by the chief of police or the Harris County Public Health Department to quarantine or isolate as a result of the notifiable condition. The communicable disease leave for District police officers under this provision is provided without a deduction in salary or other leave.

If a District police officer is ordered to quarantine by the Harris County Public Health Department under this provision, the officer is eligible for reimbursement for reasonable costs of lodging and meals for the ordered quarantine in accordance with DEC(REGULATION) and District policy.

**Law Enforcement
Line of Duty Leave**

A commissioned peace officer employed by the District as a police officer pursuant to CKE(LOCAL) is eligible for Law Enforcement Line of Duty Leave for physical illness or injury resulting from an eligible action taken while on duty. For up to one year, days of Law Enforcement Line of Duty Leave may not be deducted from the officer's personal leave. In the event an officer also qualifies for Assault Leave under this policy, the officer will also be placed on Assault Leave, which shall run concurrently with Law Enforcement Line of Duty Leave. Following exhaustion of Law Enforcement Line of Duty leave, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. However, the officer may utilize and any other eligible leave for which the officer qualifies under this policy (i.e., Assault Leave) or use accumulated personal leave and in accordance with DEC(REGULATION). Injuries or illness resulting from routine or administrative duties not specific to a law enforcement action that occur during employment may be covered by other leave or benefit entitlements for which the officer qualifies and is eligible.

Other Absences

Any other release time granted or approved days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided. [See DMD]

**Family and Medical
Leave**

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.

Twelve-Month

Period

Combined Leave for
Spouses

If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]

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Intermittent or
Reduced Schedule
Leave

The District shall not permit the use of intermittent or reduced schedule FMLA leave for the care of a newborn child or the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

Certification of
Leave

If an employee requests or is placed on leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]

When the need for leave is foreseeable, the employee must return the completed medical certification to the human resources department within 15 calendar days of receiving the form. The health-care provider must describe the appropriate medical facts regarding the person's health condition. Failure to return the forms on a timely basis, or submission of incomplete forms, may result in a delay or denial of leave and could result in the employee's absence being designated as unexcused and unprotected.

The employee shall provide subsequent medical certification every 30 days except as provided by FMLA regulations.

Fitness-for-Duty
Certification

If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

The medical certification shall contain a statement about the employee's ability to perform essential job functions. Failure to provide the certification may result in a delay or denial of restoration of employment. The costs associated with obtaining the certification shall be the employee's responsibility. The fitness-for-duty requirement shall not apply to employees returning from intermittent or reduced schedule leave.

An employee shall give notice of the intent to return to duty before expiration of the FMLA leave. The employee ordinarily shall give notice two business days before his or her projected date of return in order to minimize potential workplace disruption and to allow for the smooth transition of assignments from other employees to the returning employee.

End-of-Semester
Leave

If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA(LEGAL), Leave at the End of a Semester]

Failure to Return

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]

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**Temporary Disability
Leave**

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

A contract employee on temporary disability leave shall notify the Superintendent or designee of the desire to return to active duty at least 30 days prior to the expected date of return. The notice must include a fitness-for-duty certification.

A contract employee returning from temporary disability leave during the last month of service of a contract period must return a minimum of ten workdays prior to the end of the contract period.

Contract
Employees—
Certified Educators

Any full-time contract employee whose position requires educator certification by the State Board of Educator Certification (an "educator") shall be eligible for temporary disability leave as stated herein. The maximum length of temporary disability leave shall be 180 calendar days or until all paid leave and vacation days, if any, have been exhausted, whichever is greater.

The Superintendent or designee shall have authority to place an employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed a medical exam, the employee's condition interferes with the performance of regular duties. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An educator returning to active duty after a leave of absence for temporary disability is entitled to an assignment at the school where the educator formerly taught, subject to the availability of an appropriate teaching position. In any event, the educator shall be placed on active duty no later than the beginning of the next school year. A principal at another location may voluntarily approve the appointment of an educator who wishes to return from leave of absence. However, if no other principal approves the assignment of the educator by the beginning of the next school year, the District must place the educator at the school where the educator formerly taught or was assigned.

Contract
Employees—
Noncertified
Positions

Other full-time contract employees (a "full-time employee") shall be eligible for temporary disability leave as stated herein. The maximum length of temporary disability leave shall be 180 calendar days or until all paid leave and vacation days, if any, have been exhausted, whichever is greater.

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The Superintendent or designee shall have authority to place an employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed a medical exam, the employee's condition interferes with the performance of regular duties. [See DBB(LOCAL)]

The District shall make an effort to place a full-time employee returning to active duty after a leave of absence for temporary disability in an assignment at the school or work location where the full-time employee formerly worked, subject to the availability of the same or a similar position. In any event, the full-time employee shall be placed on active duty no later than the beginning of the next school year; however, the assignment may not be in the same or a similar position.

Noncontract
Employees

The District may grant a noncontract employee a leave of absence for temporary disability for a maximum of 60 workdays per 12-month period or until all paid leave is exhausted, whichever is greater. A 12-month period is measured backward from the date the employee was granted temporary disability.

