

**NOTICE OF REGULAR OF THE BOARD OF TRUSTEES
 PORT ARANSAS INDEPENDENT SCHOOL DISTRICT
 Wednesday, June 12, 2024
 6:00 PM**

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Port Aransas Independent School District will be held on Wednesday, June 12, 2024 at 6:00 PM. The Board will meet in the Board Room of the Port Aransas Independent School District Administration Building
 100 S Station St
 Port Aransas, TX 78373.

I. CALL TO ORDER	4
A. Moment of Silence and Pledge of Allegiance	
II. COMMENTS	
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A. Jerry McDonald Award Winners	
B. Second Step Student Video	
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2. Special Programs Report	20
VI. CONSENT AGENDA	24
A. Consider/Take Possible Action to Approve Regular Board Meeting Minutes Dated May 15, 2024, and the Special Board Meeting Minutes Dated May 21, 2024.	25
B. Consider/Take Possible Action to Approve the Monthly Investment Report.	29
C. Consider/Take Possible Action to Approve District Auditor.	51
D. Consider/Take Possible Action to Approve TASB Local Policy Update 123.	61
E. Consider/Take Possible Action to Approve Budgeted Funds Transfer and Purchase of the Benchmark Reading Instructional Materials.	111
F. Consider/Take Possible Action to Adopt Prevailing Wage Rates.	113
G. Consider/Take Possible Action to Approve Budget Amendments.	115
H. Consider/Take Possible Action to Approve Expenditures over \$25,000.00.	116
VII. DISCUSSION AND/OR ACTION ITEMS	
A. Consider/Take Possible Action to Approve an Innovative Course at Port Aransas High School.	119

VIII. CLOSED SESSION	121
The Board will adjourn to Executive Session in accordance with the Texas Open Meeting Act, Texas Government Code 551.071 thru 551.083 to consider the following:	
A. Personnel: Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, and Dismissal of Employee(s).	
B. Discuss Certified Educator Contract(s).	
IX. OPEN SESSION	
A. Consider/Take Possible Action to Approve Hiring a Certified Educator(s).	122
X. ADJOURN	123

If, during the course of the meeting covered by this Notice, the Board of Trustees should determine that a closed session of the Board of Trustees is required, then such closed session as authorized by the Texas Open Meetings, Act, Texas Government Coded Section 551.001 et seq., will be held by the School Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:

Texas Government Code Section

- 551.071 Private consultation with the board's attorney
- 551.072 Discussing purchase, exchange, lease, or value of real property.
- 771.073 Discussing negotiated contracts for prospective gifts or donations.
- 551.074 Discuss:
 - (1) To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or
 - (2) To hear a complaint or charge against an officer or employee.
- 551.076 Considering the deployment, specific occasions for, or implementation of security personnel or devices.
- 551.082 Considering discipline of a public school child, or complaint or charge against personnel.
- 551.083 Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups.

Should any final action, final decision, or final vote be required in the opinion of the school Board with regard to any matter considered in such closed session, then the final action, final decision, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon reconvening of the public meeting; or
- (b) at a subsequent public meeting of the School Board upon notice hereof, as the School Board shall determine pursuant to applicable laws and policies.

On this , this notice was posted on a bulletin board located at a place readily accessible and convenient to the public at the Port Aransas Independent School District Administration Building, 100 S. Station Street, Port Aransas, Texas.

Respectfully submitted,

Sharon McKinney, Superintendent

CALL TO ORDER

Non-Action Item

Board President, Daniel Johnson will call meeting to order.

A. Moment of Silence and Pledge of Allegiance

PUBLIC TESTIMONY

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the designee, Rosalie Johnson before the meeting begins as specified in the Board's procedures on public comment and shall indicate the item or topic on which they wish to address the Board.

Should individuals elect to sign up to address the board prior to the board meeting they must email Rosalie Johnson, rosalie@paisd.net. Include the following information in the body of the email: First Name, Last Name, phone number and indicate item or topic they wish to address.

BOARD OF TRUSTEES' ACKNOWLEDGEMENTS AND/OR PRESENTATIONS

B. Non-Action Item:

At this time, Board Members may make acknowledgements; receive Board committee reports and/or present reports to audience.

PRESENTATIONS INFORMATION

PRESENTATIONS:

- A. Jerry McDonald Award Winners
- B. Second Step Student Video
- C. Food Service Update

BUDGET WORKSHOP

Port Aransas ISD 2024-2025 Budget

Background Information and Rationale:

Development of the 2024-2025 budget is well underway as we work to provide revenue estimates so we can safely budget for next year. Unknowns include student enrollment, student attendance rate, how much our appraisal values will change between preliminary and final certification, and what the state property value study results will show in January 2025.

With the previous legislative sessions concluding without providing additional school funding, next year's funding will be very similar to this year's funding. .

As we prepare the 2024-2025 budget, current adjustments are being reviewed as the 2023-2024 school year budget is being adjusted, primarily due to enrollment lower than budgeted and higher expenses due to inflation.

2024-2025 Budget Planning:

- Additional tax compression is likely and will provide a decrease in the property tax rate.
- Nueces County Appraisal District (NCAD) values will always change from the first preliminary values received in April 2024. Within two week of publishing, the values changed by about \$1 billion
- Continued implementation of other additional unfunded mandates
- Expanded preK without additional funding
- Inflation has been a challenge for PAISD as well as for our staff and families
- The TRS Active Care rates have been published for the 2024-2025 school year and will be reviewed during the workshop.
- Projected expenses (both salaries and maintenance & operations) are being monitored and adjusted.

Additional information will be presented at the board meeting.

REPORTS

A. Business Reports

Sharon McKinney will present to the Board the following information:

1. May Expenditures
2. Tax Collections
3. Bond Expenditures

PORT ARANSAS ISD
Expenditure Summary

May 2024 -- Expenditures 2023-24

AMERICAN BANK

Maintenance and Operations	\$ 126,196.44
Payroll	\$ 566,057.94
Transfer to Lone Star	\$ -
PVD Fund -Construction	\$ -
Bond Expenditures	\$ 82,162.18
Total Cash Expenditures/Transfers for Month	\$ 774,416.56

LONESTAR INVESTMENT ACCOUNT

Payment for Insurance Premium	
Transfer to American Bank	\$ 1,200,000.00
Worker's Comp Fund	\$ 2,262.75
Interest & Sinking Fund	
Total Cash Expenditures/Transfers for Month	\$ 1,202,262.75

TEXAS RANGE

Texas DAILY	\$ -
Texas DAILY - SELECT- Transfer	\$ -
Texas TERM Inv.	\$ -
TexasTERM - Certificate of Deposit	\$ -
Total Cash Expenditures/Transfers for Month	\$ -

Less Transfers	\$ (1,200,000.00)
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Total Expenditures	\$ 776,679.31
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PORT ARANSAS I.S.D. STATEMENT OF REVENUES, EXPENDITURES										
FOR MONTH ENDED		5/31/2024			Percent of the Year :			75.00%		
		GENERAL FUND			FOOD SERVICE			DEBT SERVICE		
		BUDGET	ACTUAL	% of	BUDGET	ACTUAL	% of	BUDGET	ACTUAL	% of
		(12 Months)	(9 Month)		(12 Months)	(9 Month)		(12 Months)	(9 Month)	
		2023-24	2023-24		2023-24	2023-24		2023-24	2023-24	
REVENUES:										
5700	Local, Intermediate & Out-of-State	38,570,546	38,073,315	98.71%	228,097	77,099	33.80%	4,341,853	4,203,378	96.81%
5800	State Program Revenues	743,019	476,055	64.07%	45,900	44,995	98.03%		-	
5900	Federal Program Revenues	30,000		0.00%	131,707	58,181	44.17%			
Revenues		39,343,565	38,549,370	97.98%	405,704	180,275	44.44%	4,341,853	4,203,378	96.81%
EXPENDITURES:										
11	Instruction	(4,684,554)	(3,411,169)	72.82%						
12	Instructional Resources & Media Services	(100,824)	(76,085)	75.46%						
13	Curriculum & Instructional Staff Developme	(7,250)	(1,924)	26.53%						
21	Instructional Development	(379,046)	(259,954)	68.58%						
23	School Leadership	(548,354)	(401,867)	73.29%						
31	Guidance, Counseling, and Evaluation Serv	(230,765)	(149,385)	64.73%						
33	Health Services	(75,748)	(52,411)	69.19%						
34	Student Transportation	(144,874)	(94,917)	65.52%						
35	Food Service	(37,777)	(24,048)	63.66%	(487,871)	(324,224)	66.46%			
36	Extracurricular Activities	(510,777)	(366,831)	71.82%						
41	General Administration	(728,275)	(510,816)	70.14%						
51	Facilities Maintenance and Operations	(2,361,269)	(1,455,745)	61.65%						
52	Security & Monitoring Services	(218,383)	(41,671)	19.08%						
53	Data Processing Services	(114,785)	(78,202)	68.13%						
61	Community Service	(500)	(164)	32.77%						
71	Debt Service	0	0	0.00%				(4,341,853)	(3,418,539)	78.73%
81	Construction - Art Lab	(56,984)	(43,492)	76.32%						
91	Chapter 49 Payments	(28,913,999)	0	0.00%						
95	JJAEP	(2,000)	0	0.00%						
99	Tax Appraisal District	(528,000)	(262,052)	49.63%						
6XXX	Total Expenditures	(39,644,164)	(7,230,733)	18.24%	(487,871)	(324,224)	66.46%	(4,341,853)	(3,418,539)	78.73%
Other Resources and Uses										
7010	Other Resources				77,667		0.00%			0.00%
8010	Other Uses	(77,667)		0.00%			0.00%			0.00%
Resources over Expenditures & Other Uses		(378,266)	31,318,637	11	(4,500)	(143,949)		0	784,838	

PORT ARANSAS I.S.D. STATEMENT OF REVENUES, EXPENDITURES		5/31/2024					
FOR MONTH ENDED		SPECIAL REVENUE		DONATIONS		BOND EXPENDITURES	
		BUDGET	ACTUAL	DESCRIPTION	ACTUAL	BUDGET	ACTUAL
		(12 Months)	(9 Month)		To Date	Total Budget	To Date
		2023-24	2023-24	2023-24	2023-24	2023-24	2023-24
REVENUES:							
5700	Local, Intermediate & Out-of-State	10,001	41,103	63,832	63,832	Interest Revenue	1,037,629
5800	State Program Revenues	1,327	13,549				
5900	Federal Program Revenues	380,398	238,534				
	Revenues	391,725	293,186	63,832	63,832	0	1,037,629
EXPENDITURES:							
11	Instruction	(310,380)	(215,085)	(54,741)	(22,249)	(621,613)	(68,192)
12	Instructional Resources & Media Services	0	0	(5,967)		(12,701)	(3,102)
13	Curriculum & Instructional Staff Development	0	0	(3,517)			
21	Instructional Development	0	0				
23	School Leadership	0	0				
31	Guidance, Counseling, and Evaluation Services	(70,017)	(69,897)				
33	Health Services	0	0				
34	Student Transportation	0	0			(260,644)	(23,143)
35	Food Service	0	0			(50,000)	
36	Extracurricular Activities	0	0	(72,574)	(52,019)	(2,375,000)	(99,104)
41	General Administration	0	0	(2,126)	(1,657)		
51	Facilities Maintenance and Operations	0	0	(157)	(111)	(20,467,092)	(538,693)
52	Security & Monitoring Services	(11,328)	(10,397)			(208,495)	(32,484)
53	Data Processing Services						
61	Community Service		0				
71	Debt Service		0				
81	Construction - Art Lab	(134,589)	(134,589)			(16,107,884)	(615,412)
91	Chapter 49 Payments	0					
95	JJAEP	0	0				
99	Tax Appraisal District	0	0				
6XXX	Total Expenditures	(526,314)	(429,968)	(139,083)	(76,036)	(40,103,429)	(1,380,131)
	Other Resources and Uses						
7010	Other Resources						
8010	Other Uses						
	Resources over Expenditures & Other Uses		12				
		(134,589)	(136,782)	(75,251)	(12,203)	(40,103,429)	(342,502)

