

Agenda of Regular Meeting

The Board of Trustees Pottsboro ISD

The Mission of the Pottsboro Independent School District is to provide an education program characterized by quality, equity, and accountability that will help our students build essential academic skills necessary for lifelong learning. By developing the ability to think logically, independently, and creatively, each student will achieve self-worth and the confidence required to conquer the challenges of our ever-changing world environment.

A Regular Meeting of the Board of Trustees of Pottsboro ISD will be held Monday, January 13, 2020, beginning at 5:45 PM with options for public attendance to include both via Videoconference Meeting in the Virtual Board Room and in-person in the Board/Conference Room, 105 Cardinal Lane, Pottsboro, TX 75076.

As you know, health officials have been encouraging people from avoiding crowded events in order to avoid possible contact with persons who may be unaware they have been exposed to the COVID-19 virus. While our school board meetings are open to the public, we want you to remain safe, and therefore recommend and encourage you to participate by watching the school board meeting online at:

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

*Members of the public who desire to address the board regarding an item on this agenda must comply with the following registration procedures: Members of the public seeking to provide comments concerning an agenda item shall be required to register to provide comment by sending an email to kevin.matthews@pottsboroisd.org **NO LATER THAN 12:00 p.m. the day before the board meeting** indicating (1) person's name; (2) subject the member of the public wishes to discuss, and; (3) telephone number at which the member of the public may be reached.*

Public comment will be divided by agenda item and non-agenda item. When it is time for the portion of the meeting to listen to registered public comments for agenda or non-agenda items, the District shall attempt to contact the registrant in the order in which the registration was received. If for any reason the registrant does not answer the call, the Board will proceed to call the next registrant. This process shall continue until the list of registrants has been exhausted. The registrant will have 5 minutes to provide public comment concerning the subject identified by the registrant. If a registrant does not speak English they must indicate so when registering and list the name of their translator, and additional time shall be provided in accordance with law. If a registrant requires the use of a TTY system, the registrant must

indicate this requirement at the time of registration and the registrant shall be allowed to communicate on a topic for twice the amount of time allowed for persons not requiring the use of the TTY system.

The open portions of this meeting will be recorded and made available to the public upon request.

Thank you for your commitment to Pottsboro Independent School District, and we wish you and your family safety and health during these difficult days.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

AGENDA

- I. **Call Meeting to Order**
 - A. Establish Quorum
 - B. Invocation
 - C. Pledge of Allegiance - Kristina and Blake Taylor
- II. **Public Comment** -- Patrons who have duly registered per policy BED(LOCAL) may address the Board regarding matters of concern/interest to the district, other than the character of any student, staff or Board member. The Board may not act upon any matter that is not listed under the Action Item portions of the agenda. The Board will continue with the remaining agenda after the registered patrons have had an opportunity to speak. Pursuant to PISD policies BED
- III. **Student/Staff Recognition**
 - A. Board Recognition Month 4
 - B. Varsity Football - State Runner-Ups 5
- IV. **Consent Agenda (One motion for all items unless specified by Board Member)**
 - A. Consider Approval of the Minutes from the December 16, 2019 Regular Meeting 6
 - B. Consider Approval of Grants and Donations 9
 - C. Consider Approval of Monthly Financial Statements 10
 - D. Consider Approval of Tax Collection Report 24
 - E. Consider Approval of Utility Bill Report 25
- V. **Discussion/Action Items**
 - A. Set Date on February 10, 2020 for a Public Hearing to Discuss the District's Texas Academic and Performance Report (TAPR)/Annual Performance Report
 - B. Consider Approval of the 2020-2021 School Calendar 28
 - C. Consider Approval to Change Board Meeting Dates 29
 - D. Consider Appointment of the Board Budget Committee 30
 - E. Consider Approval of the 2020-2021 Budget Handbook 31
 - F. Consider Resolution for Order of the 2020 Trustee Election, May 2, 2020 61

G. Consider Approval of Joint Election Agreement with the City of Pottsboro 62

VI. **Superintendent's Report**

A. Future Board Meeting Dates: February 10, February 11, March 23, April 27, May 18, June 15, July 27, and August 24

B. Update on Construction Projects

VII. **Adjourn**

POTTSBORO INDEPENDENT SCHOOL DISTRICT
Pottsboro, Texas

RE: RECOGNITIONS: POTTSBORO ISD BOARD OF TRUSTEES

January is *School Board Recognition Month*, a time when districts across the state show their appreciation for the pivotal role school trustees play in their local districts and communities.

More than 7,200 locally-elected school board members serve – without pay – in Texas’ 1,034 school districts. They are extraordinary people who voluntarily tackle the enormous job of governing school districts. Their actions and decisions affect the present and future lives of our children.

On behalf of our staff, students, and patrons, we would like to present a certificate of appreciation to our Pottsboro ISD Board of Trustees for their commitment to our district:

Mr. Jim Copeland, President
Mr. Robert Powlison, Vice-President
Mrs. Cindy Bunch, Secretary
Mr. Drue Bynum
Mr. Scott Galyon
Mr. Jeremy Lewis
Mr. Doyle Roy, Jr.

January 13, 2020

**A RESOLUTION IN RECOGNITION OF
2019-2020 POTTSBORO HIGH SCHOOL
VARSITY FOOTBALL TEAM
AND COACHING STAFF**

WHEREAS, the 2019-2020 Varsity Football Team has accomplished an outstanding football season. This team and the coaching staff are to be commended for their success in advancing to District Champions, Bi-District Champions, Area Champions; Regional Champions, and State Runner-ups;

WHEREAS, the Pottsboro Independent School District Board of Trustees, administrative staff, teachers, students, parents and patrons alike, recognize the quality athletic program of our school district and are extremely proud of the accomplishments of the 2019-2020 Varsity Football Team and their coaches;

WHEREAS, it is noted this group of young men have exemplified strong character and discipline on the field of play as well as in the classroom. Each is appreciated for his individual and team effort in preserving the integrity of the Pottsboro Independent School District.

THEREFORE, BE IT RESOLVED BY THE POTTSBORO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES, that a resolution of recognition and appreciation be officially extended to the 2019-20 Varsity Football Team and Coaching Staff for their performance in the name of Pottsboro High School. It is with great pride that we commend this team under the excellent leadership of Athletic Director/Head Football Coach Matt Poe and his exemplary coaching staff.

IN EXECUTION HEREOF, this the 13th day of January, 2020.

APPROVED:

Jim Copeland, President
Pottsboro ISD Board of Trustees

ATTEST:

Cindy Bunch, Secretary
Pottsboro ISD Board of Trustees



**POTTSBORO ISD BOARD OF TRUSTEES REGULAR MEETING
MONDAY, DECEMBER 16, 2019**

The Pottsboro ISD Board of Trustees met for a regular meeting on Monday, December 16, 2019, at 5:45 p.m. in the Board/Conference Room located at 105 Cardinal Lane, Pottsboro, Texas.

Members present: Jim Copeland, President; Cindy Bunch, Secretary; Drue Bynum; Jeremy Lewis; Doyle Roy, Jr.

Absent: Scott Galyon and Robert Powlison

Staff present: Dr. Kevin Matthews, Superintendent; Josh Recer, Assistant Superintendent; Steven Foster, Elementary Principal; Gerald Springer, Middle School Principal; Danielle Curry, High Principal; Debbie Ritchie, Coordinator of Student Services/Federal Programs; Janet Wilson, Business Manager; June Hendrickson, Superintendent's Secretary

Others present: Jason Brown; James Durham; Aubree Fish; Elizabeth Rodrigues; Marcus Davis; Erin Hutton with Perdue, Brandon, Fielder, Collins & Mott LLP; Yolanda Rodriguez; Bobby Hancock; Heather Taylor; Kevin Shannon; Matthew Schielack; Erin Fish

I. CALL MEETING TO ORDER

- A. President Jim Copeland called the meeting to order at 5:45 p.m., declaring a quorum was present and the notice of the meeting was duly posted.
- B. Drue Bynum led the invocation.
- C. Pledge of Allegiance was recited by Aubree Fish and Elizabeth Rodriguez

II. PUBLIC COMMENT

III. CONSENT AGENDA

- A. **Consider Approval of Minutes from the November 18, 2019 Regular Meeting**
- B. **Consider Approval of Grants and Donations**
- C. **Consider Approval of Monthly Financial Statements**
- D. **Consider Approval of Tax Collection Report**
- E. **Consider Approval of Utility Bill Report**

Cindy Bunch made a motion and seconded by Jeremy Lewis to approve all consent items. Dr. Matthews acknowledged the grants and donations.

IV. DISCUSSION/ACTION ITEMS

- A. **Consider Approval to Accept the Pottsboro ISD Education Foundation Grant Award** – June Hendrickson, Executive Director of the education foundation reported on the fall awarded grants. The grant recipients addressed the Board about their specific grant request. Jeremy Lewis made a motion and seconded by Doyle Roy, Jr. to approve accepting \$17,983.62 from the Pottsboro ISD Education Foundation to fund the fall awarded grants. Motion carried unanimously with Cindy Bunch abstaining because of her affiliation with the education foundation.
- B. **Consider Approval of Offer to Purchase Property Struck Off to the Pottsboro ISD**
 - 1. **Lot 111, Simmons Shores/pecan Street, Pottsboro, TX** – Erin Hutton with Perdue, Brandon, Fielder, Collins and Mott LLP reviewed the property resale

for Lot 111 in Simmons Shores/Pecan Street. Jeremy Lewis made a motion and seconded by Doyle Roy, Jr. to approve the bid of \$1,600.00 from David Leitman to purchase Lot 111, Simmons Shores/Pecan Street. Motion carried unanimously.