The Superintendent or designee shall have authority to place an employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed a medical exam, the employee's condition interferes with the performance of regular duties. [See DBB(LOCAL)]

A noncontract employee returning to active duty after a leave of absence for temporary disability shall be assigned to his or her former position, subject to the availability of the position. In the event the former position is no longer available, the employee shall be assigned to the first available comparable or similar position. If a comparable or similar position does not become available within six weeks from the employee's request to return to active duty, the District shall have no further obligation to return the employee to duty; and the employee's employment shall be terminated.

A noncontract employee unable or unwilling to return to work at the conclusion of temporary disability leave and exhaustion of all available leave shall be terminated.

**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]

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An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use accumulated paid leave instead of receiving weekly income benefits.

An employee choosing to use paid leave shall not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-injury or pre-illness wage. If the employee does not elect to use paid leave, the employee shall receive workers' compensation wage benefits only, which may not equal his or her pre-injury or pre-illness wage.

Jury Duty

An employee shall be granted leave with pay and without loss of paid leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

Other Court Appearances

An employee shall be granted leave with pay and without loss of paid leave for absences due to compliance with a valid subpoena in the following circumstances:

1. The employee, who is not a party to the litigation, is ordered to appear in a legal proceeding pursuant to a lawfully issued subpoena, in accordance with law. [See DEC(LEGAL)]
2. The employee is a defendant in a lawsuit based on actions taken in the course and scope of his or her employment, and the employee is requested by the District's legal counsel to participate in activities and proceedings related to the defense of the lawsuit.
3. The employee is not a party to a lawsuit involving the District but is otherwise requested by the District's legal counsel to provide information, assistance, or testimony in connection with litigation involving the District.

An employee who is a party to non-District litigation or legal proceedings and is absent due to activities and/or proceedings related to the litigation or legal proceedings must use available state personal leave for the absence.

Professional Study Leave

At the recommendation of a professional employee's principal or supervisor and the Superintendent, a leave of absence without pay may be granted by the Superintendent or designee for up to one contract year for the purposes of pursuing education study or research that are deemed beneficial to the District. The employee

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must have been employed by the District for at least three years and hold a term or continuing contract with the District to be eligible to apply.

Return to employment in the position or at the site employed prior to the leave is not guaranteed by the District or the employee. Upon presentation to the District of acceptable documentation of fulfillment of the leave, an employee returning to the District from a professional study leave to the same type of position held immediately prior to the leave shall retain previously accumulated unused local leave, contract status earned in the position held immediately prior to the leave, and career ladder status, if any, in the position held immediately prior to the leave.

**Paraprofessional /
Ancillary Employee
Leave for Student
Teaching**

At the recommendation of a paraprofessional/ancillary employee's principal or supervisor, the Superintendent or designee may grant a leave of absence with or without pay for one semester as identified on the current District school calendar for the purpose of student teaching. Student teaching is defined as on-campus classroom teaching at a District school under the direction of a university supervisor and cooperating teacher.

The paraprofessional/ancillary employee must have been employed by the District for at least three years and be currently enrolled in a program of study leading to a bachelor's degree, teacher certification, and qualification for highly qualified status under federal law.

The District shall not guarantee a return to employment in the same position or at the site employed prior to the leave. A paraprofessional/ancillary employee returning to the District from this leave shall be assigned to a comparable paraprofessional/ancillary position unless selected for a teaching position.

**Reimbursement of
Leave upon
Retirement**

An employee eligible to earn paid leave benefits shall be reimbursed for earned accumulated local leave, state sick leave, and state personal leave if the employee is eligible to retire under the regulations of the Texas Teacher Retirement System (TRS) and submits a letter of resignation giving notice of retirement from the District.

For an employee whose local, state sick, and state personal leave days have been accumulated on less than a full-day (seven-hour) work schedule, leave days shall be converted to full-day equivalents for this benefit.

The following guidelines shall apply:

1. An eligible employee is defined as one who is eligible to retire and receive a standard annuity that is not reduced for early

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retirement under the TRS Program. If an employee meets the criteria to retire under TRS and another state system, and elects the other retirement system, the employee is eligible for reimbursement of earned accumulated leave upon retirement.

2. Maximum benefits shall only be paid to employees who have been employed by the District for ten years prior to retirement. Employees who have been employed five to nine years may draw 50 percent to 90 percent of the maximum benefit, respectively.
3. The one-time maximum benefit to an employee shall be \$125 for each unused day of local leave, state sick leave, and state personal leave, not to exceed a maximum of 150 days.
4. This benefit shall be paid to employees who submit their resignation with the intent to retire either:
 - a. At the completion of the semester as identified in the current school calendar; or
 - b. At the completion of their annual work calendar year.

The last professional day in each semester for teachers may serve as the end of the semester for hourly employees for purposes of retirement and payment of this benefit. An eligible employee who has not completed a full semester as identified by the current school calendar or completed his or her annual work calendar because of medical conditions certified in writing by a physician shall be paid for his or her accumulated leave balance. Benefits shall be paid in the month following the retirement date.

Reasons

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
12. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
14. Failure to meet the District's standards of professional conduct.
15. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime

involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]

16. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
17. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
18. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job.
19. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, or the community, impairs or diminishes the employee's effectiveness in the District.
20. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
21. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
22. A significant lack of student progress attributable to the educator.
23. Behavior that presents a danger of physical harm to a student or to other individuals.
24. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
25. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
26. Falsification of records or other documents related to the District's activities.
27. Falsification or omission of required information on an employment application.
28. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.

29. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
30. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
31. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
32. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
33. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
34. Any reason constituting good cause for terminating the contract during its term.

Recommendations
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Superintendent's
Recommendation

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.

Notice of Proposed
Nonrenewal

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

If the notice of proposed nonrenewal does not contain a statement of the reason or all the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing.

The initial notice or any subsequent notice shall contain the hearing procedures.

Request for Hearing

If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall ~~file a written request with the commissioner of education, and provide~~ notify the Board ~~a copy of the request, in writing~~ not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee of the date and time of the hearing, which shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay.

Hearing Procedures By the Board

Unless the employee requests that the hearing be open, the hearing shall be conducted in a closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

Hearing Procedures

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

	<p>The<u>A record of the</u> hearing shall be conducted by an independent hearing examiner in accordance with the process described at DFD<u>made so that a certified transcript can be prepared, if required.</u></p>
Board Decision	<p>Following the hearing, the Board shall take appropriate action in accordance with DFD.</p> <p><u>The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.</u></p>
No Hearing	<p>If the employee fails to request a hearing, the Board shall take the appropriate action and notify the employee in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.</p>

Reasons

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
12. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
14. Failure to meet the District's standards of professional conduct.
15. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime

involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]

16. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
17. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
18. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job.
19. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, or the community, impairs or diminishes the employee's effectiveness in the District.
20. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
21. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
22. A significant lack of student progress attributable to the educator.
23. Behavior that presents a danger of physical harm to a student or to other individuals.
24. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
25. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
26. Falsification of records or other documents related to the District's activities.
27. Falsification or omission of required information on an employment application.
28. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.

29. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
30. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
31. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
32. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
33. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
34. Any reason constituting good cause for terminating the contract during its term.

Recommendations
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Superintendent's
Recommendation

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.

Notice of Proposed
Nonrenewal

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

If the notice of proposed nonrenewal does not contain a statement of the reason or all the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing.

The initial notice or any subsequent notice shall contain the hearing procedures.

Request for Hearing

If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee of the date and time of the hearing, which shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay.

Hearing By the Board

Unless the employee requests that the hearing be open, the hearing shall be conducted in a closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

Hearing Procedures

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

TERM CONTRACTS
NONRENEWAL

DFBB
(LOCAL)

Board Decision

The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

No Hearing

If the employee fails to request a hearing, the Board shall take the appropriate action and notify the employee in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

INSTRUCTIONAL ARRANGEMENTS
STUDENT SCHEDULES

EED
(LOCAL)

Middle Schools

All students in grades 6–8 shall be scheduled for at least seven classes each day. Exception: Students, with prior approval, may have a one-hour early release for off-campus physical education.

Selecting Courses

Students select courses for the next school year during the spring semester. Students and their parents should consider these factors as they make their course selections: requirements of the middle school curricula; purpose of the course; possible prerequisite for other courses; student's overall program and educational/career goals; and, in some instances, the students' desire to earn high school credit while in middle school.

Time for Dropping
Courses or
Changing
Schedules without
Penalty

Requests for course changes should be submitted in writing prior to the beginning of the new school year. Or once classes begin in the fall semester, students may drop a course or make a schedule change with no consequences only during the first ~~two~~ ~~three~~ weeks of the semester. Acceptable reasons for dropping a course or making a schedule change follow:

1. Student does not meet prerequisites for the course.
2. Student does not meet grade placement requirement of the course.
3. Student already has credit in the course.
4. Student is placed in an inappropriate level.
5. Student has not met requirement for K-level or HORIZONS placement.
6. Student needs a different course to complete requirements in the middle school curricula.

An administrator or school counselor shall inform students of deadlines and requirements for dropping courses or changing schedules as well as the ramifications of such decisions. Drops or changes occurring during the semester's ~~two~~ ~~three~~-week grace period shall not be shown on the student's record.

Consequences of
Dropping Courses
after ~~Two~~ ~~Three~~-
Week Grace Period

Drops or changes occurring after the ~~two~~ ~~three~~-week grace period shall be shown on the student's record. An administrator or school counselor shall inform the student and his or her parent of the possible impact that a course change can have, e.g., failure to meet promotion standards.

Only Allowable
Changes after
~~Two~~ ~~Three~~-Week
Grace Period
without a Penalty

The following list describes the situations in which students may change their schedule of courses, after the ~~two~~ ~~three~~-week grace period, without penalty:

INSTRUCTIONAL ARRANGEMENTS
STUDENT SCHEDULES

EED
(LOCAL)

1. Students may withdraw from athletics or band at any time, but, in each case, they shall be assigned to a physical education class or to another appropriate class.
2. Students may withdraw from advanced-level courses and be enrolled in on-level courses in these instances:
 - a. A student making below an 80 average at the end of the third week of a grading period may upon his or her request and parent approval be placed in an appropriate on-level class for the remainder of the school year.
 - b. A student may, upon his or her request and with parent approval, transfer from a K-level class to an appropriate on-level class at the end of any six-weeks' grading period.
3. A student's schedule of courses may change at any time from general education to special education settings due to an ARD decision.
4. Any other changes to a student's schedule must be made with the principal's or designee's approval of the student's and parent's request.

Senior High Schools

All students in grades 9–12 shall be scheduled for at least seven classes each day.