PORT ARANSAS ISD
Student, Campus and Donation Expenditures
May 2024

Acct Descr	Number	Date	VENDOR	REASON	Expend
STUDENT ACTIVITY ACCOUNTS					
ACT-BAND-PAHS	081555	20240501	CORPUS CHRISTI BASEBALL CLUB,LP	Hooks Tickets/Meal Vouchers	1,320.00
ACT- AP COLLEGE TESTING	081652	20240522	CASSANDRA VACHON	Reimbursement Test Purchase in Error	85.23
ACT-PAHS CHEERLEADERS	081606	20240509	UNIVERSAL CHEERLEADERS ASSOC.	Cheer	1,000.00
ACT-PAHS CHEERLEADERS	081686	20240530	VARSITY SPIRIT CORPORATION	cheer	302.50
ACT-CLASS OF 2025 (11)	081568	20240507	CARD SERVICE CENTER	Prom	64.49
ACT-CLASS OF 2025 (11)	081568	20240507	CARD SERVICE CENTER	Prom	62.68
ACT-NHS PAHS	081568	20240507	CARD SERVICE CENTER	Amazon Order-NHS	307.82
ACT-NHS PAHS	081568	20240507	CARD SERVICE CENTER	Amazon Order-NHS	19.99
ACT-UIL ACADEMIC-HS	081632	20240516	GANDY INC	UIL - State Event	514.35
ACT-UIL ACADEMIC-HS	081662	20240522	PORT ARANSAS ISD	PO Created by Req: 241069	2,600.00
ACT-BMS PRINCIPAL FUND	081620	20240516	ANGIE AXTELL	Small Schools Centerpieces	5.99
ACT-STUDENT COUNCIL-BMS	081568	20240507	CARD SERVICE CENTER	Decorations for dance & luncheon	22.46
ACT-STUDENT COUNCIL-BMS	081568	20240507	CARD SERVICE CENTER	Decorations for dance & luncheon	17.99
ACT-STUDENT COUNCIL-BMS	081568	20240507	CARD SERVICE CENTER	Decorations for dance & luncheon	14.99
ACT-STUDENT COUNCIL-BMS	081568	20240507	CARD SERVICE CENTER	Decorations for dance & luncheon	171.84
ACT-STUDENT COUNCIL-BMS	522242	20240522	ATM AMERICAN BANK	PADRE PIZZERIA EOY PARTY	40.00
ACT-STUDENT COUNCIL-BMS	526241	20240526	AMAZON PURCHASES	Hawaiian Dance	201.94
ACT-STUDENT COUNCIL-BMS	081675	20240529	CATHY YOUNG	Food	2,100.00
					8,852.27
CAMPUS ACTIVITY ACCOUNTS					
ACTIVITY-PAHS CAMPUS ACTIVITY	081585	20240507	PORT A PIZZERIA	Teacher Appreciation	117.00
ACTIVITY-PAHS CAMPUS ACTIVITY	081609	20240510	DAVID SWARTWOUT	SAMS - Teacher Appreciation	71.76
ACTIVITY-PAHS CAMPUS ACTIVITY	081639	20240516	MORGAN MELDE	Teacher Appreciation	46.58
ACTIVITY-PAHS CAMPUS ACTIVITY	081627	20240516	DAVID SWARTWOUT	Teacher Appreciation	180.00
ACTIVITY-OES CAMPUS ACTIVITY	081568	20240507	CARD SERVICE CENTER	Rock Labels	82.45
ACTIVITY-OES CAMPUS ACTIVITY	081568	20240507	CARD SERVICE CENTER	Kindergarten Grad Gowns	593.70
ACTIVITY-OES CAMPUS ACTIVITY	050801	20240508	ATM AMERICAN BANK	SMALL SCHOOLS EVENT-HEB	287.83
ACTIVITY-OES CAMPUS ACTIVITY	050803	20240508	ATM AMERICAN BANK	SMALL SCHOOLS PASTRIES-Iries	575.67
ACTIVITY-OES CAMPUS ACTIVITY	050901	20240509	ATM AMERICAN BANK	TACOS SMALL SCHOOLS-Juan's	120.00
ACTIVITY-OES CAMPUS ACTIVITY	522021	20240522	ATM AMERICAN BANK	ERIN ACCIDENTAL CHARGE	218.42
ACTIVITY-OES CAMPUS ACTIVITY	522021	20240522	ATM AMERICAN BANK	ERIN ACCIDENTAL CHARGE	237.54
CAMPUS-BARBARA FURLOW READING	529245	20240529	ATM AMERICAN BANK	AR REWARDS	275.00
ACTIVITY - NURSE	081582	20240507	MACGILL SCHOOL NURSE SUPPLY	Nurse Supplies	617.50
BASKETBALL/GIRLS ACTIVITY	517242	20240517	AMAZON PURCHASES	PO Created by Req: 240898	62.58
BASEBALL CAMPUS ACTIVITY	081598	20240509	BRETT GIPS	Reimb Baseball Meal	507.86
BOOSTER CLUB ACTIVITY	081568	20240507	CARD SERVICE CENTER	Baseballs - 5 dozen	233.55
BOOSTER CLUB ACTIVITY	081568	20240507	CARD SERVICE CENTER	Tennis supplies	598.00
BOOSTER CLUB ACTIVITY	081568	20240507	CARD SERVICE CENTER	Tennis supplies	809.63
BMS LEADERSHIP	081687	20240530	CARD SERVICE CENTER	Baby items for donation	1,002.33
					6,637.40
DONATION ACCOUNTS					
GENERAL SUPPLIES/OCEAN WEEK	081599	20240509	JOHNSON-AKRE ENTERPRISES, LLC	OCEAN WEEK SHIRTS	3,130.00
GENERAL SUPPLIES/OCEAN WEEK	081654	20240522	GAYLANN SPEEGLE	Reimb Ocean's Week Amazon Orde	62.85
DONATION-BUMS ON THE BAY	081575	20240507	FEDERAL IRON & METAL, INC.	Steel material order	2,427.58
DONATION-BUMS ON THE BAY	081584	20240507	MATHESON TRI-GAS, INC.	2023-24 Gas Bottle Rental	481.55
DONATION-BUMS ON THE BAY	081568	20240507	CARD SERVICE CENTER	PO Created by Req: 240713	448.22
DONATION-BUMS ON THE BAY	081641	20240516	PRINTED SOLID, INC	3D Printer Filament Refill	113.69
DONATION-BUMS ON THE BAY	524242	20240524	AMAZON PURCHASES	Various Grants	1,962.34
7th GRADE SCIENCE TRIP	423241	20240514	TEXAS STATE AQUARIUM	AQUARIUM FEES	430.00
TURF FOR OUTDOOR CLASSROOM	081621	20240516	Brandon Lafayette Homes	Turf's Up Lawn-BMS	5,240.25
LIONS CLUB BB ATHLETIC GRANT	081692	20240530	MARTINEZ PAINTING INC	Outdoor Basketball Goals	466.87
TUCKER/UIL ACADEMICS	081571	20240507	DIANE TUCKER	UIL- State Event Parking/Misc.	600.00
LUCKY DUCK DONATION-STAFF	081646	20240516	TREVOR GREEN	HEB Excellence in Education	113.00
LC-FARLEY BOAT BEAUTIF (ROver)	081581	20240507	LINDSAY MOORE	Plants for Farley Boats	77.80
LC-FARLEY BOAT BEAUTIF (ROver)	081692	20240530	MARTINEZ PAINTING INC	Outdoor Basketball Goals	33.13
					15,587.28

PAISD SCHOLARSHIP ACTIVITY - MAY 2024

Type	Date	Num	Name	Memo	Account	Amount
Check	05/03/2024	5745	DOMINIC FORD	ENROLLMENT SPRING 2024	210039 DOMINIC FORD	\$ 650.00
Check	05/14/2024	5746	MOSES JIMENEZ	TUITION - SUMMER 2024	230098 MOSES JIMENEZ	\$ 2,167.80
Check	05/21/2024	5747	MCKENZIE COLE	TUITION SUMMER 2024	210105 MCKENZIE COLE	\$ 392.10
Check	05/24/2024	5748	ROBERT OZZIE PHILLIPS	TUITION/ENROLLMENT SPRING 2024	210005 OZZIE PHILLIPS	\$ 2,750.00
Check	05/28/2024	5749	NATHALIE JEWEL	TUITION-ENROLLMENT SUMMER 2024	210089 NATHALIE JEWELL	\$ 1,750.00
						\$ 7,709.90

PORT ARANSAS I.S.D.
SCHEDULE OF YEAR-TO DATE TAX COLLECTIONS

	BUDGET 2023-24	YEAR-TO-DATE 5/31/2024	% OF BUDGET
LOCAL TAXES-GENERAL FUND			
TAXES-CURRENT YEAR	\$37,777,621.00	\$ 37,951,834.28	
Less: Discounts	(781,468.00)	(722,487.86)	
TAXES-PRIOR YEARS	217,093.00	(7,969.17)	
PENALTY AND INTEREST	285,000.00	226,245.83	
	<u>37,498,246.00</u>	<u>37,447,623.08</u>	99.86%
LOCAL TAXES-DEBT SERVICE FUND			
TAXES-CURRENT YEAR	4,169,427.00	4,198,471.87	
Less: Discounts	(85,936.00)	(79,753.08)	
TAXES-PRIOR YEARS	38,000.00	(648.28)	
PENALTY AND INTEREST	25,000.00	21,416.09	
	<u>4,146,491.00</u>	<u>4,139,486.60</u>	99.83%
TOTAL COLLECTED	<u>41,644,737.00</u>	<u>41,587,109.68</u>	<u>99.86%</u>

TAX COLLECTION COMPARISONS as of Month Ended			<u>5/31/2024</u>
	<u>TOTAL BUDGETED</u>	<u>COLLECTED</u>	% OF <u>BUDGET</u>
2022/23 SCHOOL YEAR	39,137,515.00	38,555,103.11	98.51%
2023/24 SCHOOL YEAR	41,644,737.00	41,587,109.68	99.86%

PORT ARANSAS ISD
Bond 2021 - Expenditure Report

6/6/2024

Bond - 2021 Description	Bond Budget for 2023/24	Spent & Encumbered	Funds Available at 6/6/24
Major Maintenance			
BOND/TRANSPRTATION	5,643.89	(4,885.40)	758.49
BOND/ HVAC REPAIRS	92,441.60	(46,878.87)	45,562.73
	98,085.49	(51,764.27)	46,321.22
Instructional Materials			
BOND/OES-LIBRARY BOOKS/MEDIA	1,574.53	(1,574.53)	-
BOND/MS-LIBRARY BOOKS/MEDIA	2,126.45	(2,126.45)	-
BOND/HS INSTRUCTIONAL MAT	3,688.86	(1,724.35)	1,964.51
BOND/MS INSTRUCTIONAL MAT	2,779.80	-	2,779.80
	10,169.64	(5,425.33)	4,744.31
Security			
BOND/SAFETY EQUIP & UPGRADES	5,428.12	(5,419.63)	8.49
BOND/ADMIN SECURE ENT	35,000.00	-	35,000.00
BOND/CAMERA REPLACE/ADDITIONS	50,881.00	(2,333.67)	48,547.33
	91,309.12	(7,753.30)	83,555.82
Technology			
BOND/ DISTRICT TECH EQUIPMENT	175,000.00	(62,106.76)	112,893.24
	175,000.00	(62,106.76)	112,893.24
Athletics			
BOND/EXTEND TURF SPORTS AREA	100,000.00		100,000.00
BOND/REPLACE SOFTBALL FENCING	50,000.00		50,000.00
	150,000.00	-	150,000.00
Instructional			
BOND/FURNITURE	51,442.72	(50,670.08)	772.64
	51,442.72	(50,670.08)	772.64
Campus Improvements			
BOND/HVAC REPAIR & UPGRADE	211,832.37	(116,242.01)	95,590.36
BOND/HVAC Equipment Summer 2023	190,150.00		190,150.00
BOND/BMS Lightning Strike	5,147.00	(5,147.00)	-
BOND/MOVE HS GYM AIR HANDLERS	200,000.00		200,000.00
BOND/HS ART PATIO	107,884.38	(107,884.38)	-
BOND/CONTINGENCY	59,822.57		59,822.57
	774,836.32	(229,273.39)	545,562.93
BOND/ PROF SERVICES(ARCHIT/ENG	76,798.64	(71,651.14)	5,147.50
	76,798.64	(71,651.14)	5,147.50
	1,427,641.93	(478,644.27)	948,997.66

**PORT ARANSAS ISD
Bond 2023 Expenditures**

As of 6/6/2024

Bond - 2023 Description	Bond Budget TOTAL	Spent & Encumbered (both 2022-23 and 2023-24 expenses)	Funds Available at 06/06/2024
GENERAL (Prop A)			
Extend Useful Life of Fixed Assets Annual allotment	900,000.00	(164,932.65)	735,067.35
Campus Improvements		-	
BOND/ART COMPUTER GRAPHICS, POTTERS, KLIN	18,100.00	-	18,100.00
BOND/BAND INSTRUMENTS	25,000.00	-	25,000.00
BOND/ INSTRUCTIONAL MATERIALS	36,000.00	(7,516.62)	28,483.38
BOND/PICKUP TRUCK REPLACEMENT	25,000.00	-	25,000.00
BOND/SUBURBAN #1 REPLACEMENT	35,000.00	-	35,000.00
BOND/SUBURBAN #3	35,000.00	-	35,000.00
BOND/2 14 PASSENGER BUSES	130,000.00	-	130,000.00
BOND/ATH EQUIPMENT & UNIFORMS	90,000.00	(19,074.77)	70,925.23
BOND/WEIGHT ROOM/TRAINER ROOM	125,000.00	-	125,000.00
BOND/MAINT HVAC UNIT REPLACE	5,000.00	-	5,000.00
BOND/RESEAL PARKING LOTS	35,000.00	-	35,000.00
BOND/HVAC REPAIRS	200,000.00	(11,392.00)	188,608.00
BOND/REPLACE SEWER LINE@OES	150,000.00	-	150,000.00
BOND/FURNITURE REPLACEMENTS	120,000.00	-	120,000.00
BOND/REDESIGN ANC SPACES/OES LIBRARY	250,000.00	-	250,000.00
BOND/ REFINISH GYMFLOORS-MS&H	50,000.00	-	50,000.00
BOND/FORKLIFT REPLACEMENT	25,000.00	(24,755.58)	244.42
BOND/MULE REPLACEMENT	15,000.00	-	15,000.00
BOND/ZERO TURN LAWNMOWER	12,000.00	-	12,000.00
BOND/SAFETY & SECURITY IMPROVMENTS	100,000.00	(7,544.82)	92,455.18
BOND/HVAC Tsk#07-MS &HS Instal	1,177,354.00	(1,190,489.30)	(13,135.30)
BOND/HVAC Tsk#11-4AHU at Admin	42,430.00	(42,430.00)	-
BOND/KITCHEN EQIPMENT REPLACEM	50,000.00	-	50,000.00
BOND/WINDOW REPAIRS	30,000.00	-	30,000.00
BOND/HVAC MAJOR	11,780,216.00	(268,695.26)	11,511,520.74
BOND/REPLACE CLASSRM CARPET	40,000.00	-	40,000.00
BOND/REDESIGN 2ND FLOOR PAHS	150,000.00	-	150,000.00
BOND/TURF OES PLAYGROUND & PAYGROUND STRUCTURE	820,000.00	-	820,000.00
BOND/CONTINGENCY	3,128,900.00	(231,485.00)	2,897,415.00
	19,600,000.00	(1,968,316.00)	17,631,684.00
GENERAL (Prop B) - Performing Arts Center & Central Kitchen			
BOND/KIT & FINE ARTS	12,493,602.00	-	12,493,602.00
BOND/ARCH-KIT & FINE ARTS	1,632,452.00	(1,226,726.00)	405,726.00
BOND/CONTINGENCY	1,873,946.00	-	1,873,946.00
	16,000,000.00	(1,226,726.00)	14,773,274.00
TECHNOLOGY (Prop C)			
TECHNOLOGY EQUIPMENT	300,000.00	-	300,000.00
	300,000.00	-	300,000.00
RECREATIONAL FACILITIES (Prop D)			
BOND/TURF SOFTBALL FIELD	1,000,000.00	-	1,000,000.00
BOND/SOFTBALL FIELD FENCING	75,000.00	-	75,000.00
BOND/TENNIS COURTS	400,000.00	-	400,000.00
BOND/TURF SOFTBALL BATTING CAGE & BULLPEN	148,500.00	-	148,500.00
BOND/TURN AREA BEHIND TENNIS CT	100,000.00	-	100,000.00
BOND/TENNIS LIGHTS - REPLACEMENT	80,000.00	(77,500.00)	2,500.00
BOND/GROOMER FOR TRACK/INFIELD	10,000.00	-	10,000.00
BOND/CONTINGENCY ATHLETICS	186,500.00	-	186,500.00
	2,000,000.00	(77,500.00)	1,922,500.00
TOTAL	37,900,000.00	(3,272,542.00)	34,627,458.00
Employee Housing			
BOND/ARCH - EMP HOUSING	11,588.00	(11,588.00)	-
BOND/EMPLOYEE HOUSING	708,412.00	-	708,412.00
TOTAL	720,000.00	(11,588.00)	708,412.00