- C. Presentation of Middle School Technology Courses – Kevin Shannon**
Mr. Shannon reviewed the Middle School technology courses with the Board. He also discussed future programs for the technology classes at the Middle School.
- D. Consider Approval of 2020-2021 Budget Calendar – Drue Bynum** made a motion and seconded by Cindy Bunch to approve the 2020-2021 Budget Calendar as presented. Motion carried unanimously.
- E. Consider Approval of Policy Update 114, Affecting Local Policies**
 - 1. BE(LOCAL): Board Meeting**
 - 2. BED(LOCAL): Board Meetings – Public Participation**
 - 3. CDA(LOCAL): Other Revenues – Investments**
 - 4. CH(LOCAL): Purchasing and Acquisition**
 - 5. CKC(LOCAL): Safety Program/Risk Management – Emergency Plans**
 - 6. CQ(LOCAL): Technology Resources**
 - 7. CQB(LOCAL): Technology Resources – Cybersecurity**
 - 8. DFFA(LOCAL): Reduction In Force – Financial Exigency**
 - 9. DH(LOCAL): Special Programs – Gifted and Talented Students**
 - 10. EHBB(LOCAL): Special Programs – Gifted and Talented Students**
 - 11. FDE(LOCAL); Admissions – School Safety Transfers**
 - 12. FFAA(LOCAL): Wellness and Health Services – Physical Examinations**
 - 13. FFB(LOCAL): Student Welfare – Crisis Intervention**
 - 14. FFBA(LOCAL); Crisis Intervention – Trauma-Informed Care**
 - 15. FL(LOCAL): Student Records**
 - 16. GBAA(LOCAL): Information Access – Requests For Information**
 - 17. GKA(LOCAL); Community Relations – Conduct on School Premises**

Cindy Bunch made a motion and seconded by Doyle Roy, Jr. to approve the addition, revision, or deletion of local policies as recommended by TASB Policy Update 114. Motion carried unanimously.

- F. Consider Approval of Revision to the 2019-2020 Student Code of Conduct – The Board** discussed revisions pertaining to conduct that warrants Discipline Alternative Education Placement (DAEP) which begins on page 22 of the Student Code of Conduct. Drue Bynum made a motion and seconded by Jeremy Lewis to approve the revision to the 2019-2020 Student Code of Conduct as presented. Motion carried unanimously.
- G. Review Revision to the 2019-2020 High School Handbook – The Board** reviewed the revision to the High School Handbook which changes the minimum number of days assigned for a mandatory Discipline Alternative Education Placement (DAEP) from 45 successful school days to 30 successful school days.
- H. Review 2020-2021 High School/Middle School Cheerleading Constitution – Debbie Ritchie,** JV Cheerleading Sponsor reviewed the revisions/changes made to the 2020-2021 High School/Middle School Cheerleading Constitution.

VI. SUPERINTENDENT’S REPORT

- A. Future Board Meeting Dates** –January 13, February 10, March 23, April 27, May 18, June 15, July 27, and August 24
- B. Update on Construction Projects** – Dr. Matthews updated the Board on the Elementary/High School construction projects.
- C. Board Appreciation Month – January 13, 2020 Administration Building @ 5:00 p.m.**

VII. ADJOURN

No further business to be discussed Mr. Copeland adjourned the meeting at 6:43 p.m.

Board President

Secretary

2019-20
GRANTS/DONATION TO
POTTSBORO ISD

2019-20 DONATIONS

Pottsboro Middle School	Band Boosters – Flutephones	\$250.00
Pottsboro Middle School	Pro Kids PTO – Flutephones	\$250.00
Pottsboro ISD Athletics	Athletic Booster Club	\$24,000.00
Pottsboro High School	High School PTO	350.00
Pottsboro High School	Lawler Family Foundation – High School Scholarship	5,000.00
Pottsboro Middle School	Lake Texoma Parrott Head Club – Food Service	430.00
Pottsboro ISD	Root Engineering Services – Food Service	706.00
Pottsboro ISD	Blake Utter – Special Olympics	200.00
	Total	\$31,186

Board Report
 Comparison of Revenue to Budget
 Pottsboro ISD
 As of December

Fund 199 / 0 GENERAL OPERATING

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - REV./RESOURCE CONTROL ACCTS.					
5700 - REVENUES FROM LOCAL SOURCES					
5710 - LOCAL,REAL & PERSONAL PROP.TAX	9,643,329.00	-3,585,877.98	-4,601,345.91	5,041,983.09	47.72%
5740 - REVENUES FROM LOCAL SOURCES	116,000.00	-134,300.78	-167,139.10	-51,139.10	144.09%
5750 - REVENUES FROM COCURR ACTIVITES	65,000.00	-2,719.00	-34,186.51	30,813.49	52.59%
Total REVENUES FROM LOCAL SOURCES	9,824,329.00	-3,722,897.76	-4,802,671.52	5,021,657.48	48.89%
5800 - STATE PROGRAM REVENUES					
5810 - PER CAPITA & FOUNDATION REV.	3,050,624.00	-40,367.00	-2,574,448.00	476,176.00	84.39%
5830 - TRS ON-BEHALF	619,394.00	-54,818.69	-212,539.10	406,854.90	34.31%
Total STATE PROGRAM REVENUES	3,670,018.00	-95,185.69	-2,786,987.10	883,030.90	75.94%
5900 - FEDERAL PROGRAM REVENUES					
5910 - FEDERALLY DISTRIBUTED REVENUES	180,000.00	.00	-188,052.40	-8,052.40	104.47%
5930 - VOCATIONAL ED./NON-FOUNDATION	35,000.00	.00	.00	35,000.00	.00%
5940 - FED. REV. DISTRIBUTED BY FEDS.	470,000.00	-472,318.00	-472,318.00	-2,318.00	100.49%
Total FEDERAL PROGRAM REVENUES	685,000.00	-472,318.00	-660,370.40	24,629.60	96.40%
Total Revenue Local-State-Federal	14,179,347.00	-4,290,401.45	-8,250,029.02	5,929,317.98	58.18%