Only Allowable
Exceptions to
Enrollment in
Seven Classes

1. Students may have a one- or two-hour early release to take a college course (see EHDD) or to participate in an approved off-campus physical education program (see EHAC). Students may have a one-hour late arrival or a one-hour late arrival and a one-hour early release for the same purposes. Students enrolled in a career preparation program (co-op) may have a one- or two-hour early release to go to work.
2. The principal may grant a one- or two-hour early release, a one-hour late arrival, or a one-hour late arrival and a one-hour early release to a senior who is enrolled in courses that complete the Foundation High School Program with endorsements, who has passed all required state-mandated assessments, and who meets at least one of the following conditions:
 - a. Any of the situations listed in item 1 above, i.e., enrolled in a college course or co-op;
 - b. Has a job;
 - c. Critical family needs such as head-of-household, wage-earner;

INSTRUCTIONAL ARRANGEMENTS
STUDENT SCHEDULES

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- d. Caregiver for an infant/child or an elderly or disabled parent/grandparent;
 - e. Other situations requested by the parent and approved in writing by the principal.
3. Beginning with the class of 2019, the principal may grant a one-hour late arrival or early release for a junior for the sole purpose of taking a course at Lone Star College.

4. Beginning with the class of 2026, the principal may grant early release to a senior who is enrolled in courses that complete the Foundation High School Program with endorsements, who has met at least one college and career readiness standard, who has passed all required state-mandated assessments, and who meets at least one of the conditions in item 2 above.

All students granted early release or late arrival must be enrolled for a minimum of five classes each day and must have written parent permission. Early release or late arrival must be approved before the ~~two~~^{three}-week grade period ends for schedule changes at the beginning of each semester.

Selecting Courses

Students select courses for the next school year during the spring semester. Factors that students and their parents should consider in selecting courses include requirements for graduation, relevance to the student's overall program and educational/career goals, purpose of the course, and possible prerequisite for other courses.

Time for Dropping Courses or Changing Schedules without Penalty

Requests for course changes should be submitted in writing prior to the beginning of the new school year. Or once classes begin in the fall semester, students may drop a course or make a schedule change with no consequences only during the first ~~two~~^{three}-weeks of the semester. Acceptable reasons for dropping a course or making a schedule change follow:

1. Student does not meet prerequisites for the course.
2. Student does not meet grade placement requirement of the course.
3. Student already has credit in the course.
4. Student is placed in an inappropriate level.
5. Student has not met requirement for K-level, AP, or HORIZONS placement.
6. Student needs a different course to meet graduation requirements.

INSTRUCTIONAL ARRANGEMENTS
STUDENT SCHEDULES

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(LOCAL)

	<p>An administrator or school counselor shall inform students of deadlines and requirements for dropping courses or changing schedules as well as the ramifications of such decision. Drops or changes occurring during the semester's <u>twothree</u>-week grace period shall not be shown on the student's record.</p>
	<p>Students may also drop a year-long course at the end of the first semester or within the second semester's <u>twothree</u>-week grace period with no penalty. They shall receive a grade, credit, and grade points for the first semester.</p>
<p>Consequences of Dropping Courses after <u>Two Three</u>-Week Grace Period</p>	<p>If a student is allowed to drop a course after the <u>twothree</u>-week grace period, he or she shall receive no credit for the course. The student's record shall show a "WD" for the semester in which the withdrawal is made. The course shall count as one attempted with no credit earned and zero grade points allowed. This course shall also be calculated in the grade point average and shall negatively affect class rank.</p>
<p>Only Allowable Changes after <u>TwoThree</u>-Week Grace Period without a Penalty</p>	<p>The following list describes the situations in which students may change their schedule of courses, after the <u>twothree</u>-week grace period, without the grade penalty of a "WD" previously described:</p> <ol style="list-style-type: none">1. Students may withdraw from band, dance, JROTC, cheerleading, or athletics at any time, but, in each case, they shall be assigned to physical education or to an office assistant position.2. Students may withdraw from advanced-level courses and be enrolled in on-level courses in these instances:<ol style="list-style-type: none">a. A student making below an 80 average at the end of the third week of a grading period may, upon his or her request and parent approval, be placed in an appropriate on-level class for the remainder of the school year.b. A student may, upon his or her request and with parent approval, transfer from a K-level class to an appropriate on-level class at the end of any six-weeks' grading period.c. A student making 80 or above in any AP course may, upon his or her request and with parent approval, transfer from an AP class to an appropriate K-level class at the end of any six-weeks' grading period during or at the end of the first semester.3. A student's schedule of courses may change at any time from general education to special education settings due to an ARD decision.

INSTRUCTIONAL ARRANGEMENTS
STUDENT SCHEDULES

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Such changes shall be made at student and parent request and with the principal's or designee's approval.

Time Allocations

The following time allotments shall be used at the elementary level to ensure districtwide consistency in the opportunities that all students have to master the TEKS in all foundation and enrichment courses.

Prekindergarten

Prekindergarten shall be scheduled as a half-full day program for students who meet the ~~income or language~~ qualifications established at the state level.

~~Students shall be assigned to morning or afternoon sessions based on residential locations and bus routing considerations.~~

To match the limited attention span of four-year-olds, a developmentally appropriate schedule for prekindergarten reflects frequent changes in learning activities.