REPORTS

B. Superintendent's Report

The Superintendent will present to the Board the following information:

1. Enrollment/Attendance
2. Special Program Report

Enrollment/Attendance Report
To
Port Aransas ISD Board of Trustees

District Update: 06/03/2024

PAISD Enrollment = **529**

Out-Of-District Transfers = **119** (22.50%)

Out-Of-District Transfers by Campus: OES=50 BMS=28 PHS=41
(CCISD/3 FBISD/58 APISD/27 RFISD/12 IISD/17 GPISD/2)

District ADA as of May 23, 2024 **95.37%**

	Olsen Elementary		Brundrett Middle School		Port Aransas High School		District Total
Total Enrollment	236		116		177		529
% by grade level	EE	1 / 0.00	6	38 / 96.17	9	43 / 95.30	
	PK	15 / 95.20	7	34 / 96.44	10	47 / 96.20	
	KG	28 / 94.52	8	44 / 95.06	11	49 / 95.89	
	1	41 / 94.64			12	38 / 94.27	
	2	40 / 95.94					
	3	34 / 95.98					
	4	39 / 94.16					
	5	38 / 95.13					
Total Campus % Attendance	95.06%		95.82%		95.48%		95.36% (May 2023 = 95.37%)
Attendance percentage data: 5/23/2024 ~ 172 days in membership							

Comparison (2020 – 2021) / (2021-2022) / 2022-2023

2020 - 2021			2021-2022			2022-2023			2023-2024		
August	493	8-18-2020	August	505	8/17/2021	August	527	8/16/2022	August	508	8-15-2023
September	499	9-4-2020	September	531	9/2/2021	September	548	9/8/2022	September	525	9-5-2023
October	508	10-7-2020	October	529	10/6/2021	October	542	10-5-2022	October	525	10-11-2023
November	500	11-11-2020	November	526	11/4/2021	November	551	11-3-2022	November	527	11-8-2023
December	499	12-1-2020	December	523	12/1/2021	December	555	12-7-2022	December	529	12-05-2023
January	498	1-13-2021	January	519	1/12/2022	January	558	1-12-2023	January	537	1-11-2024
February	505	2-4-2021	February	521	2/2/2022	February	560	2-2-2023	February	533	2-12-2024
March	507	3-17-2021	March	523	3/23/2022	March	560	3-3-2023	March	531	3-5-2024
April	508	4-7-2021	April	524	4/6/2022	April	548	4-11-2023	April	528	4-3-2024
May	513	5-5-2021	May	529	5/5/2022	May	549	5-3-2023	May	530	5-8-2024
June	500	5-27-2021	June	528	5/26/2022	June	546	5-25-2023	June	529	5-23-2024

SNAPSHOT ENROLLMENT (10-27-2023): 527

2023-2024 Budget / Enrollment = 546 / Attendance = 95.38%

PAISD Historical Special Programs Data

Updated June 2024

		SY 2016-2017	SY 2017-2018 <i>*Harvey</i>	SY 2018-2019	SY 2019-2020	SY 2020-2021 <i>*COVID-19</i>	SY 2021-2022	SY 2022-2023	CURRENT SY 2023-2024
1	What was the district enrollment on snapshot date?	552	437	501	508	503	524	546	527
2	What was the district enrollment as of May 1st (or first school day in May if not May 1st)?	525	479	503	496	513	527	548	531
3	How many SPED students enrolled on snapshot?	48 8.7%	33 7.6%	45 9.0%	39 7.7%	40 8.0%	52 9.9%	52 9.5%	54 10.2%
4	How many SPED students enrolled on May 1st (or first school day in May if not May 1st)?	52 9.9%	44 9.1%	46 9.1%	39 7.8%	53 10.3%	54 10.2%	58 10.6%	57 10.7%
5	How many 504 students enrolled on snapshot?	44 8%	37 8.5%	51 10.2%	64 12.6%	59 11.7%	61 11.6%	58 10.6%	55 10.4%
6	How many 504 students enrolled on May 1st (or first school day in May if not May 1st)?	47 9%	39 8.1%	55 10.1%	66 13.3%	60 11.7%	64 12.1%	61 11.1%	52 9.79%
7	How many EB students enrolled on snapshot?	6 1.1%	2 <1%	8 1.6%	8 1.6%	11 2.2%	10 1.9%	11 2.0%	13 2.5%
8	How many EB students enrolled on May 1st (or first school day in May if not May 1st)?	5 1.0%	9 1.9%	10 2.0%	8 1.6%	11 2.1%	11 2.1%	15 2.7%	12 2.26%
9	How many GT students enrolled on snapshot?	39 7.0%	28 6.4%	24 4.8%	43 8.5%	41 8.2%	41 7.8%	44 8.1%	42 8.0%

		SY 2016-2017	SY 2017-2018 <i>*Harvey</i>	SY 2018-2019	SY 2019-2020	SY 2020-2021 <i>*COVID-19</i>	SY 2021-2022	SY 2022-2023	CURRENT SY 2023-2024
10	How many GT students enrolled on May 1st (or first school day in May if not May 1st)?	37 7.0%	30 6.2%	41 7.8%	46 9.3%	45 8.8%	43 8.2%	46 8.4%	46 8.66%
11	How many dyslexic students enrolled on snapshot?	35 6.3%	30 6.9%	32 6.4%	50 9.8%	48 9.5%	56 10.7%	57 10.4%	52 10.0%
12	How many dyslexic students enrolled on May 1st (or first school day in May if not May 1st)??	34 6.5%	31 6.5%	39 7.8%	55 11.1%	51 9.9%	56 10.6%	56 10.2%	56 10.5%
13	How many annual ARD's were completed?	41	50	44	45	56	52	78	69
14	How many ARD's other than annuals were completed?	17	26	34	21	28	84	39	27
15	How many total SPED evaluations were completed?	25	19	20	13	23	17	25	31
16	How many of the evaluations counted above were for initial evaluations?	15	12	11	4	13	5	19	11
17	How many of the initial evaluations resulted in a student's initial placement into the special education program?	13	8	7	4	12	3	12	4

		SY 2016-2017	SY 2017-2018 <i>*Harvey</i>	SY 2018-2019	SY 2019-2020	SY 2020-2021 <i>*COVID-19</i>	SY 2021-2022	SY 2022-2023	CURRENT SY 2023-2024
18	How many of the evaluations counted above #16 were conducted “in-house” by PAISD diagnostician/LSSP?	10	7	9 evaluations 2 FIE’s (Gansle reports), 7 REEDS	1 evaluation 2 FIE’s (Gansle reports), 3 REEDS	0 evaluations 8 FIE’s (Gansle reports), 1 REEDS	0 evaluations 5 FIE’s (Gansle reports), 7 REEDS	0 evaluations 7 FIE’s (Gansle reports), 6 REEDS	8 evaluations
19	How many of the evaluations counted above #16 were conducted by outside evaluators? (Gansle, speech, etc.)	5	5	2	4 1 by Gansle for Autism eligibility 3 by Speech Pathologist	13	5	19	3 (speech only)
20	How many LPAC meetings were held?	3	2	3	5	3	3	7	9
21	How many initial GT evaluations were completed?	11	1	31	12	9	8	9	16
22	How many students newly qualified for GT?	2	0	18	4	4	2	2	4
23	How many initial 504 referrals were made?	10	12	26	11	7	5	5	3
24	How many of those initial 504 referrals resulted in a student’s placement into the 504 program?	9	11	25	9	7	5	5	3

2023-2024 Highlights:

SPED - Evaluations (other than speech) were able to be handled in-district this year reducing our external evaluation costs. With the change in State procedures, dyslexia is moving to a special education service. We are working to reclassify 504 students to special education when required for dyslexia services.

504 - No new program requirements this year and the campus counselors have done another great job making sure all current requirements are met for our 504 students.

Dyslexia - Now moving to the special education umbrella, the staff have worked diligently through the Reading by Design program and we had 20 students complete the program and move to monitoring supports only. Very successful year.

ESL - Mr. Garrett took over the administrative oversight for the ESL program and has done a great job. Mrs. Carlough kept her morning elementary ESL program and it was a great success again this year. Students are showing progress and moving toward English language proficiency. We will have one student meeting all requirements to indicate English proficiency and will be exited from the program and direct services. This student will remain on a monitor status for a few years. It has been reported that 4 of our ESL students will be moving over the summer.

GT - We had eight teachers complete their required GT 30 hour training in July. We will continue to have teachers new to the district trained as necessary. Mr. Garrett took over the administrative oversight for the GT program and is doing a great job. He will work to continue and make sure all requirements and needs of the students and staff are met.

CONSENT AGENDA

Action Item:

Consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote

RATIONALE: BE (LOCAL)

BUDGET: No Financial Impact

RECOMMENDATION: Accept the superintendent's recommendation to approve the consent agenda as presented.

CONSENT AGENDA

Minutes of Previous Meetings

Action Item:

The Board will consider approval of the Regular Board meeting minutes dated May 15, 2024 and Special Board meeting minutes dated May 21, 2024. The minutes of the board meetings listed are enclosed. If you believe there are errors, please notify Rosalie Johnson before the meeting so that the necessary corrections can be made.

- RATIONALE:** According to BE (Local), minutes must be approved by the Board and entered as the legal record of Board action.
- BUDGET:** No Financial Impact
- RECOMMENDATION:** Accept the superintendent's recommendation to approve board meeting minutes as presented.

The Board of Trustees Minutes

Port Aransas Independent School District
Port Aransas, Texas

Regular Meeting

Regular Meeting date, time and place: May 15, 2024 at 6:00 P.M. in the Board Room of the PAISD Administration Building.

Members Present: Daniel Johnson, Cherrie Stunz, Marnie Pate, Leslie Mills and Marc Hofhiens

Members Absent: Brett Stawar & Kristi Littleton

Administration: Sharon McKinney, Tisha Piwetz, Jackie Peaslee, David Swartwout, James Garrett, George Lerma & Steve Reaves

-
- I. The meeting was called to order by Board President, Daniel Johnson at **6:00 p.m.**
 - A. Moment of Silence and Pledge of Allegiance led by H.G. Olsen Elementary 4th grade student, Carleigh A. Zieglar
 - II. COMMENTS
 - A. Public Testimony- Jim and Judy Cole expressed appreciation to the board for voting to name the new performing arts center in their honor.
 - B. Board of Trustee's Acknowledgments – Marnie Pate recognized Superintendent Dr. McKinney, Principal James Garrett, and the entire PAISD team for hosting the TASA Small Schools Network event in Port Aransas last week.
 - III. SWEARING IN OF NEWLY ELECTED BOARD MEMBERS – Leslie Mills was sworn into Place 1 on the PAISD Board of Trustees and Marnie Pate was sworn into Place 7 on the PAISD Board of Trustees by Sherry Henderson.
 - IV. PRESENTATIONS
 - A. Marlin P.R.I.D.E. Influencers presented by Tisha Piwetz
 - B. Valedictorian and Salutatorian presented by Morgan Melde
 - C. UIL Academic Regional & State Qualifiers presented by Diane Tucker
 - D. Golf Regional Qualifiers presented by Steve Reaves
 - E. Track Regional Qualifiers presented by Ginger Jones
 - F. Tennis Regional Qualifiers presented Kayla Sheffield
 - G. TABC Assistant Coach of Year and Middle School Coach of the Year presented by Steve Reaves
 - H. VFW Awards presented by Jason Jenkins
 - I. H.E.B. Excellence in Education Award presented by James Garrett
 - J. TASA Small School Network video presentation by Hunter Stunz with contribution by Devin Guevara
 - V. CLOSED SESSION: The board adjourned into executive session at **6:46 p.m.** in accordance with the Texas Open Meetings Act, Texas Government Code, 551.071 thru 551.083 to Consider the Following:
 - A. Public Officer: Deliberate the Appointment, Evaluation, Reassignment and Duties.
 - B. Discuss Educator Contract(s).
 - VI. OPEN SESSION: The board reconvened into open session at **7:16 p.m.**
 - A. **Marc Hofhiens** made a motion, second by **Leslie Mills** to nominate Daniel Johnson, Board President; Cherrie Stunz, Board Vice-President; and Kristi Littleton, Board Secretary. All members present approved the recommendation unanimously, motion carried.

- B. Consider/Take Possible Action to Extend Educator Contract(s) for the 2024-2025 School Year. Board President, Daniel Johnson announced that NO Action would be taken on this item as there were no contracts presented at this time.

VII. REPORTS

- A. Business Reports presented by Jackie Peaslee
 - 1. March Expenditures
 - 2. Tax Collections
 - 3. Bond Expenditures
 - 4. 2024-2025 Budget Parameters and Calendar

- A. Superintendent Reports presented by Dr. Sharon McKinney
 - 1. Enrollment/Attendance
 - 2. Campus/Department Reports

VIII. CONSENT AGENDA

Marnie Pate made a motion, second by Cherrie Stunz to approve the consent agenda as presented. All board members present approved the motion; motion carried unanimously.

- A. The board accepted the superintendent’s recommendation to approve the regular board meeting minutes dated April 10, 2024 and the special board meeting minutes dated April 24, 2024 as submitted.
- B. The board accepted the superintendent’s recommendation to approve the investment report as submitted.
- C. The board accepted the superintendent’s recommendation to approve the memorandum of understanding between Port Aransas ISD and the City of Port Aransas for use of Athletic Facilities.
- D. The board accepted the superintendent’s recommendation to approve the memorandum of understanding between Port Aransas ISD and the City of Port Aransas for Marlin Academy.
- E. The board accepted the superintendent’s recommendation to approve expenditures/payments over \$25,000.00 as presented.

IX. There being no further business meeting adjourned at 7:36 p.m.

Board President

Board Secretary

June 12, 2024
Date Approved

The Board of Trustees Minutes

Port Aransas Independent School District
Port Aransas, Texas

Special Meeting

Regular Meeting date, time and place: May 21, 2024 at 8:30 A.M. in the Board Room of the PAISD Administration Building.