Fund 199 / 0 GENERAL OPERATING

As of December

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURE--CONTROLS						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-7,248,855.03	.00	2,709,478.90	617,687.11	-4,539,376.13	37.38%
6200 - PURCHASED/CONTRACTED SERVICES	-169,700.00	257.33	49,193.15	4,952.27	-120,249.52	28.99%
6300 - SUPPLIES & MATERIALS	-496,285.00	31,769.17	170,912.96	25,565.92	-293,602.87	34.44%
6400 - OTHER OPERATING EXPENSES	-56,435.00	91.00	8,559.26	1,112.66	-47,784.74	15.17%
6600 - CAPITAL OUTLAY--LAND,BLDG,EQ.	-15,000.00	.00	800.00	800.00	-14,200.00	5.33%
Total Function11 INSTRUCTION	-7,986,275.03	32,117.50	2,938,944.27	650,117.96	-5,015,213.26	36.80%
12 - INSTRUCTIONAL RES. & MEDIA SER						
6100 - PAYROLL COSTS	-130,214.92	.00	47,341.13	11,776.12	-82,873.79	36.36%
6200 - PURCHASED/CONTRACTED SERVICES	-5,500.00	.00	5,000.00	.00	-500.00	90.91%
6300 - SUPPLIES & MATERIALS	-32,500.00	12,726.83	6,055.24	686.59	-13,717.93	18.63%
6400 - OTHER OPERATING EXPENSES	-5,500.00	.00	2,982.15	.00	-2,517.85	54.22%
Total Function12 INSTRUCTIONAL RES. &	-173,714.92	12,726.83	61,378.52	12,462.71	-99,609.57	35.33%
13 - CURR. & INSTRUCTIONAL STAFF						
6100 - PAYROLL COSTS	-101,591.94	.00	33,807.70	8,408.16	-67,784.24	33.28%
6200 - PURCHASED/CONTRACTED SERVICES	-4,000.00	.00	.00	.00	-4,000.00	-0.00%
6300 - SUPPLIES & MATERIALS	-800.00	.00	56.44	.00	-743.56	7.05%
6400 - OTHER OPERATING EXPENSES	-24,350.00	.00	3,788.16	285.00	-20,561.84	15.56%
Total Function13 CURR. & INSTRUCTIONAL	-130,741.94	.00	37,652.30	8,693.16	-93,089.64	28.80%
23 - SCHOOL ADMINISTRATION						
6100 - PAYROLL COSTS	-790,742.89	.00	277,805.00	72,385.47	-512,937.89	35.13%
6200 - PURCHASED/CONTRACTED SERVICES	-22,000.00	.00	452.28	226.14	-21,547.72	2.06%
6300 - SUPPLIES & MATERIALS	-18,684.00	16.15	5,006.28	9.37	-13,661.57	26.79%
6400 - OTHER OPERATING EXPENSES	-20,250.00	207.49	3,605.27	489.00	-16,437.24	17.80%
Total Function23 SCHOOL ADMINISTRATION	-851,676.89	223.64	286,868.83	73,109.98	-564,584.42	33.68%
31 - GUIDANCE & COUNSELING SERVICES						
6100 - PAYROLL COSTS	-354,651.10	.00	123,050.28	31,759.82	-231,600.82	34.70%
6200 - PURCHASED/CONTRACTED SERVICES	-6,300.00	.00	4,450.00	.00	-1,850.00	70.63%
6300 - SUPPLIES & MATERIALS	-8,850.00	32.00	3,509.68	75.38	-5,308.32	39.66%
6400 - OTHER OPERATING EXPENSES	-5,700.00	.00	129.00	.00	-5,571.00	2.26%
Total Function31 GUIDANCE & COUNSELING	-375,501.10	32.00	131,138.96	31,835.20	-244,330.14	34.92%
33 - HEALTH SERVICES						
6100 - PAYROLL COSTS	-80,913.12	.00	34,539.13	6,926.07	-46,373.99	42.69%
6200 - PURCHASED/CONTRACTED SERVICES	-200.00	.00	.00	.00	-200.00	-0.00%
6300 - SUPPLIES & MATERIALS	-4,000.00	300.00	22,889.89	22,041.35	19,189.89	572.25%
6400 - OTHER OPERATING EXPENSES	-1,050.00	.00	.00	.00	-1,050.00	-0.00%
Total Function33 HEALTH SERVICES	-86,163.12	300.00	57,429.02	28,967.42	-28,434.10	66.65%
34 - PUPIL TRANSPORTATION						
6100 - PAYROLL COSTS	-325,288.35	.00	124,720.01	29,986.70	-200,568.34	38.34%
6200 - PURCHASED/CONTRACTED SERVICES	-80,500.00	7,702.53	32,314.72	2,741.92	-40,482.75	40.14%
6300 - SUPPLIES & MATERIALS	-78,300.00	141.84	30,589.27	3,846.66	-47,568.89	39.07%
6400 - OTHER OPERATING EXPENSES	-12,600.00	47.00	18,482.00	73.50	5,929.00	146.68%
6600 - CAPITAL OUTLAY--LAND,BLDG,EQ.	-142,000.00	.00	92,366.00	.00	-49,634.00	65.05%
Total Function34 PUPIL TRANSPORTATION	-638,688.35	7,891.37	298,472.00	36,648.78	-332,324.98	46.73%
36 - COCURRICULAR/EXTRACURRICULAR						
6100 - PAYROLL COSTS	-295,117.06	.00	93,734.32	23,513.24	-201,382.74	31.76%
6200 - PURCHASED/CONTRACTED SERVICES	-94,250.00	11 .00	27,814.00	7,968.00	-66,436.00	29.51%
6300 - SUPPLIES & MATERIALS	-104,549.50	25,705.66	17,987.67	4,137.26	-60,856.17	17.20%
6400 - OTHER OPERATING EXPENSES	-105,560.50	240.70	35,696.73	8,724.53	-69,623.07	33.82%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURE--CONTROLS						
36 - COCURRICULAR/EXTRACURRICULAR						
6600 - CAPITAL OUTLAY--LAND,BLDG,EQ.	.00	.00	6,445.00	.00	6,445.00	.00%
Total Function36	-599,477.06	25,946.36	181,677.72	44,343.03	-391,852.98	30.31%
41 - GENERAL ADMINISTRATION						
6100 - PAYROLL COSTS	-459,822.99	.00	156,791.64	42,062.25	-303,031.35	34.10%
6200 - PURCHASED/CONTRACTED SERVICES	-143,250.00	.00	58,897.06	13,193.06	-84,352.94	41.11%
6300 - SUPPLIES & MATERIALS	-10,700.00	508.68	6,658.64	3,788.36	-3,532.68	62.23%
6400 - OTHER OPERATING EXPENSES	-52,400.00	.00	24,704.18	462.00	-27,695.82	47.15%
Total Function41 GENERAL ADMINISTRATION	-666,172.99	508.68	247,051.52	59,505.67	-418,612.79	37.09%
51 - PLANT MAINTENANCE & OPERATIONS						
6100 - PAYROLL COSTS	-821,638.94	.00	284,031.93	88,210.75	-537,607.01	34.57%
6200 - PURCHASED/CONTRACTED SERVICES	-559,000.00	20,781.00	209,319.19	42,832.31	-328,899.81	37.45%
6300 - SUPPLIES & MATERIALS	-172,500.00	5,015.18	78,442.57	17,185.00	-89,042.25	45.47%
6400 - OTHER OPERATING EXPENSES	-144,250.00	.00	123,170.80	191.00	-21,079.20	85.39%
6600 - CAPITAL OUTLAY--LAND,BLDG,EQ.	-131,300.00	136,179.00	2,326.00	.00	7,205.00	1.77%
Total Function51 PLANT MAINTENANCE &	-1,828,688.94	161,975.18	697,290.49	148,419.06	-969,423.27	38.13%
52 - SECURITY AND MONITORING SER.						
6100 - PAYROLL COSTS	-5,600.00	.00	5,878.49	.00	278.49	104.97%
6200 - PURCHASED/CONTRACTED SERVICES	-75,210.00	.00	27,485.00	5,317.50	-47,725.00	36.54%
6300 - SUPPLIES & MATERIALS	-6,600.00	3,511.03	2,305.65	.00	-783.32	34.93%
6400 - OTHER OPERATING EXPENSES	-6,300.00	.00	5,684.00	.00	-616.00	90.22%
Total Function52 SECURITY AND MONITORING	-93,710.00	3,511.03	41,353.14	5,317.50	-48,845.83	44.13%
61 - COMMUNITY SERVICES						
6100 - PAYROLL COSTS	-9,011.09	.00	3,021.16	755.29	-5,989.93	33.53%
Total Function61 COMMUNITY SERVICES	-9,011.09	.00	3,021.16	755.29	-5,989.93	33.53%
81 - FACILITIES CONSTRUCTION						
6600 - CAPITAL OUTLAY--LAND,BLDG,EQ.	-1,186,616.22	33,338.10	67,446.40	29,956.25	-1,085,831.72	5.68%
Total Function81 FACILITIES CONSTRUCTION	-1,186,616.22	33,338.10	67,446.40	29,956.25	-1,085,831.72	5.68%
93 - PAYMENTS TO FISCAL AGENT						
6400 - OTHER OPERATING EXPENSES	-360,173.00	.00	180,086.26	.00	-180,086.74	50.00%
Total Function93 PAYMENTS TO FISCAL	-360,173.00	.00	180,086.26	.00	-180,086.74	50.00%
99 - OTHER INTERGOVERNMENTAL CHARGE						
6200 - PURCHASED/CONTRACTED SERVICES	-188,000.00	.00	97,902.99	.00	-90,097.01	52.08%
Total Function99 OTHER	-188,000.00	.00	97,902.99	.00	-90,097.01	52.08%
Total Expenditures	-15,174,610.65	278,570.69	5,327,713.58	1,130,132.01	-9,568,326.38	35.11%

Comparison of Revenue to Budget

Pottsboro ISD

As of December

Fund 240 / 0 FOOD SERVICE

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - REV./RESOURCE CONTROL ACCTS.					
5700 - REVENUES FROM LOCAL SOURCES					
5740 - REVENUES FROM LOCAL SOURCES	.00	-1,136.00	-1,136.00	-1,136.00	.00%
5750 - REVENUES FROM COCURRE ACTIVITES	197,000.00	-13,787.15	-74,758.18	122,241.82	37.95%
Total REVENUES FROM LOCAL SOURCES	197,000.00	-14,923.15	-75,894.18	121,105.82	38.52%
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROGRAM REVENUE - TEA	3,200.00	.00	.00	3,200.00	.00%
5830 - TRS ON-BEHALF	20,000.00	-1,922.13	-6,672.87	13,327.13	33.36%
Total STATE PROGRAM REVENUES	23,200.00	-1,922.13	-6,672.87	16,527.13	28.76%
5900 - FEDERAL PROGRAM REVENUES					
5920 - FED. REV. DISTRIBUTED BY TEA	367,000.00	-33,188.27	-148,556.67	218,443.33	40.48%
Total FEDERAL PROGRAM REVENUES	367,000.00	-33,188.27	-148,556.67	218,443.33	40.48%
Total Revenue Local-State-Federal	587,200.00	-50,033.55	-231,123.72	356,076.28	39.36%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURE--CONTROLS						
35 - FOOD SERVICES						
6100 - PAYROLL COSTS	-337,365.80	.00	136,394.07	27,584.82	-200,971.73	40.43%
6200 - PURCHASED/CONTRACTED SERVICES	-7,000.00	.00	1,875.94	75.83	-5,124.06	26.80%
6300 - SUPPLIES & MATERIALS	-311,700.00	.00	95,812.41	18,236.91	-215,887.59	30.74%
6400 - OTHER OPERATING EXPENSES	-2,250.00	.00	100.00	.00	-2,150.00	4.44%
Total Function35 FOOD SERVICES	-658,315.80	.00	234,182.42	45,897.56	-424,133.38	35.57%
Total Expenditures	-658,315.80	.00	234,182.42	45,897.56	-424,133.38	35.57%