A sample schedule is:

8:30-8:45	Breakfast
8:45-9:00	Opening/Calendar
9:00-9:20	Academic Centers (LA, Math, Science, SS)
9:20-9:40	Language Arts
9:40-10:00	Academic Centers (LA, Math, Science, SS)
10:00-10:20	Mathematics
10:20-10:40	Music
10:40-11:10	P.E. & Recess
11:10-11:25	Story Time
11:15-11:30	Closure/Dismissal
8:15-8:50	Breakfast and Morning Activities
8:50-11:50	Academic Block: (Language Arts/Social Studies/Music/Movement)
11:50-12:50	Lunch & Recess
12:50-1:45	Rest Time

1:45-3:05	Academic Block: (Mathematics & Science)
3:05-3:35	Developmental Centers
3:35-3:40	Closure/Dismissal

Kindergarten

Kindergarten shall be scheduled as a full-day program. Frequent changes in learning activities shall be made within larger blocks of instructional time. ~~as shown in the sample schedule noted:~~

8:30-8:45	Opening/Calendar
8:45-9:30	Mathematics
9:30-11:00	Academic Block (Language Arts, Science, Social Studies, Technology)
11:00-12:00	Recess & Lunch
12:00-12:45	Reading
12:45-1:45	Arts/Music/P.E.
1:45-3:20	Academic Block (Language Arts, Science, Social Studies, Technology)
3:20-3:30	Closure/Dismissal
8:15-8:25	Morning Activities
8:25-8:50	Closing the Gap: Focused Instruction
8:25-12:10	Academic Block: (Language Arts/Social Studies)
12:10-1:10	Lunch & Recess
1:10-2:10	Academic Block: (Mathematics & Science)
2:10-3:05	PE, Art & Music
3:05-3:30	Developmental Centers
3:30-3:40	Closure/Dismissal

~~Grades 1–2~~

~~In grades 1–2, the following time allocations reflect minimum standards for subject area instruction. A a class “period” may range from 45 minutes to 60–75 minutes. The time needed to move students from one class to another is included within these recommended instructional blocks.~~

Language Arts	2.5 periods daily
Mathematics	1 period daily
Science/Social Studies	1 period (daily/weekly rotation)
Closing the Gap	25 minutes daily
Art/Music/P.E.	1 period (daily/weekly rotation)
Health	TEKS are assigned to science, social studies, P.E., Boys Town, and special activities conducted by the school counselor and nurse.

~~The instructional time dedicated to the mastery of TEKS in the foundation and enrichment subjects noted above accounts for approximately 5.5 hours of the seven-hour school day.~~

~~Grades 3 1–5~~

~~In grades 3 1–5, the following time allocations reflect minimum standards for subject area instruction. A a class “period” may range from 45 minutes to 60–75 minutes. The time needed to move students from one class to another is included within these recommended instructional blocks.~~

Language Arts/ Social Studies	2.5 periods daily
Mathematics	1 period daily
Science	1 period daily
Social Studies	1 period daily
Closing the Gap	25 minutes daily
Art/Music/P.E.	1 period (daily/weekly rotation)
Health	TEKS are assigned to science, social studies, P.E., Boys Town, and special activities conducted by the school counselor and nurse.

**Special
Considerations**

The instructional time dedicated to the mastery of TEKS in the foundation and enrichment subjects ~~noted above~~ accounts for approximately 5.5 hours of the seven-hour school day.

Approximately one hour is designated at each grade level for lunch and recess.

~~Approximately one-half hour is available at each grade level for discretionary instructional use at the campus level. This time may be used to extend instructional time in any of the foundation subjects for tutoring, special services, and enrichment activities.~~

The size of fine arts and physical education classes shall not exceed the number reached when two foundation classes are combined. Instructional aides shall be assigned to fine arts classes that have more than 45 students in attendance, or when the number of special need students requires additional help to maintain a quality learning environment.

~~The evaluation of students' mastery of health TEKS shall be included as part of the six-nine-week grades given in science, social studies, and physical education.~~

The elementary schedule may be altered occasionally to accommodate special events and projects that support the academic program and reinforce grade level TEKS. These cocurricular activities may include cultural arts programs, field trips, student performances, **DARE**, and standardized testing.

The elementary schedule may be altered as needed to accommodate the special services provided by federal, state, or local requirements for individual students who qualify for the following services: bilingual, ESL, G/T, special education, dyslexia, and reading enrichment. ~~, and reading recovery.~~

~~Tutorial services shall be included as part of the reteaching process in each of the foundation subjects, shall be reinforced through homework assignments, may be provided during recess, or may be offered as an extended-day program.~~

Campus Waivers

Principals may submit a local administrative waiver to request a deviation from the district's recommended timeframes. These waivers shall be reviewed on an annual basis. Waivers may be requested to accommodate the special learning needs of individual students and/or to respond to student achievement data that show a need for additional instruction in a specific subject or grade level.

Science Instructional Materials Adoption CFISD

2024-2025

These committee members have recommended the following textbooks for approval by the Board of Trustees beginning with the 2024-2025 school year.