Members Present: Daniel Johnson, Kristi Littleton, Marnie Pate, and Leslie Mills

Members Absent: Cherrie Stunz, Marc Hofhiens and Brett Stawar

Administration: Sharon McKinney

- I. The meeting was called to order by Board President, Daniel Johnson at **8:30 a.m.**
- II. PUBLIC TESTIMONY

- III. DISCUSSION/ACTION ITEM
Marnie Pate made a motion, second by Leslie Mills to accept the superintendent's recommendation to remove Jackie Peaslee as an authorized signer and add Tisha Piwetz and Brittany Canales as authorized signers for PAISD financial accounts as presented.

All board members present approved the motion; motion carried unanimously.

- IV. There being no further business meeting adjourned at **8:32 a.m.**

Board President

Board Secretary

June 12, 2024
Date Approved

CONSENT AGENDA

Monthly Investment Report

Action Item:

The Board will consider approval of the Monthly Investment Report.

RATIONALE: CDA (Local)

BUDGET: No Financial Impact

RECOMMENDATION: Accept the Superintendent's recommendation to approve the monthly investment report as presented.

**PORT ARANSAS INDEPENDENT SCHOOL DISTRICT
DEPOSITS AND INVESTMENTS BY TYPE AND FUND 05/31/2024**

	Beginning Balance	Receipts	Expenditures	Transfers	Service Fees	Interest Earned	Ending Balance	Interest Rate	Estimated Earnings at Maturity
	5/1/2024						5/31/2024		
AMERICAN BANK									
General Fund	\$ 79,070.13	130,081.73	(774,416.56)	1,200,000.00			\$ 634,735.30	0.00%	
Interest & Sinking	\$ 25,221.36						\$ 25,221.36	0.00%	
Disaster Relief/Donation	\$ 201,293.41						\$ 201,293.41	0.00%	
Scholarship Funds	\$ 377,720.55	411,128.00	(18,017.80)				\$ 770,830.75	0.00%	
Harvey/FEMA	\$ 163,799.80						\$ 163,799.80	0.00%	
	\$ 847,105.25	541,209.73	(792,434.36)	1,200,000.00	-	-	\$ 847,105.25		
TEXAS RANGE - General Fund									
TexasDAILY	\$ 60.10					0.27	\$ 60.37	5.30%	
TexasDAILY Select	\$ 2,562,523.81					11,797.02	\$ 2,574,320.83	5.44%	
CDs	\$ 3,000,000.00						\$ 3,000,000.00	5.55 to 5.80%	\$ 118,983.19
TexasTERM	\$ 22,920,000.00			-			\$ 22,920,000.00	5.75% to 5.81%	\$ 933,463.50
	\$ 28,482,583.91	-	-	-	-	11,797.29	\$ 28,494,381.20		
TEXAS RANGE - Property Value Decline									
TexasDAILY	\$ 37.67					0.17	\$ 37.84	5.30%	
TexasDAILY Select	\$ 2,650.56					12.20	\$ 2,662.76	5.44%	
TexasTERM	\$ 5,500,000.00						\$ 5,500,000.00	5.39% to 5.89%	\$ 279,616.28
CD's	\$ 900,000.00						\$ 900,000.00	5.45% to 5.60%	\$ 47,060.88
	\$ 6,402,688.23	-	-	-	-	12.37	\$ 6,402,700.60		
TEXAS RANGE - Property Bond 2023A									
TexasDAILY	\$ -						\$ -	5.30%	
TexasDAILY Select	\$ 78,743.87					362.51	\$ 79,106.38	5.44%	
TexasTERM	\$ 25,000,000.00						\$ 25,000,000.00	5.14% to 5.57%	\$ 983,243.17
CD's	\$ -						\$ -		
	\$ 25,078,743.87	-	-	-	-	362.51	\$ 25,079,106.38		
LONE STAR / FIRST PUBLIC									
General Fund	\$ 13,047,992.58	297,837.72		(700,000.00)		57,852.36	\$ 12,703,682.66	5.4717%	
Interest & Sinking	\$ 874,689.70	31,902.55				4,095.59	\$ 910,687.84	5.4717%	
Worker's Comp	\$ 45,781.57		(2,262.75)			205.70	\$ 43,724.52	5.4717%	
Bond 2021	\$ 1,174,048.94					5,431.12	\$ 1,179,480.06	5.4717%	
Bond 2023A	\$ 11,912,448.60			(500,000.00)		54,210.70	\$ 11,466,659.30	5.4717%	
Bond 2023B	\$ 738,774.68					3,417.55	\$ 742,192.23	5.4717%	
	\$ 15,142,512.79	329,740.27	(2,262.75)	(1,200,000.00)	-	125,213.02	\$ 27,046,426.61		
TOTAL	\$ 50,874,890.18	870,950.00	(794,697.11)	-	-	137,022.68	\$ 62,790,613.66		\$ 2,362,367.02

COMPLIANCE CERTIFICATION

We hereby certify the Monthly Investment Report represents the investment position of the district at month end and that all investments were purchased in compliance with the board approved cash management and investment policy.

Benchmarks:	
3-month T-Bill	5.250%
6-month T-Bill	5.150%
1-year T-Bill	5.080%
TexPool Prime	5.455%
TexPool	5.316%


 Carol Sue Hipp, School Finance Specialist

Participant #: 178908

Lone Star™ May 2024
Investment Pool Monthly Statement

Statement Period: 05/01/2024 to 05/31/2024

Carol Sue Hipp
Port Aransas ISD
100 Station Street
Port Aransas, Texas 78373



Summary of Portfolio Holdings

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Construction - 2023E Emp Housing	Corporate Overnight Plus Fund	742,192.23	1.00	742,192.23	2.75%
Totals:				742,192.23	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Construction Bond 2021	Corporate Overnight Plus Fund	1,179,480.06	1.00	1,179,480.06	4.36%
Totals:				1,179,480.06	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Construction Bond 2023A	Corporate Overnight Plus Fund	11,466,659.31	1.00	11,466,659.31	42.42%
Totals:				11,466,659.31	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
General Fund	Corporate Overnight Plus Fund	12,692,277.56	1.00	12,692,277.56	46.95%
Totals:				12,692,277.56	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Interest & Sinking Fund	Corporate Overnight Plus Fund	909,548.13	1.00	909,548.13	3.36%
Totals:				909,548.13	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Workers Compensation Fund	Corporate Overnight Plus Fund	43,724.52	1.00	43,724.52	0.16%
Totals:				43,724.52	

Totals 31

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	0.00 %	0.00	1.00	0.00	0.00 %
Government Overnight Fund	0.00 %	0.00	1.00	0.00	0.00 %
Corporate Overnight Plus Fund	5.46 %	27,033,881.81	1.00	27,033,881.81	100.00 %
Total Value:				27,033,881.81	100.00 %

Portfolio Transactions

Construction - 2023E Emp Housing - Corporate Overnight Plus Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2024	Starting Balance	738,774.68			738,774.68
05/31/2024	Interest	742,192.23	3,417.55	1.00	3,417.55
05/31/2024	Ending Balance	742,192.23			742,192.23

Construction Bond 2021 - Corporate Overnight Plus Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2024	Starting Balance	1,174,048.94			1,174,048.94
05/31/2024	Interest	1,179,480.06	5,431.12	1.00	5,431.12
05/31/2024	Ending Balance	1,179,480.06			1,179,480.06

Construction Bond 2023A - Corporate Overnight Plus Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2024	Starting Balance	11,912,448.60			11,912,448.60
05/20/2024	Transfer Out	11,412,448.60	-500,000.00	1.00	-500,000.00
05/31/2024	Interest	11,466,659.31	54,210.71	1.00	54,210.71
05/31/2024	Ending Balance	11,466,659.31			11,466,659.31

General Fund - Corporate Overnight Plus Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2024	Starting Balance	13,025,602.97			13,025,602.97
05/01/2024	Deposit	13,047,992.58	22,389.61	1.00	22,389.61
05/01/2024	Withdrawal	12,547,992.58	-500,000.00	1.00	-500,000.00
05/07/2024	Deposit	12,549,696.42	1,703.84	1.00	1,703.84
05/08/2024	Deposit	12,558,809.46	9,113.04	1.00	9,113.04
05/09/2024	Deposit	12,593,410.75	34,601.29	1.00	34,601.29
05/10/2024	Deposit	12,618,541.64	25,130.89	1.00	25,130.89
05/13/2024	Deposit	12,619,454.43	912.79	1.00	912.79
05/14/2024	Deposit	12,630,247.01	10,792.58	1.00	10,792.58
05/15/2024	Deposit	12,638,031.92	7,784.91	1.00	7,784.91
05/16/2024	Deposit	12,645,652.29	7,620.37	1.00	7,620.37
05/16/2024	Withdrawal	11,945,652.29	-700,000.00	1.00	-700,000.00
05/17/2024	Deposit	11,947,024.82	1,372.53	1.00	1,372.53
05/20/2024	Deposit	11,956,507.90	9,483.08	1.00	9,483.08
05/20/2024	Transfer In	12,456,507.90	500,000.00	1.00	500,000.00
05/21/2024	Deposit	12,463,362.91	6,855.01	1.00	6,855.01
05/21/2024	Deposit	12,463,476.05	113.14	1.00	113.14
	GSE Antitrust Settlement Effective as of 5/1/2024				
05/22/2024	Deposit	12,467,674.17	4,198.12	1.00	4,198.12
05/23/2024	Deposit	12,480,786.68	13,112.51	1.00	13,112.51
05/24/2024	Deposit	12,533,759.52	52,972.84	1.00	52,972.84
05/28/2024	Deposit	12,567,798.832	34,039.36	1.00	34,039.36
05/29/2024	Deposit	12,589,106.66	21,307.78	1.00	21,307.78

General Fund - Corporate Overnight Plus Fund (Continued)

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/30/2024	Deposit	12,610,854.03	21,747.37	1.00	21,747.37
05/31/2024	Deposit	12,634,538.34	23,684.31	1.00	23,684.31
05/31/2024	Interest	12,692,277.56	57,739.22	1.00	57,739.22
05/31/2024	Ending Balance	12,692,277.56			12,692,277.56

Interest & Sinking Fund - Corporate Overnight Plus Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2024	Starting Balance	872,319.52			872,319.52
05/01/2024	Deposit	874,689.70	2,370.18	1.00	2,370.18
05/08/2024	Deposit	875,290.14	600.44	1.00	600.44
05/09/2024	Deposit	879,116.18	3,826.04	1.00	3,826.04
05/10/2024	Deposit	881,895.15	2,778.97	1.00	2,778.97
05/13/2024	Deposit	881,990.67	95.52	1.00	95.52
05/14/2024	Deposit	883,183.77	1,193.10	1.00	1,193.10
05/15/2024	Deposit	884,044.64	860.87	1.00	860.87
05/16/2024	Deposit	884,830.46	785.82	1.00	785.82
05/17/2024	Deposit	884,992.41	161.95	1.00	161.95
05/20/2024	Deposit	886,014.47	1,022.06	1.00	1,022.06
05/21/2024	Deposit	886,772.50	758.03	1.00	758.03
05/22/2024	Deposit	887,236.72	464.22	1.00	464.22
05/23/2024	Deposit	888,678.49	1,441.77	1.00	1,441.77
05/24/2024	Deposit	894,536.21	5,857.72	1.00	5,857.72
05/28/2024	Deposit	898,078.85	3,542.64	1.00	3,542.64
05/29/2024	Deposit	900,428.71	2,349.86	1.00	2,349.86
05/30/2024	Deposit	902,833.54	2,404.83	1.00	2,404.83
05/31/2024	Deposit	905,452.54	2,619.00	1.00	2,619.00
05/31/2024	Interest	909,548.13	4,095.59	1.00	4,095.59
05/31/2024	Ending Balance	909,548.13			909,548.13

Workers Compensation Fund - Corporate Overnight Plus Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2024	Starting Balance	45,781.57			45,781.57
05/14/2024	Vendor Payment Creative Risk Funding	43,518.82	-2,262.75	1.00	-2,262.75
05/31/2024	Interest	43,724.52	205.70	1.00	205.70
05/31/2024	Ending Balance	43,724.52			43,724.52

Important Information about this statement

Please review this statement carefully, it is the official record of your account with Lone Star Investment Pool and First Public, LLC. If you disagree with any transaction, or if there are any errors or omissions in this statement please notify us promptly in writing, but no later than 10 business days after receipt of this statement. Trades pending settlement will not appear on this statement. All such trades will appear in the next monthly statement. The yield for the period is an annualized rate that reflects the relationship between the average amount of income earned and the average daily balance for the account. Please notify First Public promptly and in writing of any changes of address or phone number. Times of transactions will be furnished upon written request. The Lone Star Investment Pool Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges and expenses associated with municipal fund securities before investing. All transactions are no load. No remuneration has, or will be, paid to any entity in connection with this transaction. An investor may obtain an Information Statement by contacting First Public at the address and phone number identified above. An investment in Lone Star investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC") or any other government agency and although Lone Star Investment Pool seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in municipal fund securities.



Customer Service
PO Box 11760
Harrisburg, PA 17108-11760

ACCOUNT STATEMENT

For the Month Ending
May 31, 2024

Port Aransas ISD

Client Management Team

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Cover/Disclosures
Summary Statement
Individual Accounts

Accounts included in Statement

1238-00	GENERAL FUND
1238-02	Property Value Decline
1238-03	Bond Issue 2023A

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Important Messages

Texas Range will be closed on 06/19/2024 for Juneteenth.
Texas Range will be closed on 07/04/2024 for Independence Day.