Comparison of Revenue to Budget

Pottsboro ISD

As of December

Fund 599 / 0 DEBT SERVICE

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - REV./RESOURCE CONTROL ACCTS.					
5700 - REVENUES FROM LOCAL SOURCES					
5710 - LOCAL,REAL & PERSONAL PROP.TAX	1,248,382.00	-480,125.08	-614,532.53	633,849.47	49.23%
5740 - REVENUES FROM LOCAL SOURCES	500.00	-687.66	-2,536.94	-2,036.94	507.39%
Total REVENUES FROM LOCAL SOURCES	1,248,882.00	-480,812.74	-617,069.47	631,812.53	49.41%
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROGRAM REVENUE - TEA	20,000.00	.00	-25,060.00	-5,060.00	125.30%
Total STATE PROGRAM REVENUES	20,000.00	.00	-25,060.00	-5,060.00	125.30%
Total Revenue Local-State-Federal	1,268,882.00	-480,812.74	-642,129.47	626,752.53	50.61%

Comparison of Expenditures and Encumbrances to Budget

Pottsboro ISD

As of December

Fund 599 / 0 DEBT SERVICE

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURE--CONTROLS						
71 - DEBT SERVICES						
6500 - DEBT SERVICE	-1,235,890.00	.00	.00	.00	-1,235,890.00	-.00%
Total Function71 DEBT SERVICES	-1,235,890.00	.00	.00	.00	-1,235,890.00	-.00%
Total Expenditures	-1,235,890.00	.00	.00	.00	-1,235,890.00	-.00%

Board Report
Comparison of Revenue to Budget
Pottsboro ISD
As of December

Fund 699 / 0 CONSTRUCTION STORM/SAFE ROOMS

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - REV./RESOURCE CONTROL ACCTS.					
5700 - REVENUES FROM LOCAL SOURCES					
5740 - REVENUES FROM LOCAL SOURCES	5,000.00	-1,548.50	-12,864.19	-7,864.19	257.28%
Total REVENUES FROM LOCAL SOURCES	5,000.00	-1,548.50	-12,864.19	-7,864.19	257.28%
Total Revenue Local-State-Federal	5,000.00	-1,548.50	-12,864.19	-7,864.19	257.28%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURE--CONTROLS						
81 - FACILITIES CONSTRUCTION						
6600 - CAPITAL OUTLAY--LAND,BLDG,EQ.	-2,728,104.83	939,125.60	2,229,219.17	786,409.64	440,239.94	81.71%
Total Function 81 FACILITIES CONSTRUCTION	-2,728,104.83	939,125.60	2,229,219.17	786,409.64	440,239.94	81.71%
Total Expenditures	-2,728,104.83	939,125.60	2,229,219.17	786,409.64	440,239.94	81.71%

**POTTSBORO ISD
DECEMBER 2019
CHECK PAYMENTS**

AT&T	UTILITIES	\$140.11
ATTSB REGION 24	TRAVEL	\$198.00
BAKER DISTRIBUTING COMPANY	SUPPLIES	\$489.56
EICHELBAUM WARDELL	SERVICES	\$5,236.10
N AND N AUTOMOTIVE INC	SUPPLIES	\$87.17
THE COLLEGE BOARD	TRAVEL	\$285.00
PRUDENT PUBLISHING CO, INC	SUPPLIES	\$583.11
CITY OF POTTSBORO	UTILITIES	\$3,528.98
DOUGLASS DISTRIBUTING, LTD.	SERVICES	\$575.19
ELLIOTT ELECTRIC SUPPLY	SUPPLIES	\$2,743.68
LOWE'S COMPANIES, INC	SUPPLIES	\$256.18
GUITAR CENTER STORES, INC	SUPPLIES	\$344.02
ORIENTAL TRADING COMPANY	SUPPLIES	\$67.21
REALLY GOOD STUFF	SUPPLIES	\$142.49
TEXOMA SHIRT & CAP	SERVICES	\$127.50
BRADLEY K CARDWELL	SERVICES	\$4,200.00
A & O MECHANICAL INC.	SERVICES	\$2,294.23
APPLE INC.	SUPPLIES	\$46.00
DEBBIE RITCHIE	TRAVEL	\$264.00
GRAHAM INTERNATIONAL	SERVICES	\$410.42
GRAHAM TRUCK TIRE CENTER	SERVICES	\$160.00
TEXAS ATHLETIC CATERING	TRAVEL	\$458.32
WHATABURGER	TRAVEL	\$640.00
DISCOUNT SCHOOL SUPPLY	SUPPLIES	\$65.97
JANET WILSON	SUPPLIES	\$48.00
CDS MICRO SYSTEMS LLC	SUPPLIES	\$799.96
DENISON FARM & RANCH	SUPPLIES	\$93.97
HOME DEPOT PRO	SUPPLIES	\$125.05
PIAZZA CONSTRUCTION	AG BARN GATE	\$18,006.25
RELIANCE FASTENERS OF DENISON	SUPPLIES	\$1,568.72
UNITED RENTALS NORTHWEST, INC.	SUPPLIES	\$151.40
VISA	SUPPLIES	\$9,028.38
ATTSB REGION 24	TRAVEL	\$121.00
BIMBO BAKERIES	SUPPLIES	\$409.91
COLORADO BOXED BEEF CO.	SUPPLIES	\$558.08
ETC LITE, LLC	SERVICES	\$262.50
FOUR FEATHERS ALARM, LLC	SERVICES	\$129.80
INTERQUEST DETECTION CANINES	SERVICES	\$540.00
LABATT FOOD SERVICE	SUPPLIES	\$14,056.57
SMART SALES LLC	SERVICES	\$1,651.00
TEXOMA COUNCIL OF GOVT	19 FEES	\$282.00

**POTTSBORO ISD
DECEMBER 2019
CHECK PAYMENTS**

WASTE CONNECTIONS	UTILITIES	\$1,096.59
WRA ARCHITECTS, INC.	SERVICES	\$11,505.29
NATIONAL BENEFIT SERVICES	SERVICES	\$151.80
BLAKE UTTER FORD	SUPPLIES	\$23.65
BSN SPORTS	SUPPLIES	\$806.36
CMC NETWORK SOLUTIONS	SERVICES	\$2,077.00
DENISON ATHLETIC BOOSTER CLUB	TRAVEL	\$500.00
DENTON ISD	FEES	\$100.00
JACKIE DEEN	TRAVEL	\$686.00
METRO CENTRE	SUPPLIES	\$3,480.00
MOVIE LICENSING USA	SUPPLIES	\$1,401.00
PACENET LLC	SERVICES	\$800.00
PURCHASE POWER	SERVICES	\$376.89
REINERT PAPER & CHEMICAL CO.	SUPPLIES	\$8,041.96
SHERWIN - WILLIAMS CO.	SUPPLIES	\$979.50
TEXAS AIRSYSTEMS, LLC	SUPPLIES	\$910.00
HOME DEPOT PRO	SUPPLIES	\$1,233.11
SAIED MUSIC COMPANY	SUPPLIES	\$68.00
VISA	SUPPLIES	\$1,785.77
XEROX CORPORATION	SERVICES	\$3,934.48
JASON COLEY	SERVICES	\$420.00
LORENZO SAAVEDRA	SERVICES	\$420.00
SHANE FORD	SERVICES	\$455.00
STEVE NORTHINGTON	SERVICES	\$315.00
WILLIAM BEENE	SERVICES	\$315.00
AIRGAS USA, LLC	SUPPLIES	\$125.30
GREATAMERICA FINANCIAL SERVICE	SERVICES	\$363.16
METRO CENTRE	SERVICES	\$465.00
NORTH TX TOLLWAY AUTHORITY	TRAVEL	\$3.96
PERDUE, BRANDON, FIELDER, COLLIN	SERVICES	\$4,869.00
SAM'S CLUB	SUPPLIES	\$260.07
SHELL FLEET PLUS	SUPPLIES	\$40.98
WYLIE ISD	TRAVEL	\$1,016.38
A-1 LITTLE JOHN INC	SERVICES-CONST	\$620.00
AB GLASS & GLAZING SOLUTIONS LLC	SERVICES-CONST	\$42,750.00
ROSE BLACK	SERVICES-CONST	\$19,510.15
D & S ENGINEERING LABS, LLC	SERVICES-CONST	\$2,505.80
DALLAS MECHANICAL GROUP LLC	SERVICES-CONST	\$165,300.00
FOUR FEATHERS ALARM, LLC	SERVICES-CONST	\$2,821.50
GALLAGHER CONSTRUCTION COM	SERVICES-CONST	\$27,310.63
BYROM ENTERPRISES	SERVICES-CONST	\$29,701.75