Course	Company and Product Title	Committee Members
Science, Kindergarten	Company: Houghton Mifflin Harcourt Depository Product Title: HMH Into Science Texas Grade K	Kinder & Grade 1 Committee Adam - Mia Vatuna Andre' - Nancy Delgado Bane -Krystal Malichi Bang - Chevone McKinney Birkes - Laura Dang Brosnahan - Brittney Lund Danish - Stephanie Campbell Farney - Melissa Matteson Fiest - Emily Angelilli Frazier - Leneilia Johnson Hairgrove - Jeanne Chandler Hancock - Evadney Perales Hemmenway - Marcy McDowell Holbrook - Laura Garcia Holmsley - Jennifer Lee Hoover - Denise Ramponi Horne - Melissa Miller Kirk - Wendy Hankins Lamkin - Molly Edwards Lee - Lakeya Bromley Lieder - Elise Blanchette McFee - Celina Lapidus Metcalfe - Tressia Thompson Millsap - Lori Sharar Moore - Elizabeth Mulkins Postma - Katrina Delany Reed - Jamie Lopez M. Robinson - Angelica Trejo-Munoz A. Robison - Wendy Ryder Sampson - Gianna Tarantino Sheridan - Tegan Ogilvie Tipps - Claudia Reyes Walker - Stephanie Cook Wells - Rebecca Done Willbern - Terry Boyd Woodard - Jessica Garcia Yeager - Stevie Margreiter
Science, 1st Grade	Company: Houghton Mifflin Harcourt Depository Product Title: HMH Into Science Texas Grade 1	Grades 2-5 Committee Adam - Brittany Clavette Andre' - Kelly New Ault - Julie Barrett
Science, 2nd Grade	Company: Houghton Mifflin Harcourt Depository Product Title:	Grades 2-5 Committee Adam - Brittany Clavette Andre' - Kelly New Ault - Julie Barrett

	HMH Into Science Texas Grade 2	Bane - Sharon Tipping Bang - Susan Moschella Birkes - Tami Scamman Black - Tiffany Guppy Brosnahan - Kisha Grissom Copeland - Stacy Fischer Danish - Misty Evans Duryea - Aretha Gardner Emery - Chesley Church Emmott - Cheryl Price Farney - Cynthia DeNard Fiest - Reshma Evans Francone - David Martinez Frazier - Maxine Rivera Gleason - Caroline Trahan Hairgrove - Jennifer Mahon Hamilton - Chelsea Humphreys Hancock - Jo Dail Kovanda Hemmenway - Maria Tina Wagler Holbrook - Amber Smith Holmsley - Joanne Gillock Horne - Melissa Miller Jowell - Mallory Thawley Keith - Tiffany Kristynik Kirk - Christine Owings Lamkin - Juliana Fouts Lieder - Jesus Esparza Lowery - Jill Manning Matzke - Glenda Henry McGown - Jerri vanWunnik Metcalf - Christian Ramirez Millsap - Lori Sharar Moore - Lauren Walker Owens - Kimberly Benigno Pope - Amy Aguilar Post - Zaina Dimassi Postma - Wendy Chumley Reed - Jennifer Soto Rennell - Kelsey French M. Robinson - Nicole Palmer A. Robison - Wendy Ryder Sampson - Jennifer Bygness Sheridan - Tracy Ferguson Swenke - Randy Chance Tipps - Rebecca Bengel Walker - Jessica Zlatich Warner - Angela Hicks Wells - Lisa Huff Willbern - Tresa Weisz Wilson - Carly Chambers Woodard - Quynh Ngo Yeager - Kim Phan -
Science, 3rd Grade	Company: Houghton Mifflin Harcourt Depository Product Title: HMH Into Science Texas Grade 3	
Science, 4th Grade	Company: Houghton Mifflin Harcourt Depository Product Title: HMH Into Science Texas Grade 4	
Science 5th Grade	Company: Houghton Mifflin Harcourt Depository Product Title: HMH Into Science Texas Grade 5	
Science 6th Grade	Company: Houghton Mifflin Harcourt Depository Product Title:	Grades 6-8 Committee Anthony- Leslie Dressler Aragon- Stephanie Castro

	HMH Into Science Texas Grade 6	Arnold- Tiffany Schmidtendorff Bleyl- Byronesia Harold Dean- Megan Jaramillo Goodson- Sara Ludemann Hamilton- Keyla A. Vega Soto Hopper- Cherri Paluch Labay- Amanda Boudreaux Rowe- Janett Akerman Smith- Mary Brinkley Spillane- Amoreena Bird Sprague- Emily Ambriz Thorton- Adetria Singleton Truitt- Nickolaus Ruiz Watkins- Kezia Dadler
Science 7th Grade	Company: Houghton Mifflin Harcourt Depository Product Title: HMH Into Science Texas Grade 7	
Science 8th Grade	Company: Houghton Mifflin Harcourt Depository Product Title: HMH Into Science Texas Grade 8	
Biology	Company: Savvas Product Title: Texas Miller & Levine Experience Biology	Bridgeland –Ariel Austin Cy-Fair –Traci Schulz Cy Creek - Ruth Ritter Cy Falls – Tammy Baggett Cy Lakes – Sydney McDaniel Cy Park –Kristy Mueck Cy Ridge – Henry Mitchell Cy Springs – Yao Cheng Cy Woods – Shanna Lands Langham Creek – Alisa McElroy
Chemistry	Company: Savvas Learning Company Product Title: Texas Experience Chemistry	Bridgeland – Kristina Behenna Cy-Fair – Effie Mancuso Cy Creek - Jacob Romig, Cy Falls – Peter Quach Cy Lakes – Denis Costello Cy Ridge – Emily Howard Cy Springs –Tonie Germany-Brown Cy Woods – Jane Lines Langham Creek –Andrea Crawford
Physics	Company: McGraw-Hill School Division Product Title: McGraw-Hill Texas physics	Bridgeland – Philip T Guthrie Cy-Fair – Le Nguyen Cy Creek - Mark Mason Cy Falls – Connor McHugh Cy Lakes –Lucila Rendon Cy Ranch – Amanda Cantwell
IPC	Company: Accelerate Learning Inc. Product Title: STEMscopes Science TX - IPC	Brautigam - Jonathan Salvador Cy Lakes – Sydney McDaniel Cy Park – Pedroso Gomez Langham Creek – Joseph Michnick
Environmental Science	Company: Cengage Learning Inc. Product Title:	Brautigam – Julie Cooper Cy Lakes – Sharon Carswell