PORT ARANSAS ISD
CAROL SUE HIPP
100 S STATION ST
PORT ARANSAS, TX 78373

Online Access www.texas-range.com

Customer Service 1-866-839-8376



Account Statement

For the Month Ending **May 31, 2024**

Important Disclosures

Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

Proxy Voting PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

Questions About an Account PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

Account Control PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv or Bloomberg. For certain short-term investments or where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

Amortized Cost The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

Tax Reporting Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

Financial Situation In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

Portfolio The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Shares of some local government investment programs and TERM funds are marketed through representatives of PFMAM's affiliate, PFM Fund Distributors, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address <https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

Key Terms and Definitions

Dividends on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratably amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed. **Average maturity** represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

Monthly distribution yield represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

YTM at Cost The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

Managed Account A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

Unsettled Trade A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management LLC
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

NOT FDIC INSURED NO BANK GUARANTEE MAY LOSE VALUE



Account Statement

For the Month Ending **May 31, 2024**

Consolidated Summary Statement

Port Aransas ISD

Portfolio Summary			
Portfolio Holdings	Cash Dividends and Income	Closing Market Value	Current Yield
TexasDAILY	0.44	98.21	5.32 %
Texas TERM	0.00	53,420,000.00	* N/A
Texas CD Program	0.00	3,900,000.00	* N/A
TexasDAILY Select	12,171.73	2,656,090.05	5.45 %
Total	\$12,172.17	\$59,976,188.26	

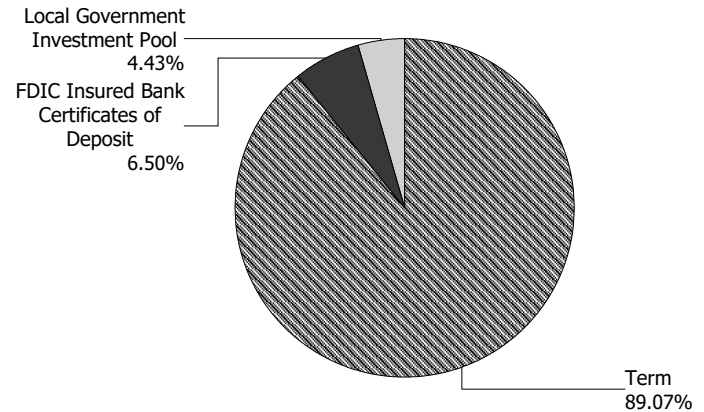
Investment Allocation		
Investment Type	Closing Market Value	Percent
Term Investment	53,420,000.00	89.07
FDIC Insured Bank Certificates of Deposit	3,900,000.00	6.50
Local Government Investment Pool	2,656,188.26	4.43
Total	\$59,976,188.26	100.00%

Maturity Distribution (Fixed Income Holdings)

Portfolio Holdings	Closing Market Value	Percent
Under 30 days	12,576,188.26	20.97
31 to 60 days	0.00	0.00
61 to 90 days	23,000,000.00	38.35
91 to 180 days	16,800,000.00	28.01
181 days to 1 year	7,600,000.00	12.67
1 to 2 years	0.00	0.00
2 to 3 years	0.00	0.00
3 to 4 years	0.00	0.00
4 to 5 years	0.00	0.00
Over 5 years	0.00	0.00
Total	\$59,976,188.26	100.00%

Weighted Average Days to Maturity 88

Sector Allocation





Account Statement

For the Month Ending **May 31, 2024**

Consolidated Summary Statement

Port Aransas ISD

Account Number	Account Name	Opening Market Value	Purchases / Deposits	Redemptions / Sales/ Maturities	Unsettled Trades	Change in Value	Closing Market Value	Cash Dividends and Income
1238-00	GENERAL FUND	28,482,583.91	11,797.29	0.00	0.00	0.00	28,494,381.20	11,797.29
1238-02	Property Value Decline	6,402,688.23	12.37	0.00	0.00	0.00	6,402,700.60	12.37
1238-03	Bond Issue 2023A	25,078,743.95	362.51	0.00	0.00	0.00	25,079,106.46	362.51
Total		\$59,964,016.09	\$12,172.17	\$0.00	\$0.00	\$0.00	\$59,976,188.26	\$12,172.17



Account Statement - Transaction Summary

For the Month Ending **May 31, 2024**

Port Aransas ISD - GENERAL FUND - 1238-00

TexasDAILY	
Opening Market Value	60.10
Purchases	0.27
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$60.37
Cash Dividends and Income	0.27

Texas TERM	
Opening Market Value	22,920,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

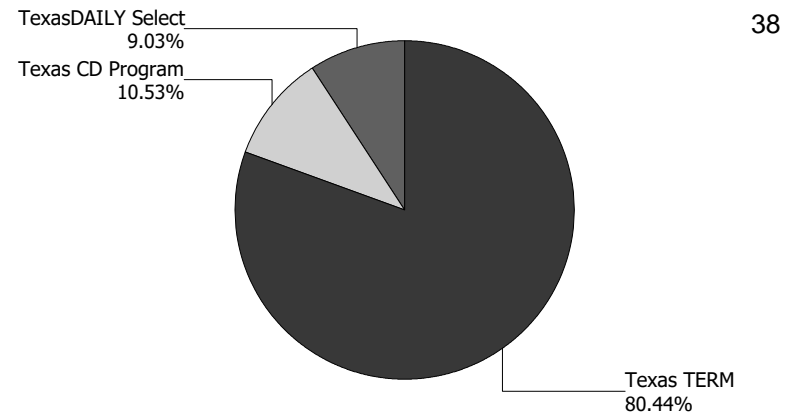
Closing Market Value	\$22,920,000.00
Cash Dividends and Income	0.00

Texas CD Program	
Opening Market Value	3,000,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$3,000,000.00
Cash Dividends and Income	0.00

Asset Summary		
	May 31, 2024	April 30, 2024
TexasDAILY	60.37	60.10
Texas TERM	22,920,000.00	22,920,000.00
Texas CD Program	3,000,000.00	3,000,000.00
TexasDAILY Select	2,574,320.83	2,562,523.81
Total	\$28,494,381.20	\$28,482,583.91

Asset Allocation





Account Statement - Transaction Summary

For the Month Ending **May 31, 2024**

Port Aransas ISD - GENERAL FUND - 1238-00

TexasDAILY Select

Opening Market Value	2,562,523.81
Purchases	11,797.02
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$2,574,320.83
Cash Dividends and Income	11,797.02



Investment Holdings

For the Month Ending **May 31, 2024**

Port Aransas ISD - GENERAL FUND - 1238-00

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
Texas CD Program							
12/01/23	12/01/23	CD - West Pointe Bank, WI	08/13/24	5.75	240,000.00	6,918.90	249,678.90
12/01/23	12/01/23	CD - Financial Federal Savings Bank, TN	08/13/24	5.80	240,000.00	6,979.07	249,763.07
12/01/23	12/01/23	CD - Bank Of China, NY	08/13/24	5.70	240,000.00	6,858.74	249,594.74
12/01/23	12/01/23	CD - Austin Capital Bank, TX	08/13/24	5.65	240,000.00	6,798.58	249,510.58
12/01/23	12/01/23	CD - Crossfirst Bank, KS	08/13/24	5.60	240,000.00	6,738.41	249,426.41
12/01/23	12/01/23	CD - Nexbank, Ssb, TX	08/13/24	5.75	240,000.00	6,918.90	249,678.90
12/01/23	12/01/23	CD - First Bank Of Ohio, OH	08/13/24	5.65	240,000.00	6,798.58	249,510.58
12/01/23	12/01/23	CD - Fieldpoint Private Bank & Trust, CT	08/13/24	5.55	240,000.00	6,678.25	249,342.25
12/01/23	12/01/23	CD - Tab Bank, UT	08/13/24	5.70	240,000.00	6,858.74	249,594.74
12/01/23	12/01/23	CD - 5Star Bank, CO	08/13/24	5.55	120,000.00	3,339.12	123,671.12
12/01/23	12/01/23	CD - Winchester Savings Bank, MA	08/13/24	5.60	240,000.00	6,738.41	249,426.41
12/01/23	12/01/23	CD - Dmb Community Bank, WI	08/13/24	5.56	240,000.00	6,690.28	249,359.08
12/01/23	12/01/23	CD - Cornerstone Bank, Nebraska, NE	08/13/24	5.60	240,000.00	6,738.41	249,426.41

Total **\$3,000,000.00** **\$85,054.39** **\$3,118,983.19**

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Estimated Earnings	Est. Value at Maturity
Texas TERM							
12/01/23	12/04/23	TERM - Texas Term Dec 24	06/03/24	5.5400	2,000,000.00	54,491.81	2,055,097.27
09/15/23	09/18/23	TERM - Texas Term Dec 24	06/14/24	5.8100	920,000.00	37,533.23	959,431.80
11/08/23	11/09/23	TERM - Texas Term Dec 24	08/02/24	5.7500	20,000,000.00	644,125.69	20,838,934.43

Total **\$22,920,000.00** **\$736,150.73** **\$23,853,463.50**



Account Statement

For the Month Ending **May 31, 2024**

Port Aransas ISD - GENERAL FUND - 1238-00

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
TexasDAILY					
Opening Balance					60.10
05/31/24	06/03/24	Accrual Income Div Reinvestment - Distributions	1.00	0.27	60.37
Closing Balance					60.37

	Month of May	Fiscal YTD January-May		
Opening Balance	60.10	59.05	Closing Balance	60.37
Purchases	0.27	1.32	Average Monthly Balance	60.11
Redemptions (Excl. Checks)	0.00	0.00	Monthly Distribution Yield	5.30%
Check Disbursements	0.00	0.00		
Closing Balance	60.37	60.37		41
Cash Dividends and Income	0.27	1.32		

TexasDAILY Select					
Opening Balance					2,562,523.81
05/31/24	06/03/24	Accrual Income Div Reinvestment - Distributions	1.00	11,797.02	2,574,320.83



Account Statement

For the Month Ending **May 31, 2024**

Port Aransas ISD - GENERAL FUND - 1238-00

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Closing Balance					2,574,320.83
	Month of May	Fiscal YTD January-May			
Opening Balance		2,562,523.81	2,516,696.22	Closing Balance	2,574,320.83
Purchases		11,797.02	57,624.61	Average Monthly Balance	2,562,904.36
Redemptions (Excl. Checks)		0.00	0.00	Monthly Distribution Yield	5.44%
Check Disbursements		0.00	0.00		
Closing Balance		2,574,320.83	2,574,320.83		
Cash Dividends and Income		11,797.02	57,624.61		



Account Statement - Transaction Summary

For the Month Ending **May 31, 2024**

Port Aransas ISD - Property Value Decline - 1238-02

TexasDAILY	
Opening Market Value	37.67
Purchases	0.17
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$37.84
Cash Dividends and Income	0.17

Texas TERM	
Opening Market Value	5,500,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

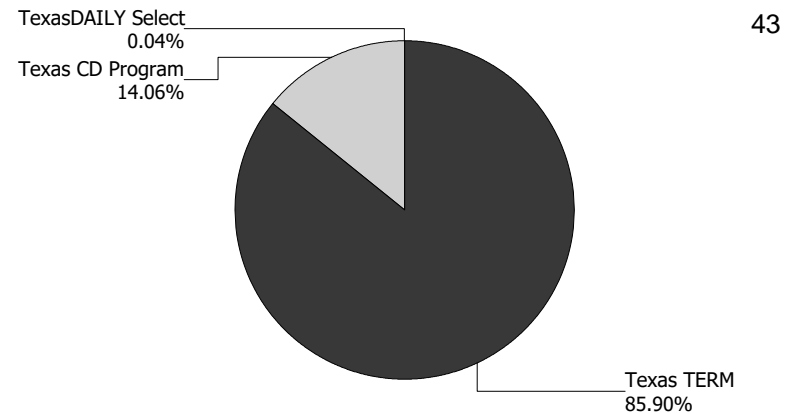
Closing Market Value	\$5,500,000.00
Cash Dividends and Income	0.00

Texas CD Program	
Opening Market Value	900,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$900,000.00
Cash Dividends and Income	0.00

Asset Summary		
	May 31, 2024	April 30, 2024
TexasDAILY	37.84	37.67
Texas TERM	5,500,000.00	5,500,000.00
Texas CD Program	900,000.00	900,000.00
TexasDAILY Select	2,662.76	2,650.56
Total	\$6,402,700.60	\$6,402,688.23

Asset Allocation





Account Statement - Transaction Summary

For the Month Ending **May 31, 2024**

Port Aransas ISD - Property Value Decline - 1238-02

TexasDAILY Select

Opening Market Value	2,650.56
Purchases	12.20
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$2,662.76
Cash Dividends and Income	12.20



Investment Holdings

For the Month Ending **May 31, 2024**

Port Aransas ISD - Property Value Decline - 1238-02

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
Texas CD Program							
12/20/23	12/20/23	CD - Royal Business Bank, CA	09/16/24	5.45	200,000.00	4,897.54	208,092.88
12/20/23	12/20/23	CD - Global Bank, NY	12/19/24	5.55	228,000.00	5,685.63	240,654.00
12/20/23	12/20/23	CD - Gbank, NV	12/19/24	5.60	236,000.00	5,938.15	249,216.00
12/20/23	12/20/23	CD - Patriot Bank, N.A., CT	12/19/24	5.55	236,000.00	5,885.13	249,098.00
Total					\$900,000.00	\$22,406.45	\$947,060.88
Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Estimated Earnings	Est. Value at Maturity
Texas TERM							
09/28/23	09/29/23	TERM - Texas Term Dec 24	06/24/24	5.8400	2,000,000.00	78,504.92	2,085,844.81
09/14/23	09/15/23	TERM - Texas Term Dec 24	09/06/24	5.8900	1,600,000.00	66,946.45	1,691,922.62
04/23/24	04/24/24	TERM - Texas Term Dec 25	04/22/25	5.3900	1,900,000.00	10,661.86	2,001,848.85
Total					\$5,500,000.00	\$156,113.23	\$5,779,616.28



Account Statement

For the Month Ending **May 31, 2024**

Port Aransas ISD - Property Value Decline - 1238-02

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
TexasDAILY					
Opening Balance					37.67
05/31/24	06/03/24	Accrual Income Div Reinvestment - Distributions	1.00	0.17	37.84
Closing Balance					37.84

	Month of May	Fiscal YTD January-May		
Opening Balance	37.67	37.02	Closing Balance	37.84
Purchases	0.17	0.82	Average Monthly Balance	37.68
Redemptions (Excl. Checks)	0.00	0.00	Monthly Distribution Yield	5.30%
Check Disbursements	0.00	0.00		
Closing Balance	37.84	37.84		46
Cash Dividends and Income	0.17	0.82		

TexasDAILY Select					
Opening Balance					2,650.56
05/31/24	06/03/24	Accrual Income Div Reinvestment - Distributions	1.00	12.20	2,662.76