**POTTSBORO ISD
DECEMBER 2019
CHECK PAYMENTS**

HERITAGE ONE ROOFING, INC	SERVICES-CONST	\$69,172.35
JII LONESTAR INDUSTRIES, LLC	SERVICES-CONST	\$121,980.00
L & B DRYWALL SYSTEMS INC	SERVICES-CONST	\$80,472.60
M-PAK CONSTRUCTION INC	SERVICES-CONST	\$84,094.95
MEDCO CONSTRUCTION LLC	SERVICES-CONST	\$17,148.45
REPUBLIC SERVICES INC	SERVICES-CONST	\$4,855.92
ROONEY ENTERPRISES INC	SERVICES-CONST	\$7,167.75
RPM S CONSTRUCTION LLC	SERVICES-CONST	\$3,392.45
SERVICE FIRE & INDUSTRIAL INC	SERVICES-CONST	\$9,177.00
SHAHAN & SON LTD	SERVICES-CONST	\$18,129.80
SPECTRUM CORPORATION	SERVICES-CONST	\$9,542.75
GREG W COX INC	SERVICES-CONST	\$32,126.15
BAKER DISTRIBUTING COMPANY	SUPPLIES	\$26.85
GREENWOOD OFFICE OUTFITTERS	SUPPLIES	\$573.33
DEBBIE RITCHIE	TRAVEL	\$274.00
DEL MAX RESTAURANT SUPPLY	SUPPLIES	\$498.60
GATEHOUSE-HERALD DEMOCRAT	SERVICES	\$191.00
MICHAEL TROJACK	SUPPLIES	\$6,065.00
RESULTS ENVIRONMENTAL PEST MGN	SERVICES	\$55.00
BRADLEY K CARDWELL	SERVICES	\$1,775.00
WHATABURGER	TRAVEL	\$702.00
ATLAS PEN & PENCIL CO.	SUPPLIES	\$44.39
ATTSB REGION 24	TRAVEL	\$100.00
BUDDY'S ALL STARS INC	SUPPLIES	\$2,314.00
DOUGLASS DISTRIBUTING, LTD.	SUPPLIES	\$3,579.61
JOHN MCCULLOUGH	TRAVEL	\$914.66
MIDWEST AWARDS CORPORATION	SUPPLIES	\$710.95
PACENET LLC	SERVICES	\$1,575.00
RICOH USA, INC	SERVICES	\$105.00
TASA	FEES	\$231.00
TASB INC	SERVICES	\$1,676.56
AUBREY I.S.D.	TRAVEL	\$120.00
ALEX GROVE	SERVICES	\$170.00
CHRISTOPHER ADAMS	SERVICES	\$170.00
DANIEL ROGERS	SERVICES	\$410.00
DAVID CLARK	SERVICES	\$155.00
JAY SMITH	SERVICES	\$170.00
JEREMY BALLARD	SERVICES	\$80.00
NATE BROWN	SERVICES	\$240.00
NIHYJII DAVIS	SERVICES	\$170.00
TIM P. SHARKEY	SERVICES	\$130.00

**POTTSBORO ISD
DECEMBER 2019
CHECK PAYMENTS**

TIM REIN	SERVICES	\$250.00
TONY DUNCAN	SERVICES	\$170.00
VAN BOATRIGHT	SERVICES	\$490.00
BRYAN HUTTON	SERVICES	\$170.00
ERIC MCGINNIS	SERVICES	\$240.00
GEORGE TURNER	SERVICES	\$150.00
JAMES DAUGHERTY	SERVICES	\$240.00
JANICE THOMAS	SERVICES	\$470.00
JUSTIN WAYNE GOLDSMITH	SERVICES	\$410.00
RODNEY DAVIS	SERVICES	\$150.00
ROGER ELDARD	SERVICES	\$150.00
SEAN PACKARD	SERVICES	\$150.00
SETH FRITZ	SERVICES	\$150.00
STEVE ATKINS	SERVICES	\$590.00
TONY D. CLEVELAND	SERVICES	\$130.00
ALERT SERVICES	SUPPLIES	\$290.00
BAKER DISTRIBUTING COMPANY	SUPPLIES	\$52.50
GOINS LUMBER COMPANY	SUPPLIES	\$95.38
HUDSON ENERGY	UTILITIES	\$19,919.89
PURCHASE POWER	SUPPLIES	\$1,276.00
SAIED MUSIC COMPANY	SUPPLIES	\$96.70
ALERT SERVICES	SUPPLIES	\$59.90
DEMCO LIBRARY BASICS	SUPPLIES	\$619.38
PARIS ISD	SERVICES	\$34.12
PONDER COMPANY, INC	SERVICES	\$5,192.00
SISEMORE SERVICES	SERVICES	\$100.00
DEBBIE RITCHIE	TRAVEL	\$274.00
JACKIE DEEN	TRAVEL	\$696.00
MICHAEL LYNN LANE JR	SUPPLIES	\$21,400.00
CITY OF DENISON	UTILITIES	\$101.54
JTM PROVISIONS CO	SUPPLIES	\$344.66
STEVEN BOBO	SUPPLIES	\$499.70
NARDONE BROS. BAKING CO., INC	SUPPLIES	\$262.36
PILGRIM'S PRIDE CORPORATION	SUPPLIES	\$1,080.45
TASA	FEEES	\$258.00
TEXAS GIRLS COACHES ASSOCIATION	FEEES	\$140.00
TEXAS HS BASEBALL COACHES ASSO	TRAVEL	\$170.00
TXU ENERGY	UTILITIES	\$286.47
TYSON FOODS	SUPPLIES	\$1,372.51
SYNCB/AMAZON	SUPPLIES	\$1,496.59
ATMOS ENERGY	UTILITIES	\$2,084.63

**POTTSBORO ISD
DECEMBER 2019
CHECK PAYMENTS**

GRAINGER	SUPPLIES	\$296.96
MATHESON TRI-GAS INC	SERVICES	\$1,026.86
NORTH TX TOLLWAY AUTHORITY	TRAVEL	\$3.00
SAIED MUSIC COMPANY	SUPPLIES	\$74.00
TEXOMA FIRE EQUIPMENT	SERVICES	\$1,968.00
WHATABURGER	TRAVEL	\$741.75
MACGILL	SUPPLIES	\$498.21
JASON COLEY	SERVICES	\$840.00
LORENZO SAAVEDRA	SERVICES	\$490.00
SHANE FORD	SERVICES	\$892.50
ZACH SWEETIN	SERVICES	\$630.00
CAMERON CALCOTE	SERVICES	\$150.00
FRANKLIN THOMAS BAKER	SERVICES	\$200.00
JACOB BEACHUM	SERVICES	\$80.00
JEFFREY LEE ARIE	SERVICES	\$100.00
JOSEPH R. ROMERO	SERVICES	\$150.00
MACAIAH TILLMAN	SERVICES	\$12.00
SEAN PACKARD	SERVICES	\$150.00

POTTSBORO INDEPENDENT SCHOOL DISTRICT

Tax Collection Report

DECEMBER 2019

	2019-2020 Budget	Collections Prior Months	Collections Current Month	YTD Total Collections	Over (Under) Budget	Percent Collected
Current Taxes	\$ 10,691,711.00	\$ 1,115,934.68	\$ 4,048,236.14	\$ 5,164,170.82	\$ (5,527,540.18)	48.30%
Delinquent Taxes	\$ 110,000.00	\$ 18,562.20	\$ 12,620.06	\$ 31,182.26	\$ (78,817.74)	28.35%
Penalty & Interest	\$ 90,000.00	\$ 15,378.50	\$ 4,074.68	\$ 19,453.18	\$ (70,546.82)	21.61%
Totals	\$ 10,891,711.00	\$ 1,149,875.38	\$ 4,064,930.88	\$ 5,214,806.26	\$ (5,676,904.74)	47.88%

January 13, 2020

POTTSBORO INDEPENDENT SCHOOL DISTRICT

2019-2020 Electric Bills

Facility	Billing Period												TOTAL
	08/06/2019 to 09/06/2019	09/06/2019 to 10/08/2019	10/08/2019 to 11/06/2019	11/06/2019 to 12/06/2019	to	to	to	to	to	to	to	to	
Water Well, Maint. Barn, Baseball & Softball Concession	\$235.10	\$237.61	\$220.41	\$401.43									\$1,094.55
Middle School & West Gym	\$4,303.12	\$4,273.58	\$2,545.03	\$2,161.84									\$13,283.57
Service Center	\$917.40	\$841.05	\$716.34	\$636.46									\$3,111.25
Baseball and Softball Fields	\$514.76	\$514.76	\$514.84	\$512.05									\$2,056.41
Football Stadium	\$1,342.24	\$1,390.95	\$1,296.32	\$1,276.10									\$5,305.61
Middle School FH and Weight Room	\$642.24	\$743.49	\$599.57	\$573.26									\$2,558.56
Administration & AEP	\$2,076.43	\$1,785.89	\$1,112.55	\$1,138.42									\$6,113.29
Elem/Pre-K/Inter/ Community Serv	\$11,177.10	\$9,246.54	\$7,099.12	\$5,768.35									\$33,291.11
High School and Fieldhouse	\$12,990.44	\$12,494.14	\$8,446.86	\$7,045.36									\$40,976.80
Ag. Barn	\$204.83	\$222.48	\$245.26	\$416.62									\$1,089.19
TOTAL SPENT	\$34,403.66	\$31,750.49	\$22,796.30	\$19,929.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$108,880.34
TOTAL kWh CONSUMPTION	431,638.000	412,548.000	229,218.000	216,933.000									1,290,337.000
ENERGY RATE/kWh	\$0.0797	\$0.0770	\$0.0995	\$0.0919	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$0.0844

POTTSBORO INDEPENDENT SCHOOL DISTRICT

2019-2020 Gas/Propane Bills

Facility	Billing Period												TOTAL
	08/16/2019 to 09/13/2019	09/14/2019 to 10/14/2019	10/15/2019 to 11/14/2019	11/15/2019 to 12/12/2019	to	to	to	to	to	to	to	to	
Admin, AEP, MS, W. Gym, Maint, Bus Barn, and MS Fieldhouse	\$156.63	-\$16.29	\$606.71	\$909.50									\$1,656.55
Community Center, Intermed, Elem, Pre-K Building	\$60.40	\$538.54	\$842.69	\$1,126.55									\$2,568.18
High School and Fieldhouse	\$69.82	\$10.45	\$48.58	\$48.58									\$177.43
Service Center	\$0.00	\$383.76	\$0.00	\$575.19									\$958.95
TOTAL	\$286.85	\$916.46	\$1,497.98	\$2,659.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,361.11