	<p>Environmental Science: Sustaining Your World, Texas Edition</p> <p>Only choice from SBOE Adopted Materials</p>	
Earth Systems	<p>Company: Cengage Learning Inc. Product Title: Earth Systems, Texas Edition</p> <p>Only choice from SBOE Adopted Materials</p>	<p>Cy Falls – Mark Regan, Alicia Royer Cy Springs – Stephen Njome Manga, Sakina Brandford</p>
Astronomy	<p>Company: Cengage Learning Inc. Product Title: Foundations of Astronomy</p> <p>SBOE Adopted Materials contained one option</p> <p>Foundations of Astronomy (Cengage) was selected as it was better aligned with TEKS requirements.</p>	<p>Cy Falls – Mark Regan Cy Lakes – Megan Costello Cy Ridge – Rodney Selmon Cy Springs – Stephen Njome Manga Jersey Village – Tesia Campbell Langham Creek – Matthew Stanulonis</p>
Aquatics	<p>Company: Cengage Learning Inc. Product Title: Oceanography: An Invitation to Marine Science HS Edition</p> <p>Only choice from SBOE Adopted Materials</p>	<p>Bridgeland – Colin Myers Cy Falls – Alicia Royer Cy Lakes – James Canturani Cy Ridge – James West Jersey Village – Meredith King</p>

Career & Technology Instructional Materials Adoption CFISD

2024-2025

These committee members have recommended the following textbooks for approval by the Board of Trustees beginning with the 2024-2025 school year.

Course	Company and Product Title	Committee Members
Child Development	Company: CEV Multimedia LTD Product Title: iCEV Child Development (Individual Course)	Cy Creek - Natalie Beckworth Cy Falls – Fotini Netos Cy Park – Vandrea Grant/Simone King Cy Ranch –Ridge – Paris Webber Cy Springs – Rachael Sanders Jersey Village – Kimberly Wise
Principles of Education & Training	Company: Goodheart-Willcox Company Product Title: Teaching	Cy Creek - Christina Bramwell Cy Falls – Kathleen Skehan Cy Ranch – Kimberly Dean Cy Springs – Rachael Sanders Jersey Village – Liz Starr
Instructional Practices	Company: The Curriculum Center for Family & Consumer Sciences Product Title: Instructional Practices	Cy Creek - Christina Bramwell Cy Falls – Kathleen Skehan Cy Ranch – Kimberly Dean Cy Springs – Rachael Sanders
Principles of Applied Engineering	Company: eDynamic Holdings LP Product Title: Applied Engineering 1a/1b	Bridgeland – Brett Ledkins Cy-Fair – Clyde Johnson Cy Creek - Richard Houdek Cy Lakes – Kenneth Parker Jersey Village – Mark Whetstine Labay - Paul Cranford Spillane - Joseph Swenceski Sprague - Jon-Michael Laboski Thornton - D'Andre Harbin, Tim Jahn
Health Science Theory Clinicals	Company: Cengage Learning Inc. Product Title: DHO Health Science	Cy Creek - Melissa Marek Cy Ridge – Shellrinah Reneau Cy Woods – Laura Anderson Langham Creek – Robin Richard, Ronald Hebert
Anatomy & Physiology	Company: McGraw-Hill School Division Product Title: Holes Essentials of Human Anatomy & Physiology	Bridgeland – Robyn Brackney Cy-Fair – Patricia Chapela Cy Falls – Derek Logback Cy Lakes – Marie Smith Cy Park – Taryn McFarlane Cy Ridge – Kenya Summage Cy Woods – Cristina Felchak Langham Creek – John Chung