Account Statement

For the Month Ending **May 31, 2024**

Port Aransas ISD - Property Value Decline - 1238-02

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Closing Balance					2,662.76
	Month of May	Fiscal YTD January-May			
Opening Balance	2,650.56	40,899.35	Closing Balance	2,662.76	
Purchases	12.20	1,861,763.41	Average Monthly Balance	2,650.95	
Redemptions (Excl. Checks)	0.00	(1,900,000.00)	Monthly Distribution Yield	5.44%	
Check Disbursements	0.00	0.00			
Closing Balance	2,662.76	2,662.76			
Cash Dividends and Income	12.20	2,921.11			

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Account Statement - Transaction Summary

For the Month Ending **May 31, 2024**

Port Aransas ISD - Bond Issue 2023A - 1238-03

Texas TERM	
Opening Market Value	25,000,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

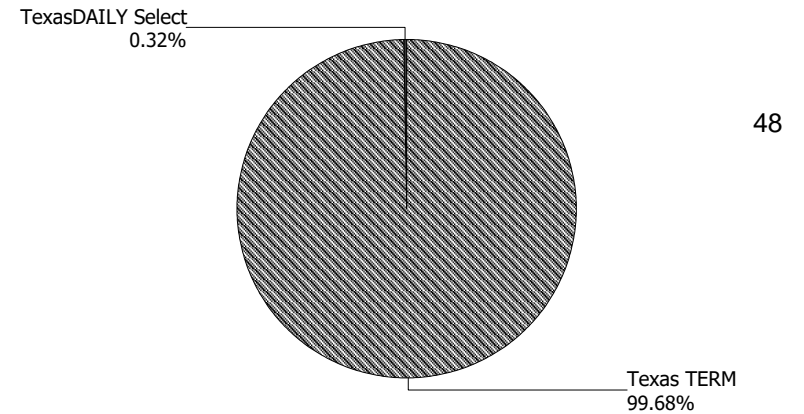
Closing Market Value	\$25,000,000.00
Cash Dividends and Income	0.00

TexasDAILY Select	
Opening Market Value	78,743.95
Purchases	362.51
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$79,106.46
Cash Dividends and Income	362.51

Asset Summary		
	May 31, 2024	April 30, 2024
Texas TERM	25,000,000.00	25,000,000.00
TexasDAILY Select	79,106.46	78,743.95
Total	\$25,079,106.46	\$25,078,743.95

Asset Allocation





Investment Holdings

For the Month Ending **May 31, 2024**

Port Aransas ISD - Bond Issue 2023A - 1238-03

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Estimated Earnings	Est. Value at Maturity
Texas TERM							
12/20/23	12/21/23	TERM - Texas Term Dec 24	06/18/24	5.3400	5,000,000.00	118,909.84	5,131,311.48
12/11/23	12/12/23	TERM - Texas Term Dec 24	09/06/24	5.5400	5,000,000.00	130,174.86	5,203,587.43
12/20/23	12/21/23	TERM - Texas Term Dec 24	09/13/24	5.1400	5,000,000.00	114,456.29	5,187,483.61
02/09/24	02/12/24	TERM - Texas Term Dec 24	10/28/24	5.2400	5,000,000.00	78,743.17	5,185,404.37
12/13/23	12/14/23	TERM - Texas Term Dec 24	12/10/24	5.5700	5,000,000.00	129,357.92	5,275,456.28
Total					\$25,000,000.00	\$571,642.08	\$25,983,243.17



Account Statement

For the Month Ending **May 31, 2024**

Port Aransas ISD - Bond Issue 2023A - 1238-03

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
TexasDAILY Select					
Opening Balance					78,743.95
05/31/24	06/03/24	Accrual Income Div Reinvestment - Distributions	1.00	362.51	79,106.46
Closing Balance					79,106.46

	Month of May	Fiscal YTD January-May		
Opening Balance	78,743.95	5,045,926.33	Closing Balance	79,106.46
Purchases	362.51	33,180.13	Average Monthly Balance	78,755.64
Redemptions (Excl. Checks)	0.00	(5,000,000.00)	Monthly Distribution Yield	5.44%
Check Disbursements	0.00	0.00		
Closing Balance	79,106.46	79,106.46		50
Cash Dividends and Income	362.51	33,180.13		

CONSENT AGENDA

Consider/Take Possible Action to Approve District Auditor.

ACTION ITEM:

In accordance with Texas Education Code, Section 44.008, the board shall have a district’s fiscal accounts audited annually at district expense by a certified or public accountant holding a permit from the State Board of Public Accountancy. The district is currently contracted with the firm of Gowland, Morales & Smith, PLLC. All services have been performed accurately, professionally and timely by Gowland, Morales & Smith, PLLC over the past 19 years. The audit engagement letter with GM&S is attached. Fees will include additional audit test work and reporting on schedules to incorporate GASB requirements, TEA requirements, implementation of GASB 87 for leases and GASB 96 for subscription-based information technology arrangements (SABITA), and federal funds received over \$750,000.

RATIONALE:	CFC(LEGAL) & BAA(LEGAL)
BUDGET:	General Fund Budget (Cost of the Audit)
RECOMMENDATION:	Accept the superintendent’s recommendation to approve Gowland, Morales & Smith, PLLC to conduct the annual audit for the year ending August 31, 2024.



GOWLAND, MORALES & SMITH, PLLC

Certified Public Accountants

555 N. Carancahua, Suite 1040
Corpus Christi, TX 78401
Telephone: (361) 993-1000
Fax: (361) 991-2880

May 8, 2024

Board of Trustees
Port Aransas Independent School District
Port Aransas, Texas

We are pleased to confirm our understanding of the services we are to provide for Port Aransas Independent School District for the year ended August 31, 2024.

Audit Scope and Objectives

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We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Port Aransas Independent School District as of and for the year ended August 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Port Aransas Independent School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Port Aransas Independent School District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedule
3. Schedule of the District's Proportionate Share of the Net Pension Liability
4. Schedule of District's Contributions – Teacher Retirement System

We have also been engaged to report on supplementary information other than RSI that accompanies Port Aransas Independent School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion

on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1. Schedule of expenditures of federal awards.
2. Combining Schedules
3. Pensions and OPEB (GASB 68 & GASB 75)

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Other Schedules Required by Texas Education Agency

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs⁵⁴. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

1. Management Override of Controls
2. Revenue Recognition (Grant Funding, Tax Collections, Funds Returned to State for Allocation)
3. Failure to Record Transactions Properly Due to Error

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party

service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the school district and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Port Aransas Independent School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Port Aransas Independent School District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance

Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Port Aransas Independent School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Port Aransas Independent School District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will⁵⁶ be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant

to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1)⁵⁷ management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations⁵⁸ resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Gowland, Morales & Smith, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to U.S. Government Accountability Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gowland, Morales & Smith, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit

documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the U.S. Government Accountability Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jeff Smith is the engagement partner and is responsible for supervising the engagement and signing the report.

Our fee for these audit services will be \$13,500 for the audit; \$4,800 for the required OMB Uniform Guidance Single Audit testing and reporting; \$4,000 for the GASB #34 Conversion reporting from modified accrual to full accrual; \$1,200 for the GASB #68 Teacher Retirement System reporting; \$1,200 for the GASB #75 Postemployment Benefits reporting; \$1,200 for the GASB #87 Leases testing to determine if implementation is necessary; \$1,200 for the GASB #96 Subscription-Based Information Technology Arrangements testing to determine if implementation is necessary; \$650 for the preparation⁵⁹ of the depreciation schedule; \$350 for the preparation and submission of the audit report to the Federal Audit Clearinghouse; and \$500 for the audit data submission to TEAL. Any other significant pronouncements or changes necessitating additional time will be discussed for a new fee estimate. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our hourly rates vary from \$180 for a partner to \$110-\$165 for staff. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

We will also be available to present the audit to the board if requested. We will keep this time separate and bill that time at our standard rates of \$180 for partners.

Reporting

We will issue written reports upon completion of our Audit. Our reports will be addressed to the Board of Trustees of Port Aransas Independent School District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the

effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Port Aransas Independent School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this document and return it to us.

Gowland, Morales & Smith, PLLC
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Port Aransas Independent School District.

Administration/Management:

Signature

Title

Date

Governance (Board member):

Signature

Title

Date

CONSENT AGENDA
Consider/Take Possible Action to Approve Board Policy Update 123

ACTION ITEM:

TASB has issued board policy Update 123. TASB has prepared an overview which is included in this packet. The Explanatory Notes for each policy being updated is also included in this packet along with the local policies affected.

Update 123 is 384 pages long and has been reviewed by the superintendent. Any needed changes to PAISD practice are in progress or waiting on administrative procedures to be written and shared with us.

[LINK](#) to the entire Update 123. LOCAL board policies to be updated include:

- BBD(LOCAL):** BOARD MEMBERS - TRAINING AND ORIENTATION
- BBFA(LOCAL):** ETHICS - CONFLICT OF INTEREST DISCLOSURES
- CKC(LOCAL):** SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS
- CKEC(LOCAL):** SECURITY PERSONNEL - SCHOOL RESOURCE OFFICERS
- CQC(LOCAL):** TECHNOLOGY RESOURCES - EQUIPMENT
- DCE(LOCAL):** EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS
- DGBA(LOCAL):** PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES
- EEH(LOCAL):** INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION
- EF(LOCAL):** INSTRUCTIONAL RESOURCES
- EFA(LOCAL):** INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS
- EFB(LOCAL):** INSTRUCTIONAL RESOURCES - LIBRARY MATERIALS
- FNG(LOCAL):** STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES
- GF(LOCAL):** PUBLIC COMPLAINTS

RATIONALE:	TASB recommends the board policy updates as presented.
BUDGET:	No additional funding needed at this time. There will be a fee from TASB to make the changes to board policy.
RECOMMENDATION:	Accept the superintendent’s recommendation to approve the updates to local board policy as presented.

Explanatory Notes

TASB Localized Policy Manual Update 123

Port Aransas ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 88th Legislature, regular and special sessions. All referenced bills have already gone into effect unless otherwise noted.

The Local Policy Overview for Update 123, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online® (TASB login required), provides a general, high-level overview of the changes to the local policies included in the update. **Legal policies provide the legal framework for key areas of district operations and are not adopted by the board.**

AIB(LEGAL)

ACCOUNTABILITY: PERFORMANCE REPORTING

The Results Driven Accountability (RDA) section of the policy has been deleted. TEA included RDA information in the Accountability Manual starting in 2023 and repealed the RDA information in the Administrative Code. This change aims to streamline information used in academic accountability and RDA systems.

AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

A citation to the Administrative Code has been included under Student Enrollment and Assignment, Enrollment Provision in Contract, regarding campuses that are closed and repurposed.

As 19 TAC 97.2005 has been repealed, the reference to Results Driven Accountability has been deleted from the section on Special Program Performance Determination.

AIE(LEGAL)

ACCOUNTABILITY: INVESTIGATIONS

The word "accreditation" has been removed as a descriptor for investigations in two places within the policy after an amendment to the Administrative Code, effective January 17, 2024.

BBA(LEGAL)

BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

At Intent to Return, language from the Election Code has been included to minimize confusion regarding the specific requirements for establishing an intent to return to the individual's residence after a temporary absence.

BBBB(LEGAL)

ELECTIONS: POST-ELECTION PROCEDURES

HB 5180 added new requirements for public inspection of election records. A reference has been added at Election Records regarding where to find information on public inspection of those records for districts who serve as custodians of their own election records.

BBD(LOCAL)

BOARD MEMBERS: TRAINING AND ORIENTATION

HB 3033 authorizes the attorney general to require trustees to complete training on the Public Information Act if the attorney general finds that there has been a violation of the Act. Language is recommended to make clear that this training after a violation cannot be delegated to the district's Public Information Act coordinator.

BBFA(LOCAL)

ETHICS: CONFLICT OF INTEREST DISCLOSURES

Language is recommended to clarify that a trustee's ethical duty to disclose a financial or other personal interest in board transactions goes beyond the statutory conflicts of interest set out in state and federal law. The added language serves to demonstrate a commitment to avoid undue influence, increase transparency, and avoid the appearance of impropriety in public dealings.

Explanatory Notes

TASB Localized Policy Manual Update 123

Port Aransas ISD

CCG(LLEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES

HB 3273, effective January 1, 2024, revised the Tax Code and requires a taxing unit, including a school district, to provide specific notice to property owners on its website. These provisions have been included in the Appraisal District Property Tax Database section of the policy.

CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

This policy has been updated to indicate that a board that adopted an exemption for the 2022 tax year may not reduce the amount or repeal that exemption based on SB 2 from the second special session of the 88th Legislature. [See Homestead, Local Options.]

HB 4559, from the 88th regular session, increased the population range for certain districts to provide that the split payment option does not apply to the district's taxes collected by another taxing unit that has adopted that option. [See Split Payments, In Certain Counties.]

CCGB(LLEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT

HB 4559 increased the population threshold for determining a large municipality for provisions related to the appointment of reinvestment zone board members. [See Tax Increment Financing Act, Large Municipality.]

Substantial changes have also been made based on HB 5 to incorporate the Texas Jobs, Energy, Technology, and Innovation Act.

CKB(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: ACCIDENT PREVENTION AND REPORTS

TEA's amendments to the Administrative Code rules for mandatory school drills necessitated reorganization of definitions and added clarity to several sections of the policy. Changes in this policy also reflect TEA's amendments to the Administrative Code rules related to active threat exercises.

CKC(LLOCAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

A section on Notice Regarding Violent Activity is recommended to comply with legal requirements. Administrative procedures must be created to align with TEA's model standards.

CKEC(LLOCAL) SECURITY PERSONNEL: SCHOOL RESOURCE OFFICERS

Significant revisions are recommended to the CKE policy series to promote compliance and clarification with HB 3 and other legal requirements. The policy has been edited to clarify that a district may have agreements with multiple law enforcement agencies depending on district needs and jurisdiction. A statement regarding the jurisdiction of school resource officers has been added. The policy also now includes a list of authority and duties as reflected in the controlling memorandum of understanding.

CKED(LLEGAL) SECURITY PERSONNEL: OTHER SECURITY ARRANGEMENTS

The provisions of this policy address commissioned security officers with Level III training under the Department of Public Safety hired through a security services contractor or as a district employee in accordance with the Education Code and the Occupations Code.

CMD(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

Cross-references throughout this policy have been updated to EFA since policy EF has been separated into EFA (instructional materials) and EFB (library materials).

Explanatory Notes

TASB Localized Policy Manual Update 123

Port Aransas ISD

CPC(LLEGAL) OFFICE MANAGEMENT: RECORDS MANAGEMENT

Edits to this policy at Destruction of Records remove a reference to 13 TAC 7.123(c), which was deleted from Texas State Library and Archives Commission rules, effective March 6, 2024.