POTTSBORO INDEPENDENT SCHOOL DISTRICT

2019-2020 Water & Sewer Bills

Facility	Billing Period												TOTAL
	08/22/2019 to 09/23/2019	09/23/2019 to 10/22/2019	10/22/2019 to 11/21/2019	11/21/2019 to 12/20/2019	to	to	to	to	to	to	to	to	
High School	\$281.94	\$275.06	\$278.50	\$270.47									\$1,105.97
High School Fieldhouse	\$164.28	\$147.72	\$154.61	\$146.96									\$613.57
W. Gym & AEP	\$249.60	\$249.60	\$320.27	\$226.66									\$1,046.13
Middle School	\$203.72	\$186.52	\$177.92	\$164.67									\$732.83
Administration Building	\$249.60	\$394.98	\$141.67	\$169.66									\$955.91
Intermed School & Community Center	\$1,134.83	\$2,184.88	\$445.35	\$854.74									\$4,619.80
Elementary School & Pre-K Building	\$2,546.37	\$1,501.47	\$1,424.07	\$983.11									\$6,455.02
Football Stadium & MS Fieldhouse	\$174.70	\$168.45	\$168.45	\$165.35									\$676.95
Baseball & Softball Concession	\$162.91	\$162.91	\$162.91	\$162.91									\$651.64
Service Center	\$254.13	\$254.13	\$255.23	\$254.13									\$1,017.62
TOTAL	\$5,422.08	\$5,525.72	\$3,528.98	\$3,398.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,875.44

**POTTSBORO INDEPENDENT SCHOOL DISTRICT
2020-2021 CALENDAR**

July 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			








October 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Semester/Six Weeks

Aug. 20-Oct. 2.....	31
Oct. 5-Nov. 6.....	24
Nov. 9-Dec. 18.....	25
First Semester.....	80
Jan. 7-Feb. 26.....	35
Mar. 1-Apr. 16.....	29
Apr. 20-May 27.....	28
Second Semester.....	92

	Teacher Work Day
	Holiday
	Teacher Staff Development
	Flex Day
	Early Release Day (12:30 p.m.)
	Graduation (2:00 p.m.)
	STAAR Testing Dates

Total Instructional Days =	172
Work/Staff Dev. Days =	10
Flex Days =	5
Total Days =	187
Early Release Days =	8
Total School Year Minutes =	76,780
Based on a 7 hour 35 minute school day	
75,600 instructional minutes are required	

Calendar includes 1,180 extra minutes above the state requirement in case of bad weather.

January 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

POTTSBORO INDEPENDENT SCHOOL DISTRICT
Pottsboro, Texas

RE: CONSIDER APPROVAL TO CHANGE BOARD MEETING DATES

The December meeting is on December 21, 2020 (School Closed – Holiday), the January meeting falls on January 18, 2021 (School Closed – Holiday), the February meeting is on February 15, 2021 (School Closed – Holiday), the March meeting is on March 15, 2021 (first day after spring break), the April meeting is on April 19, 2021 (School Closed – Holiday), and the August meeting is on August 16, 2021, and we prefer to move later in the month so the August payroll is complete for final budget amendments. The following dates are proposed for the December, January, February, March, April, and August meetings:

December Meeting – December 14, 2020
January Meeting – January 19, 2021
February Meeting – February 16, 2021
March Meeting – March 22, 2021
April Meeting – April 20, 2021
August Meeting – August 30, 2021

Recommendation:

That the Board of Trustees approve changing the Board meeting dates for December, January, February, March, April, and August as presented.

January 13, 2020

POTTSBORO INDEPENDENT SCHOOL DISTRICT
Pottsboro, Texas

RE: CONSIDER APPOINTMENT OF THE BOARD BUDGET COMMITTEE

The Board President will appoint three members of the Board to serve on the 2020-2021 Budget Committee. The following organizations and personnel will be represented on the committee:

President of the Pottsboro Classroom Teachers Association
One Campus Principal (Elected by Campus Administration)
One Representative from the District Site-Based Committee
One Elementary Classroom Teacher (Elected by Campus)
One Middle School Classroom Teacher (Elected by Campus)
One High School Classroom Teacher (Elected by Campus)
Technology Director
Superintendent
Assistant Superintendent
Business Manager
Transportation Director
Maintenance Director
Food Service Director

(Note: If a new President of the PCTA is elected before the Board Budget Committee convenes, the new President of the organization will serve on this committee.)

Recommendation:

That the Board of Trustees approve all members of the 2020-2021 Budget Committee.

January 13, 2020

Pottsville

Independent School District



Budget Handbook

2020 – 2021

Table of Contents

Introduction	3
Budget Planning Process	6
Budget Calendar	8
Budget Planning Instructions	9
Budget Planning Grant	10
Budget Request Instructions	11
Budget Codes Overview	12
Fund Codes	13
Function Codes	14
Organization Codes	15
Fiscal Year Codes	16
Program Codes	16
Object Codes	17
Sub-Object Codes	20
Capital Outlay Request – Supplies vs. Equipment	21
Capital Outlay Request Form Example	22
Travel	23
Purchasing Procedure	24
Appendixes	
Budget Board Policy	26

Introduction

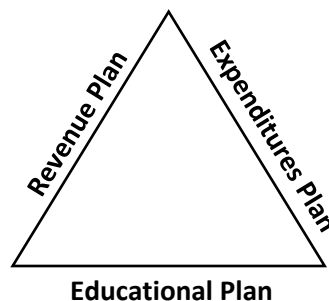
The school district budget is basically an instrument of educational planning. The budget reflects the organizational pattern of the district by breaking down the elements of a total plan into divisional, departmental, and/or unit components, allowing costs to be estimated more easily and more readily. It then forces a coordination of these elements by reassembling costs in a total package so that a comparison can be made with total revenues. This complicated process requires a measure of in depth and orderly planning.

In short, budgeting is the administrative process that forces administrators, staff, and public to plan together what needs to be done, how it will be done, who will do it, and how much it will cost. Some of the benefits of the budgeting process are:

- Budgeting establishes a plan of action for the future.
- Budgeting requires an appraisal of past activities in relation to planned activities.
- Budgeting necessitates the establishment of work plans.
- Budgeting requires orderly planning and coordinates throughout the organization and the public.
- Budgeting establishes a system of management controls.
- Budgeting serves as a public information system.

The Budget Triangle

The budgeting process can be depicted graphically as an equilateral triangle:



If any one of the three sides of the triangle is shortened, the other two must be shortened. Only when the three sides meet is there a budget.

The Budget Triangle

Educational Plan

The educational plan is the base of the triangle and must be the first side constructed. Sometimes called the “needs budget,” the base of the triangle must represent the optimum projected educational needs, while keeping in mind that realistic parameters (the “working budget”) must be observed. Important considerations in the development of a needs budget are: 1) special programs, 2) innovations, 3) staff increases, 4) salary adjustments, 5) maintenance and operations, 6) fixed costs, and 7) supplies and equipment requests.

Expenditures Plan

The second leg of the triangle to be developed is the expenditures plan. The “needs budget,” or educational plan, must be translated into financial terms. In the process, the establishment of program priorities is a necessity, and budget cost must be developed for each priority level.

Revenue Plan

The final step in the development of the budget is the revenue plan, or the determination of the resources needed to meet the budget. The total spectrum of local, state, and federal sources must be considered, and decisions must be made in regard to the disposition of the expenditures and educational plans with reference to the amount of support available from each funding source. If the estimate of revenues will not support the first two plans, the adjustments are made according to the priorities established and the character of categorical funding. The “working budget” can then be established by the administration (with appropriate input), approved by the Board, and, hopefully, endorsed by the public.

Site-Based Budgeting

The concept of site-based budgeting is the result of decentralization of the budgeting and control function in districts. A distinct advantage of site-based budgeting is that it can be applied within the context of any budgeting philosophy, methodology, or system. In the Pottsville Independent School District, the budgeting philosophy is one which is defined as functional (educational plans precede expenditures plans, which in turn lead to the revenue plan) and partially decentralized. This setting provides opportune circumstances for utilization of the site-based budgeting concept.

Stated simply, site-based budgeting is: 1) the act of delegating planning decisions in the construction of a budget, 2) the devising of an accountability system that delegates monitoring functions to the employee in charge of the defined site, and 3) arriving at an accountability system that holds the employee responsible for the site-based budget expenditures under his/her control. While this system can be implemented with or without statements of objectives, it is helpful if planning and specific rationales control the process.

Site-Based Budgeting

A site-based budgeting system has been devised which allows each building principal or program administrator to have decision control, within agreed upon allocations, for all activities that take place in his/her school building or department. This system, along with related procedures, timelines, policies, and regulations, is amplified in the following sections.