<p align="center">Forensic Science</p>	<p>Company: Cengage Learning Inc. Product Title: Forensic Science: Fundamentals and Investigations</p>	<p>Cy Creek - Jessica Zapata, Karee Gregg Cy Lakes – Matthew Wells, Sochukwu Nzewi Cy Park – Nobert Hill Cy Ridge – Miranda Bussey Cy Springs – Larry Boykin Cy Woods – Shannon Shadoan Jersey Village – Sara Winklemann Langham Creek – Alisa McElroy</p>
<p align="center">Medical Terminology</p>	<p>Company: Cengage Learning Inc. Product Title: Medical Terminology for Health Professions</p>	<p>Bridgeland – Laura Pham Cy Creek - Yolanda McHenry, Jaime Leal Cy Lakes – Tila Aytch Henderson Cy Park – Rachel Stribling Cy Ranch – Leslie Rivera Cy Ridge – Miranda Bussey Cy Springs – Matthew Ober Jersey Village – Samantha Riley Langham Creek – Anita Marshall</p>
<p align="center">Pathophysiology</p>	<p>Company: eDynamic Holdings LP Product Title: Pathophysiology 1a/1b</p>	<p>Bridgeland – Mary Lyons Cy-Fair – Marla Posada Cy Creek - Jaime Leal Cy Lakes – Marie Smith Cy Ranch – Catherine Roberts Cy Ridge – Richard Jacobs Cy Springs – Kevin Hawkins Cy Woods – Jennifer Turnbow Langham Creek – Anita Marshall</p>
<p align="center">Food Science</p>	<p>Company: CEV Multimedia Ltd Product Title: iCEV Food Science (Individual Course)</p> <p>Only choice from SBOE Adopted Materials</p>	<p>Bridgeland — Michele Smith Cy Falls – Jean Chiriboga Cy Park – Zoe Miller Cy Springs – Samantha Lopez Cy Woods – Tami Hunt Jersey Village – Blair Roy Langham Creek – Maria Cherian</p>
<p align="center">Engineering Design & Presentation I</p>	<p>Company: CEV Multimedia Ltd. Product Title: iCEV Engineering Design & Presentation I (Individual Course)</p>	<p>Cy-Fair – Clyde Johnson Cy Creek - Richard Houdek Cy Lakes – Rashad Favors, Kenneth Parker Cy Park – Cornelius Cooley, Louis Iselin Cy Ranch – Kristi Grove, Juan Lopez Jersey Village – Mark Whetstine</p>
<p align="center">Engineering Design & Presentation II</p>	<p>Company: CEV Multimedia Ltd. Product Title: iCEV Engineering Design & Presentation II (Individual Course)</p>	<p>Bridgeland – David Laughlin, Brett Ledkins, Devin Murphy Cy-Fair – Dariann Montgomery, Clyde Johnson, Sean Finn Cy Creek - Richard Houdek, Clyde Salzman Cy Falls – Andrew Higgins Cy Lakes – Larry Leach, Kenneth Parker</p>

		<p>Cy Park – Cornelius Cooley, Louis Iselin</p> <p>Cy Ranch – Kristi Grove, Juan Lopez</p> <p>Cy Ridge – Lyawonda Amuneke, Jesse Vo</p> <p>Cy Springs – Steven Marcus, Tim Stapley</p> <p>Cy Woods – Jarrall Ford, Samantha Lightbody</p> <p>Jersey Village – Mark Whetstine</p> <p>Langham Creek – Rashad Mayes</p>
Computer Science I	<p>Company: Code HS</p> <p>Product Title: Texas Computer Science I</p>	<p>Bridgeland – Alejandro Garcia, Gerald Staffel, Rayvan Watson</p> <p>Cy-Fair – Weldon Jasik</p> <p>Cy Creek - Jay Burton</p> <p>Cy Lakes – Rohini Kalghatgi</p> <p>Cy Park – Veronica Diaz</p> <p>Cy Springs – Jose Chapela</p> <p>Cy Woods – Stacey Armstrong</p> <p>Jersey Village – Latanya Brooks-Samuels</p> <p>Langham Creek – Cameron Crowson</p>
Computer Science II	<p>Company: Compuscolar Java</p> <p>Product Title: Java Programming</p>	<p>Bridgeland – Alejandro Garcia, Gerald Staffel, Rayvan Watson</p> <p>Cy-Fair – Weldon Jasik</p> <p>Cy Creek - Jay Burton</p> <p>Cy Lakes – Rohini Kalghatgi</p> <p>Cy Park – Veronica Diaz</p> <p>Cy Springs – Jose Chapela</p> <p>Cy Woods – Stacey Armstrong</p> <p>Jersey Village – Latanya Brooks-Samuels</p> <p>Langham Creek – Cameron Crowson</p>
Communication & Technology in Education	<p>Company: The Curriculum Center for Family & Consumer Sciences</p> <p>Product Title: Communication and Technology in Education</p> <p>Only choice from SBOE Adopted Materials</p>	<p>Cy Creek – Christina Bramwell</p> <p>Cy Falls – Kathleen Skehan</p> <p>Cy Springs – Rachel Sanders</p>

Social Studies Instructional Materials Adoption CFISD

2024-2025

These committee members have recommended the following textbooks for approval by the Board of Trustees beginning with the 2024-2025 school year.

Course	Company and Product Title	Committee Members
Personal Finance Literacy Plus Economics	Company: McGraw-Hill School Division Product Title: Personal Finance High School Edition	Bridgeland - Stacy McCarthy Cy-Fair – Ross Gelhausen Cy Creek - Shelby McLane Cy Falls – Nam Tran Cy Lakes – Ellen Thompson Cy Park – Randall Borow Cy Ranch – Matthew Kirila Cy Ridge - Daniel Miranda Cy Springs – Matthew Davidson Cy Woods – James Vance Jersey Village – Brad Owens Langham Creek – Roxana Caulder ALC East - Destiny Daruvalla ALC West - Greg Kuri