CQA(LLEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

HB 3273, effective January 1, 2024, requires school districts to post a notice informing property owners of the property tax database maintained by the appraisal district. Language has been added at item 28 under the section on Other Required Internet Postings.

CQC(LLEGAL) TECHNOLOGY RESOURCES: EQUIPMENT

A section on Guidelines for Use of Digital Devices has been added to address the TEA and Health and Human Services Commission model health and safety guidelines for the use of digital devices, which are required by the Education Code and were issued in October 2023.

CQC(LOCAL) TECHNOLOGY RESOURCES: EQUIPMENT

This new local policy is recommended to meet the legal requirement for the board to adopt a policy for the effective integration of digital devices in the district. The policy language adopts the model health and safety guidelines developed by TEA and the Health and Human Services Commission and clarifies that the superintendent must develop regulations for implementation.

DCE(LOCAL) EMPLOYMENT PRACTICES: OTHER TYPES OF CONTRACTS

Revisions at Termination During Contract Term are recommended to specify that an employee may request a hearing before the board to appeal discharge during the contract period and to differentiate between terminations during and at the end of the contract term.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy DIA, we have revised the references to that code in this policy to reflect the DIA series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

DHE(LLEGAL) EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING

New Department of Transportation rules amend the department's regulated industry drug testing program. The language in the Reports to DPS section has been amended for clarity.

Explanatory Notes

TASB Localized Policy Manual Update 123

Port Aransas ISD

DNA(LEGAL)

PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS

Amendments to the Administrative Code allow districts to begin using the Alternate Domain I rubric as part of the Texas Teacher Evaluation and Support System (T-TESS) beginning with the 2024-25 school year. Language has been updated to reflect this change.

DP(LEGAL)

PERSONNEL POSITIONS

The section on School Psychological Services has been amended to provide additional clarity and to set out the correct title for licensed specialists in school psychology (LSSPs) as indicated in the Administrative Code.

EEH(LOCAL)

INSTRUCTIONAL ARRANGEMENTS: HOMEBOUND INSTRUCTION

TEA's revisions to the *Student Attendance Accounting Handbook (SAAH)* prompted recommended updates to this policy. Students may now receive homebound services for psychological, as well as medical, conditions. The *SAAH* also indicates that the weeks of confinement due to a medical or psychological condition do not need to be consecutive to qualify. The policy language has been updated to reflect this change.

EF(LEGAL)

INSTRUCTIONAL RESOURCES

In order to clarify the differences in requirements for instructional materials and library materials, as well as to accommodate the new library collection development standards, policy EF has been divided into EFA (instructional material) and EFB (library material). The content in EF(LEGAL) has moved to either EFA or EFB, as appropriate.

EF(LOCAL)

INSTRUCTIONAL RESOURCES

As explained at EF(LEGAL), above, this local policy addressing instructional resources is being deleted. New local policies to address instructional materials and library materials separately are included at EFA and EFB.

EFA(LEGAL)

INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

Content regarding instructional material review and federally required parental inspection has been moved from EF(LEGAL) to EFA(LEGAL).

EFA(LOCAL)

INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

The enclosed policy regarding instructional materials is recommended to coordinate with the policy addressing library materials at EFB(LOCAL). The provisions previously housed at EF(LOCAL) have been moved to this code with the following revisions:

- At Selection, a clarification has been made to reflect that instructional materials must be chosen in accordance with stated objectives and administrative regulations and may include items from the State Board of Education list.
- At Reconsideration of Instructional Materials, the list of individuals who can submit a request for reconsideration has been revised. This change is recommended to align with the list provided in the new EFB(LOCAL), which permits an employee or parent or guardian to submit these requests. If the district would like to expand this list, please contact your policy consultant.

Please review the information at Formal Reconsideration, which specifies who will receive forms requesting the reconsideration of instructional material and who will appoint a reconsideration committee. If the policy needs to identify a different position for these responsibilities, please contact your policy consultant for assistance with revisions.

Explanatory Notes

TASB Localized Policy Manual Update 123

Port Aransas ISD

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

EFB(LLEGAL) INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

EFB(LLEGAL) has been revised to incorporate new library collection development standards adopted by the Texas State Library and Archives Commission (TSLAC), effective January 23, 2024. The policy includes a note regarding the Fifth Circuit Court of Appeals enjoinder and the resulting unenforceability of certain statutes related to library material. The TSLAC Library Collection Development Standards are not currently enjoined by the Fifth Circuit Court of Appeals.

EFB(LOCAL) INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

This recommended policy aligns with changes to the Administrative Code and the new collection development standards for school libraries as a result of HB 900. Please review the following information in your policy:

- The location of the form for formal reconsideration;
- The position title for the person responsible for appointing the reconsideration committee; and
- The number of days allocated for appointing the committee, providing the material for review to the committee, and completing the committee's final report.

If any information needs to be updated or if further revisions to the policy are needed, please contact your policy consultant for assistance.

EHBAA(LLEGAL) SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

A cross-reference to policy EHB has been included for additional requirements relating to the evaluation and identification process when dyslexia is a suspected disability. [See Determination of Initial Eligibility.]

EHBAB(LLEGAL) SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

The section on Supplemental Special Education Services (SSES) has been revised to reflect amended Administrative Code rules, effective April 18, 2023. The district is required to notify parents of SSES eligibility and related information during an ARD committee meeting.

A provision regarding an IEP supplement for each child who was enrolled in a district's special education program during the 2019-20 school year or the 2020-21 school year has been removed. That requirement expired on September 1, 2023.

EHBE(LLEGAL) SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL

Extensive revisions have been made throughout this policy to reflect amended rules relating to emergent bilingual students.

EHBJ(LLEGAL) SPECIAL PROGRAMS: INNOVATIVE AND MAGNET PROGRAMS

Changes to this policy stem from amended Administrative Code provisions relating to innovative courses. The amended rules became effective February 18, 2024.

Explanatory Notes

TASB Localized Policy Manual Update 123

Port Aransas ISD

EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Revisions have been made to remove language that does not require district action to aid in readability and clarity. Citations have also been updated based on rule changes.

FA(LLEGAL) PARENT RIGHTS AND RESPONSIBILITIES

The cross-reference at Parental Rights relating to teaching materials has been updated to reflect the division of policy EF into EFA and EFB.

FFAC(LLEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

A section on Telehealth in Medicaid Covered Services has been added to provide guidance from Administrative Code rules specific to telehealth services authorized as Texas Medicaid covered services.

The section on opioid antagonists has been updated to reflect new rules effective November 1, 2023.

Changes have also been made to the section on epinephrine auto-injectors to reflect amended Administrative Code rules.

Citations throughout have been updated based on rule amendments.

FNG(LLOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy FFH, we have revised the references to that code in this policy to reflect the FFH series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

GBA(LLEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION

A cross-reference regarding economic development negotiations under Government Code Chapter 403 has been added.

GF(LLEGAL) PUBLIC COMPLAINTS

The division of policy EF into EFA and EFB necessitated an update to the cross-reference in this policy.

GF(LLOCAL) PUBLIC COMPLAINTS

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

GKA(LLEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Amendments to the Code of Federal Regulations necessitated changes to the section regarding operation of a small unmanned aircraft system.

Explanatory Notes
TASB Localized Policy Manual Update 123

Port Aransas ISD

GRA(LEGAL)

**RELATIONS WITH GOVERNMENTAL ENTITIES: STATE AND LOCAL
GOVERNMENTAL AUTHORITIES**

The Definitions section has been revised to reflect amended Administrative Code rules that include school resource officers and contracted police officers in the definition of "school personnel and volunteers."

Language has been added at Notice to School Personnel to provide direction if the superintendent is the individual alleged to have committed child abuse or neglect.

The Students Taken into Custody section has been updated to incorporate appropriate legal citations and improve clarity.



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529	800.580.1488

BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LOCAL)

**Public Information
Coordinator**

After Election or
Appointment

The Superintendent shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

After a Violation

A Board member who receives written notice from the attorney general that the member must complete Public Information Act (PIA) training described by GBAA(LEGAL) following the District's failure to comply with a PIA requirement shall complete the training within the timelines described in law. The completion of the training in response to such a notice cannot be delegated.

**Reporting
Continuing
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

In addition to disclosures required by law, a Board member shall disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

A Board member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the member's position to seek personal advantage. [See also BBF(LOCAL)]

**Annual Financial
Management Report**

Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

**Notice Regarding
Violent Activity**

~~4.~~ The Superintendent shall develop procedures to notify parents regarding violent activity that has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.

**School Resource
Officers**

To implement the District's comprehensive safety programs, the District has entered into ~~an agreement~~ a memorandum of understanding (MOU) with ~~a~~ each local law enforcement agency ~~for~~ that provides the District with school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

Jurisdiction

The jurisdiction of school resource officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Authority and Duties

A school resource officer shall perform duties as described in the ~~agreement~~ MOU and as included in the District improvement plan and the Student Code of Conduct. Pursuant to the MOU, a school resource officer shall:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, school resource officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry a firearm in accordance with the MOU and the directives with the commissioning entity.
8. Carry out all other duties in accordance with the MOU.

A school resource officer shall not be assigned routine classroom discipline or administrative tasks. Each school resource officer

shall receive at least the minimum amount of education and training required by law.

~~All school resource officers shall receive at least the minimum amount of education and training required by law.~~ [See CKE(LEGAL) and CKEC(LEGAL)]

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

EMPLOYMENT PRACTICES
OTHER TYPES OF CONTRACTS

DCE
(LOCAL)

**Non-Chapter 21
Contracts**

The District shall employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the following positions: executive director of business and operations, director of business and finance, and licensed specialist in school psychology.

**Appeal of
Employment Actions**

In accordance with DCE(LEGAL), an employee may request a hearing before the Board to appeal discharge during the contract period ~~in accordance with DCE(LEGAL).~~

**An Termination
During Contract
Term**

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with DGBA(LOCAL).

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with [the DIA series](#).
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with [the DIA series](#).
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with [the DIA series](#).
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with [the CKE series](#).
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice to Employees

The District shall inform employees of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.</p> <p>[See DG]</p>
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

Response	<p>At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s email address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Representative	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>

Complaint and
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refileing is within the designated time for filing.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three

presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

General Education

Consistent with ~~TEA's~~the Texas Education Agency (TEA) *Student Attendance Accounting Handbook (SAAH)*, a student may be eligible for general education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's *SAAH* and administrative procedures.

The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Special Education

Consistent with state rule and the *SAAH*, a student receiving special education services may be eligible for special education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. ~~If a student is chronically ill, the student's admission, review, and dismissal (ARD) committee shall determine whether the~~The weeks of confinement need ~~to not~~ be consecutive.

~~If the ARD~~If a student's admission, review, and dismissal committee determines that homebound instruction is appropriate, the committee shall determine the type and amount of instruction to be provided in accordance with law, and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Documentation of Services

The District shall maintain full documentation about students receiving homebound services, in accordance with administrative procedures, the *SAAH*, and a student's individualized education program ~~(IEP)~~, as applicable.

Note: — For information related to the selection process and accounting of instructional materials, as this term is defined by state law and rule, see CMD and EFA.

~~The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although professional staff members may select instructional resources for their use in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.~~

Objectives

~~In this policy, “instructional resources” may include textbooks, library acquisitions, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional resources are to implement, enrich, and support the District’s educational program.~~

~~The Board shall rely on District professional staff to select and acquire instructional resources that:~~

- ~~1. — Enrich and support the curriculum, taking into consideration students’ varied interests, abilities, learning styles, and maturity levels.~~
- ~~2. — Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.~~
- ~~3. — Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.~~
- ~~4. — Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.~~
- ~~5. — Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.~~

Selection Criteria

~~In the selection of instructional resources, professional staff shall ensure that the resources:~~

- ~~1. — Support and are consistent with the general educational goals of the state and District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.~~

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- ~~2.— Meet high standards for artistic quality and/or literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.~~
- ~~3.— Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.~~
- ~~4.— Are designed to help students gain an awareness of our pluralistic society.~~
- ~~5.— Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.~~
- ~~6.— For library selections, are integral to the instructional program, are appropriate for the reading levels and understanding of students, reflect the interests and needs of the students and faculty, are included because of their literary or artistic value and merit, and present information with the greatest degree of accuracy and clarity.~~

~~Administrators, teachers, library media specialists, other District personnel, parents, and community members, as appropriate, may recommend instructional resources for selection. Gifts of instructional resources shall be evaluated according to these criteria and accepted or rejected in accordance with CDG(LOCAL).~~

~~Selection of resources is an ongoing process that includes the removal of resources no longer appropriate and the periodic replacement or repair of resources that still have educational value.~~

Controversial Issues

~~District professional staff shall endeavor to maintain a balanced collection representing various views when selecting instructional resources on controversial issues. Resources shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB regarding instruction about controversial issues and EHAA regarding human sexuality instruction.]~~

Challenged Resources

~~A parent of a District student, any employee, or any District resident may formally challenge an instructional resource used in the District's educational program on the basis of appropriateness.~~

~~Informal
Reconsideration~~

~~The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the following procedure:~~

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- ~~1.—The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned resource.~~
- ~~2.—The principal or designee shall explain the intended educational purpose of the resource and any additional information regarding its use.~~
- ~~3.—If appropriate, the principal or designee may offer a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource.~~
- ~~4.—If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the resource.~~

**Formal
Reconsideration**

~~A complainant shall make any formal objection to an instructional resource on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.~~

~~The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content. Other members of the committee may include District-level staff, library staff, secondary-level students, parents, and any other appropriate individuals.~~

~~All members of the committee shall review the challenged resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy. The committee shall prepare a written report of its findings and provide copies to the principal, the Superintendent or designee, and the complainant.~~

Appeal

~~The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting with the appropriate administrator. [See DGBA, FNG, and GF]~~

Guiding Principles

~~The following principles shall guide the Board and staff in responding to challenges of instructional resources:~~

- ~~1.—A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.~~

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- ~~2.— A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child.~~
- ~~3.— Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.~~

~~The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational use. No challenged instructional resource shall be removed solely because of the ideas expressed therein.~~

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Objectives

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

Selection

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

**Reconsideration of
Instructional
Materials**

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

Informal
Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the adminis-

trator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

Formal Request for
Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of
Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

Note: For information related to the selection of instructional materials, see EFA.