In summary, the principal advantages of site-based budgeting are:

- Site-based budgeting allows more people to become involved in the budget planning, accounting, and accountability functions. This involvement assists in the understanding of the budget system and develops higher morale among the participating staff members and campus budget committee members.
- Site-based budgeting allows a more detailed monitoring (in process) of expenditures to take place.
- Site-based budgeting makes those persons most closely involved with the budgetary decisions responsible for explaining and/or defending decisions to others.
- Site-based budgeting allows for adjustments within unit budget allocations to take place with only minimal red tape; that is, flexibility is enhanced without sacrificing accountability.
- Site-based budgeting allows particular schools or departments to address particular and unique needs as they are identified at the decentralized level, within the parameters of the total budgeting system.



Budget Planning Process

The budget planning process for the next year in the Pottsville Independent School District is designed to address the following anticipated outcomes:

1. To achieve representative participation by administrators, staff, and public in the budget planning process;
2. To formulate an expenditures plan that accurately reflects the educational plans and priorities of the district for the next year and future years;
3. To provide a means of communication between the various levels of the school community and about priorities, plans, and anticipated expenditures;
4. To provide each organizational unit administrator with the information necessary for him/her to perform the functions of a given office and to plan for the next year; and
5. To facilitate the development of the district's working budget for the next year as a document that reflects accurately, in financial terms, the planned expenditures of funds in detail appropriate enough to control and to analyze expenditures and to meet or exceed statutory mandates.

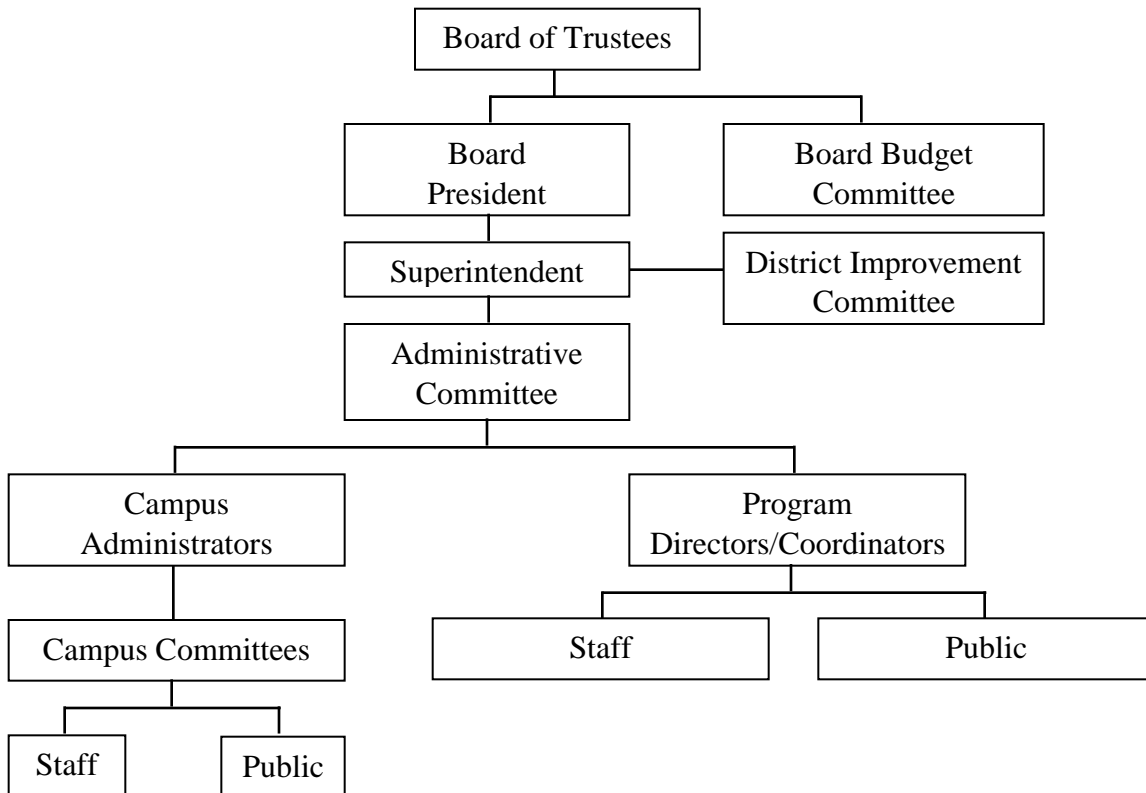
The development of next year's district budget will involve a number of essential, time-phased activities. It is important that these activities be defined clearly, be accomplished within the time frame suggested, and result in usable information. The anticipated activities will involve considerable staff time and resources from six district entities: 1) the Business Office, 2) the campus budget committees, 3) the Superintendent's Administrative Committee, 4) District's Improvement Committee, 5) the Board of Trustees' Budget Committee, and 6) the Board of Trustees.

The Superintendent's Administrative Committee is an advisory panel that assists the superintendent in making policy recommendations and drafting administrative rules and regulations to implement mandates of the Board, applicable law, and governmental regulations. The Superintendent's Administrative Committee includes the superintendent, assistant superintendent, and business director.

Budget Planning Process

The Superintendent and Administrative Committee will receive recommendations from the public, staff, organizations, district administrators, committees, and Board in regard to next year's budget and formulate appropriate responses and recommendations to the Board Budget Committee. The Board Budget Committee will review budget recommendations and formulate recommendations to the Board of Trustees. The Board Budget Committee includes the Superintendent, Assistant Superintendent, Business Manager, one campus principal, technology director, three Board of Trustees, one classroom teacher, one District Site-Based Committee Member, and the President of the Pottsboro Classroom Teacher Association. The District's Improvement Committee includes community, business, parent, and staff representatives, which will provide advice and recommendations in regard to next year's budget. The Superintendent shall have responsibility for the flow of information to and from the President of the Board, who is the statutory budget officer of the district (T.E.C. 23.41).

The budget planning process is depicted graphically in the organizational chart below:



2020 – 2021 Budget Calendar

All meetings are subject to change dependent upon the availability of budget and funding information.

January	7	Central office administrators determine supply allocations and project enrollment for next fiscal year
January	9	Central office administrators review Budget Handbook
January	13	Board approval of Budget Handbook
January	14	General staff meeting for distribution of budget preparation packets
February	26	Central office administrators review salary schedules and hourly wage schedule proposals
March	27	Last day to submit PURCHASE ORDERS to the Business Office which allows time for ordering, processing orders, delivery, verification of delivery, and payment before school is out in June
April	7	Secondary, elementary, and intermediate principals turn in preliminary and justified Capital Outlay (over \$5,000 per item) typed budget requests , travel requests, and budget requests to the Superintendent
May	29	Preliminary estimates of revenues
June	11	Budget Committee Meeting: Proposed preliminary salary schedules, special budget needs listing, and preliminary budget (date subject to change)
June	17	Budget Committee Meeting (if needed – date subject to change)
July	19	Regular Board Meeting: Presentation of proposed tax rate and budget President to call for a Public Meeting to discuss the Budget and Proposed Tax Rate on August 24, 2020 at 5:45 p.m. at the Regular Board meeting
July	31	Budget Committee Meeting (if needed)
August	24	Public meeting to discuss the budget and the proposed tax rate; Regular Board Meeting: 1) Adopt 2020-2021 Budget and 2) Adopt an ordinance levying a tax rate (2 parts: M&O and I&S)

Budget Planning Instructions

The preparation of the Pottsville Independent School District budget actually begins at each building where the principal, director, or coordinator plans for the new year. Detail work for the next fiscal year begins in January and February and as principals and directors begin to design the budget for their school or program, they will need to **include their building or department personnel and site-base committee members in the budget making process.** Contact with the total faculty may be handled through team meetings, grade level meetings, and subject meetings. By allowing input from many staff members, the budget preparation cycle will be adequate and create a more effective and efficient budget.

Principals and directors are responsible for:

- 1) Obtaining budget requests from their campus or department personnel;
- 2) Preparing composite line item budget requests;
- 3) Scrutinizing and adjusting department, grade level, or team budgets in order to develop reasonable requests;
- 4) Typing the capital outlay requests by departments;
- 5) Organizing the budgets for the Central Administrators;
- 6) Turning the budget in on time.

The data in this booklet should provide information that is of importance to the principals and directors as the budget is compiled. A packet of materials designed to assist each principal or director in the budget preparation will be distributed.

If an unusual supply or equipment request is made for a budget expense, please be sure that the request is justified. All Capital Outlay requests (\$5,000 or more) must have a written justification for the request.

NOTE: Band, career and technology education, choir, art, theatre, yearbook, and cheerleading will be included in the campus budgets. The following will be included in other budgets: Salaries, federal programs, personnel and supplies, nurse and health supplies and travel; district testing; building fund; repair of some A/V equipment.

Campus principals, directors, and coordinators will need to review the December and January budget reports. Budget expenditure codes reflected on the budget reports may be utilized by principals and directors. If additional codes need to be utilized (see "Budget Code Overview" pg. 13-20), principals and directors need to consult the Business Director before using additional expenditure budget codes.

If a principal or director needs assistance with preparation of their budget, the Business Office and Central Administration is available to assist in any way requested. For next year's Budget input, principals and directors will need to keep a list of details at their campus. Budget account sheets turned into the Superintendent and Business Office should only reflect the total of supply and equipment accounts. **Capital Outlay requests must be submitted separate with a written justification for the purchase.**

2020-2021
BUDGET PLANNING GRANT

Budget Planning Grants are for Principal use in determining the total monies allotted. Historical allocations have been used in formulating these grants. The Principal may adjust functional Grants as deemed necessary except for the Athletics, Band/Flag, Choir, Theatre, Yearbook, special education, and CATE Grants. The Grants are per student per campus except for athletics, cheer, band/flag, choir, theatre, yearbook, special education, UIL academics, and CTE.