The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

**Collection
Development Policy**

In this policy, “library materials” may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District’s collection development purpose and goals.

Collection
Development Goals

In addition to the requirements in state law and rules, the District’s library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

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6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and
Evaluation of
Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental
Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

*Access
Procedures*

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

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Protection from
Inappropriate
Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2); “obscene” material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of
Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District's library program.

*Guiding
Principles*

The following principles shall guide the review of a request to reconsider a library material:

1. An individual may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's or guardian's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student's parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

*Informal
Reconsideration*

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or adminis-

trator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

*Formal Request
for
Reconsideration*

The District shall make a form to request reconsideration of library material available in the District's administrative office.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

*Reconsideration
Committee*

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

The reconsideration committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.

Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.

Appeal

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

Frequency of Review

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See C]

Gifts and Donations

The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

Policy Review

This policy shall be reviewed at least every three years and revised as necessary.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with [the FFH series](#).
2. Complaints concerning dating violence shall be submitted in accordance with [the FFH series](#).
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with [the FFH series](#).
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with [the CKE series](#).
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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- Untimely Filings All time limits shall be strictly followed unless modified by mutual written consent.
- If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
- Costs Incurred Each party shall pay its own costs incurred in the course of the complaint.
- Complaint and Appeal Forms Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.
- Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.
- A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

STUDENT RIGHTS AND RESPONSIBILITIES
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ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be filed in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with [the CKE series](#).

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on

the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date

of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other

relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation

from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

CONSENT AGENDA

Approval of Budgeted Funds Transfer and Purchase of Benchmark Reading Instructional Materials for Olsen Elementary

Action Item:

Approval of Benchmark Reading Curriculum Purchase for Olsen Kindergarten - 5th grade

Olsen Elementary has implemented Benchmark Phonics and Benchmark Writing curriculum over the past two years. Our Kindergarten through 3rd grade teachers love the structured phonics instruction that is backed by Science of Reading research. Our phonics data has shown incredible gains since starting the program. The writing curriculum has been utilized and enjoyed in Kindergarten through 5th grade. Our reading teachers are very excited at the opportunity to have the Benchmark Reading program to support reading instruction.

We would like to further support our teachers, and readers, by purchasing Benchmark Reading curriculum for Kindergarten through 5th grade. This structured curriculum is TEKS aligned, and will provide our teachers with structured lesson plans for their entire reading block. Science of Reading based leveled readers will help scaffold students from decoding to meaning making across the grade levels. Read Aloud and Shared Reading materials will grow and challenge student's comprehension skills.

The requested funds for this transfer will come from 2023-2024 funds budgeted for safety measures. These funds were added to the budget for an unspecified use due to the legislative sessions that took place during 2023 and the expected unfunded mandates that were being considered for passage. The funds have not been needed thus far and we expect that new safety grant funding will cover any new needs that arise. (These are 199 local funds that we are transferring, not state security grant funds).

Funds will be moved
from 199 52 6298 00 860 4 99 0 00 Safety & security contracted labor
to 199 11 6321 00 101 4 11 0 00 Textbooks

[Benchmark Reading Curriculum Overview](#)
[Benchmark Reading K-5th Program Quote](#)

<u>Rationale:</u>	Provide Science of Reading based instructional materials, and training, for reading teachers in grades Kindergarten - 5th grade.
<u>Budget:</u>	\$33,560.00
<u>Recommendation:</u>	Accept the superintendent's recommendations to approve the budgeted funds transfer and purchase of the Benchmark Reading instructional materials.

CONSENT AGENDA

Consider/Take Possible Action to Adopt Prevailing Wage Rates

ACTION ITEM:

Texas Government Code 2258 requires that entities determine prevailing wage rates. The Texas A&M University System performs their own surveys and publishes them annually via their website for each county/political subdivision in which they operate:

<https://www.tamus.edu/business/facilities-planning-construction/forms-guidelines-wage-rates/>.

This complies with subpart 1 of the government code and by including the wage scale within a pre-bid addendum, it complies with subpart d. Local school districts that have adopted the TAMUS wage scale include Corpus Christi ISD and London ISD. This action is necessary due to the current bidding process for the Cole Performing Arts Center.

The prevailing wage rates for Nueces County can be viewed [here](#) and are also included in the board packet.

RATIONALE:	Texas Government Code 2258 requires entities to determine prevailing wage rates for the community.
BUDGET:	No additional costs by adopting the rates set by the Texas A&M System for Nueces County.
RECOMMENDATION:	Approve the superintendent's recommendation to adopt the Texas A&M System prevailing wage rates for Nueces County as presented.



THE TEXAS A&M UNIVERSITY SYSTEM

**301 Tarrow Street, 2nd Floor
College Station, Texas 77840**

**Minimum Prevailing Wage Rate
County: Nueces**

CLASSIFICATION	RATE	NOTES
Acoustic Ceiling Installer	15.10	
Asbestos Abatement Worker	12.53	
Carpenter	15.31	
Concrete – Pour and Finish	14.78	
Crane Operator	25.34	
Driver	13.89	
Drywall Installer	15.55	
Electrician – Journeyman	24.67	
Electrician – Apprentice	19.54	
Elevator Mechanic – Journeyman	53.59	
Elevator Mechanic – Apprentice	46.18	
Fire Protection – Controls	17.01	
Fire Protection – Pipefitter	19.79	
Formwork Builder	13.99	
Glazier	16.98	
HVAC – Journeyman	24.09	
HVAC – Apprentice	15.18	
HVAC – Controls	20.93	
Insulator	15.37	
Ironworker	16.72	
Laborer/Helper	12.22	
Mason	18.37	
Equipment Operator – Light	14.37	
Equipment Operator – Heavy	16.09	
Painter	12.66	
Pipefitter – Journeyman	31.20	
Pipefitter - Apprentice	18.58	
Plasterer	14.89	
Plumber – Journeyman	29.51	
Plumber – Apprentice	19.50	
Reinforcing Steel Worker	15.15	
Roofer	19.14	
Stone Mason	17.40	
Terrazzo Installer	12.56	
Tile Setter	15.10	
Waterproofer	14.31	

Note: Listed minimum prevailing wage rate is the base hourly wage rate including fringes.

CONSENT AGENDA

Consider/Take Possible Action to Adopt Budget Amendments

ACTION ITEM:

With the end of the school year, the superintendent is reviewing budgets, expenses, and needs. The adopted budget included additional local funds for security without a specific purpose in mind due to the ongoing legislative sessions this time last year. There are unspent funds left in that budget as expected legislation did not pass before the end of the 2023 legislative sessions.

A previous agenda item details the purchase of reading curriculum materials for elementary school. Additional needs include supplementing the funds that the state provides for the new science curriculum textbooks and related resources that align with the updated science curriculum standards. The gap between state funding and the cost is nearly \$12,000 for grades K-8 science curriculum. We also have two new elementary teachers that are required to complete the state’s reading academy, which is an unfunded mandate.

Proposed Budget Amendments June 2024							
RATIONALE	FROM	Beg Balance FROM account (before amendment)	Amount \$ to be moved	TO	Beg Balance TO account (before amendment)	Resulting balance for TO account (after amendment)	Resulting balance in FROM account (after amendment)
Move unused safety & security contracted labor to curriculum to pay for new reading Benchmark reading curriculum at OES	199 52 6298 00 860 4 99 0 00 Safety & security contracted labor	\$68,700.00	\$33,560.00	199 11 6321 00 101 4 11 0 00 Textbooks	\$500.00	\$34,060.00	\$35,140.00
Move unused safety & security contracted labor to curriculum to pay for new science lab curriculum materials to go with new science textbook adoption (not enough IMA funds to cover it) - OES	199 52 6298 00 860 4 99 0 00 Safety & security contracted labor	\$35,140.00	\$5,389.00	199 11 6321 00 101 4 11 0 00 Textbooks	\$34,060.00	\$39,449.00	\$29,751.00
Move unused safety & security contracted labor to curriculum to pay for new science lab curriculum materials to go with new science textbook adoption (not enough IMA funds to cover it) - BMS	199 52 6298 00 860 4 99 0 00 Safety & security contracted labor	\$29,751.00	\$6,368.50	199 11 6321 00 041 4 11 0 00 Textbooks/Curriculum (code does not currently exist, would need to be created)	\$0.00	\$6,368.50	\$23,382.50
Move unused safety & security contracted labor to curriculum to pay for reading academies (2 teachers participating summer 2024, of the \$6000 total cost, we need to find \$2,482.58 to pay balance of this unfunded mandate) - OES	199 52 6298 00 860 4 99 0 00 Safety & security contracted labor	\$23,382.50	\$2,482.58	199 13 6239 00 101 4 11 0 00 ESC2 (code does not currently exist, would need to be created)	\$0.00	\$2,482.58	\$20,899.99

RATIONALE:	Adjust budget to reflect needs.
BUDGET:	This will amend the budget.
RECOMMENDATION:	Approve the superintendent's recommendation to adopt the budget amendments as presented.



May 8, 2024

To: Jackie Peaslee, Director of Business
Port Aransas ISD
100 Station St.
Port Aransas, TX 78373

Re: Port Aransas ISD – Central Kitchen & Performing Arts Center
Project No. 2303
PO#231040

116

Dear Ms. Peaslee:

Enclosed is our statement for professional services through 100% Construction Documents Phase for the referenced project.

We would appreciate payment of this statement at your earliest convenience.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Brendalen", with a long horizontal flourish extending to the right.

Todd Brendalen, AIA
LAMARR WOMACK & ASSOCIATES, LP

Enclosure



May 8, 2024

To: Jackie Peaslee, Director of Business
Port Aransas ISD
100 Station St.
Port Aransas, TX 78373

Re: Port Aransas ISD - Central Kitchen & Performing Arts Center
Project # 2303
PO#231040

Statement No. 7

<u>\$15,100,000.00</u>	x	<u>5.50%</u>	=	<u>\$830,500.00</u>	
(Estimated Construction Cost)				(Total Arch. Fee-Final Fee Adjusted in Accordance With Final Construction Cost)	117
A. Schematic Phase (Up to 15% of Total Fee)		<u>\$ 124,575.00</u>	x	<u>100%</u>	= <u>\$ 124,575.00</u>
B. Design Development Phase (20% - Up to 35% of Total Fee)		<u>\$ 166,100.00</u>	x	<u>100%</u>	= <u>\$ 166,100.00</u>
C. Construction Documents (40% - Up to 75% of Total Fee)		<u>\$ 332,200.00</u>	x	<u>100%</u>	= <u>\$ 332,200.00</u>
D. Receipt of Bids Phase (05% - Up to 80% of Total Fee)		<u>\$ 41,525.00</u>	x	<u>0%</u>	= <u>\$ -</u>
E. Construction Phase (20% - Up to 100% of Total Fee)		<u>\$ 166,100.00</u>	x	<u>0%</u>	= <u>\$ -</u>
Sub Total				<u>\$ 622,875.00</u>	
Less Previous Payments (Not including reimbursable items)				<u>\$ (456,775.00)</u>	
Sub Total				<u>\$ 166,100.00</u>	
Plus Reimbursable Items - Civil Engineer Fee Split				<u>\$ 3,432.78</u>	
TOTAL AMOUNT REQUESTED				<u>\$ 169,532.78</u>	

5/8/2024

Re: Civil Engineering Fee

Port Aransas ISD New Performing Arts Center

Civil Design Fee: \$ 41,200.00
Architect 3.5% \$ 24,036.08
PAISD 2.5% \$ 17,163.92

Phase	%of Total Work	%Complete	Fee earned
Schematic Design	15	100	\$ 6,180.00
Design Development	20	100	\$ 8,240.00
Construction Documents	40	100	\$ 16,480.00
Bid/Negotiate	5	0	\$ -
Construction	20	0	\$ -
		Total	\$ 30,900.00
		Previously Paid	\$ (22,660.00)
		Total Due	\$ 8,240.00

Architect Portion \$ 4,807.22
PAISD Portion \$ 3,432.78

**Consider/Take Possible Action to Approve Innovative Course
at Port Aransas High School**

Action Item:

The Texas Education Agency has a process where innovative courses can be designed and submitted for approval by school districts. Once approved, other school districts can offer the course for high school credit if approved by the school board.

Principal Swartwout is requesting that the board approve an innovative course to be offered and awarded credit at Port Aransas High School. See information submitted by Principal Swartwout on the following page.

The course is called Sports Medicine I.

Rationale:	The course would provide high school students to gain knowledge and concepts of the sports medicine and athletic training professions.
Budget:	No additional funding is needed.
Recommendation:	Accept the superintendent's recommendation to approve the TEA-approved innovative course called Sports Medicine I at Port Aransas High School beginning with the 2024-2025 school year.

PAHS Innovative Course Approval Request
Sports Medicine I

School districts wishing to offer innovative courses must have the approval of their board of trustees. Innovative courses may only be used to meet state elective credit.

[2024-25 Innovative Course List](#)

Course Description: [Sport Medicine I](#)

Request:

Approval for Sport Medicine to be added as a course for students interested for the following reasons:

- (1) To allow high school students interested in the sports medicine health care professions to gain the introductory knowledge and concepts of the sports medicine and athletic training professions.
- (2) The student outcomes will align with exploring the concepts of sports injury, athletic healthcare team, sports injury law, sports injury prevention, sports psychology, nutrition, emergency action plan and initial injury recognition, first aid, cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), immediate care of athletic injuries of specific body areas, skin conditions in sports, bloodborne pathogens, thermal injuries, and special medical concerns of the adolescent athlete.
- (3) These outcomes will allow the student to gain knowledge for preparation for college-level courses.

The course will be taught by Coach Kelly Cozart, a licensed trainer. We are also hopeful that by offering this course we will build enough interest to offer a health science CTE sequence starting in 2025-26.

CLOSED MEETING

ACTION ITEM:

The board will adjourn into executive session in accordance with the Texas Open Meeting Act, Texas Government Code 551.071 thru 551.083 to consider the following:

- A. Public Officer: Deliberate the Appointment, Evaluation, Reassignment and Duties
- B. Discuss Educator Contract(s).

DISCUSSION AND/OR ACTION ITEM

ACTION ITEM:

The board will reconvene into open session in accordance with the Texas Open Meeting Act, Texas Government Code 551.071 thru 551.083.

- A. Consider/Take Possible Action to Extend Educator Contract(s) for the 2024-2025 School Year.

ADJOURNMENT

Action Item

There being no further business, Board President will adjourn the meeting.