<u>Grants Per Student</u> (Functions)	<u>Elementary</u> <u>School</u>	<u>Middle</u> <u>School</u>	<u>High</u> <u>School</u>
(11) Instructional Grant	\$105.00	\$85.00	\$85.00
(12) Library Grant	\$30.00	\$30.00	\$30.00
(23) School Administration Grant	\$10.00	\$13.00	\$13.00
(31) Counseling Grant	\$15.00	\$20.00	\$20.00
TOTAL GRANTS	\$160.00	\$148.00	\$148.00

<u>School Grants</u>	<u>Budgeted</u> <u>Estimated</u> <u>Students</u>	<u>(11, 12, 23, 31)</u> <u>Budgeted</u> <u>Grants</u>	<u>(36)</u> <u>Co-Curr</u> <u>Grant</u>
High School	446	\$66,008	
Cheer		\$0	\$6,300
Athletics		\$0	\$102,675
CTE		\$86,950	\$12,000
Band/Flag		\$15,000	\$28,000
Choir		\$4,000	\$4,700
Theatre		\$6,000	\$3,300
UIL Academic		\$0	\$11,500
Non UIL(Fish/Arch)		\$500	\$6,200
Yearbook		\$32,000	\$0
Middle School	460	\$68,080	
Cheer		\$0	\$2,900
Athletics		\$0	\$36,425
Band		\$12,000	\$500
Choir		\$3,000	\$1,050
Theatre		\$2,000	\$1,250
UIL Academic		\$0	\$1,300
Elementary School	544	\$87,040	
UIL		\$0	\$150
TOTAL	1,450	\$382,578	\$218,600

Pottsville Independent School District Budget Request Instructions

1. Review the budget codes section in order to fill out requests.
2. Freight and delivery costs, if applicable, must be included in the cost of items to be purchased according to budget codes. Freight charges seldom exceed ten percent (10%) of the cost of items.
3. **Budget whole dollars only – round up all cents to the next dollar.**
4. Items of furniture and equipment of which **item costs \$5,000 or more must be included in the capital outlay** category of account 6600 object codes. Items of furniture and equipment of which each **item is less than \$5,000 will be included in account 6395**. For explanation of what constitutes capital outlay items of furniture and equipment, refer to the budget code section – Capital Outlay (page 21).
5. Requests for improvements, renovations, or additions to the facilities must be included in **Function 51** on a separate budget form.

Budget Codes Overview

The overall account code structure is designed to serve as both an efficient account facility and a basic management tool. It creates a common language for use in controlling, recording, accumulating, and reporting the activities of the individual schools, departments, and other organizational units. The expenditure codes for campus budgets are included on the computer printout budget forms. Department budgets are constructed utilizing the expenditure codes listed below and on the following pages. Each expenditure code must include 20 digits in the following order:

FUND	FUNCTION	OBJECT	SUB- OBJECT	ORGANIZATION	FISCAL YEAR	PROGRAM	LOCAL
XXX	XX	XXXX	XX	XXX	X	XX	XXX

Fund	Function	Object	Sub-Object	Organization	Fiscal Year	Program	Local
199	11	6399	60	001	0	22	000
General Maintenance	Instruction	Supply	Ag.	High School	Year	Career & Technology	Local

Fund Codes = 3 Digits

General Funds

199 General Fund (Maintenance & Operation Fund)

Special Revenue Funds (Federal, etc.)

205 Head Start
211 ESEA Title I Regular
240 National School Breakfast & Lunch Program
244 Carl Perkins Federal Career & Technology Grant
255 ESEA Title II Part A TPTR
263 Title III Part A ESL/BE
289 Title IV Fed Fund Special Revenue
410 Textbook and Kindergarten Materials
461 Campus Activities
481 Education Foundation
486 Scholarship Fund
487 District Activity
488 Textbooks
489 Library Activity

Interest & Bonded Debt Funds

599 Debt Service Funds
699 Capital Project Funds

Internal Service & Agency Funds

753 Worker's Compensation Fund
865 Student Activity Fund
891 Medical Reimbursement Fund
901 Fixed Assets

Function Codes = 2 Digits

11	Instruction
12	Instruction Library
13	Curriculum & Instructional Staff Development
21	Instructional Leadership
23	School Leadership
31	Guidance and Counseling
33	Health Services
34	Transportation
35	Food Service
36	Co-Curricular Activities
41	General Administration (Public Information)
51	Plant Maintenance and Operations
52	Security and Monitoring Services
53	Data Processing Services
61	Community Services
71	Debt Service
80	Capital Outlay
81	Facilities Acquisition and Construction
93	Payments to Fiscal Agent/Member Districts of Shared Service Arrangements
99	Other Intergovernmental Charge/Appraisal Service

Organization Codes = 3 Digits

001	Pottsboro High School
041	Pottsboro Middle School
101	Elementary School
701	Superintendent's Office
702	School Board
703	Tax Costs
750	Business Office
751	Fiscal Agent Shared Service Arrangements
999	District/Undesignated

Fiscal Year Code = 1 Digit

1	2015-2016	6	2020-2021
2	2016-2017	7	2021-2022
3	2017-2018	8	2022-2023
4	2018-2019	9	2023-2024
5	2019-2020	0	2024-2025

Program Codes = 2 Digits

11	Basic Regular Instructional Skills
21	Gifted/Talented
22	Career and Technology Education
23	Special Education Services
24	Accelerated (At Risk) State/Non-State Funds
25	ESL (English as Second Language) Bilingual Ed. State/Non-State Funds
30	School Wide Title 1 Services
31	High School Allotment
32	Pre-Kindergarten
33	Pre-Kindergarten (Special Education)
34	Pre-Kindergarten (Compensatory Education)
35	Pre-Kindergarten (Bilingual/ESL)
36	Early Education Allotment
37	Dyslexia
38	College, Career, and Military Readiness
91	Athletics and Related Activities
99	Miscellaneous

Account: Object Codes = 4 Digits

6100 Payroll Costs

6100 Salaries or Wages – Teachers

- 6112 Teacher's Substitutes Salaries
- 6119 Teachers and Other Professional Personnel

6120 Salary or Wages – Support Personnel

- 6129 Paraprofessionals/Auxiliary Salaries

6140 Employee Benefits

- 6141 FICA and FIMM Compensation
- 6142 Group Health and Life Insurance
- 6143 Workers Compensation
- 6144 TRS (On-Behalf Payments)
- 6145 Unemployment Compensation
- 6146 Teacher Retirement Contribution
- 6149 Employee Personal Leave Buy Back

6200 Purchased and Contracted Services

6210 Professional Services

- 6211 Legal Services
- 6212 Audit Services
- 6213 Tax Appraisal and Collection Services
- 6219 Professional Services (Consultants)

6230 Regional Education Service Center Services

- 6239 Regional ESC Services (LRC, Spec. Ed., Other)

6240 Contracted Maintenance and Repair Services

- 6249 Contract/Repair Services (Equip., Vehicles, Buildings)

6250 Utilities

- 6259 Utilities (Water/Trash, Gas, Electricity, and Telephone)

Account: Object Codes = 4 Digits

6260 Rentals – Operating Leases

6269 Rentals – Operating Leases

6290 Miscellaneous Contracted Services

6299 Miscellaneous Contracted Services

6300 Supplies and Materials

6310 Supplies and Materials/Maintenance and Operations (Function 51)

6311 Vehicle Supplies

6319 Other Maintenance Supplies

6320 Textbooks and Reading Materials

6329 Reading Materials (Function 12)

6340 Food Service (Function 35)

6341 Food Supplies

6342 Non-Food Supplies

6344 USDA Donated Commodities

6390 Supplies and Materials/General

6395 Furniture and Equipment (Per Item Cost under \$5,000)

6399 Other Supplies and Materials (Warehouse Supplies)

6400 Other Operating Expenses

6410 Travel and Stipends

6411 Travel and Subsistence – Employees

6412 Travel and Subsistence – Students

6419 Travel and Subsistence – Board Members and Non-employees

6420 Insurance and Bonding Expenses

6429 Insurance and Bonding Expenses

Account: Object Codes = 4 Digits

6430 Election Expenses

6439 Election Expense

6490 Miscellaneous Operating Expenses

6492 Payments to Fiscal Agent of Shared Service Arrangement

6499 Miscellaneous Operating Expenses

6500 Debt Service

6510 Principal

6511 Bond Principal

6520 Interest

6521 Interest on Bonds

6590 Other Debt Service Expense

6599 Debt Service Fees

6600 Capital Outlay – Land, Buildings, and Equipment

6620 Building Purchase, Construction, or Improvements (Function 51 & 81)

6629 Building Purchase/Construction/Improvements

6630 Furniture and Equipment

6631 Vehicles (per item cost over \$5,000)

6639 Furniture and Equipment (per item cost over \$5,000)

Account: Sub-Object Codes = 2 Digits

00	General Non Designated	50	Cheerleaders
01	HS FFA Activity	51	Band
02	HS FCCLA Activity	52	Choir
03	Bus Driver – Head Start	53	U.I.L.
04	Special Educ./Monitor Route	54	One Act Play
05	Theater Arts	55	
06	HS NT Best	56	MS Student Council Activity
07	HS FCSA Activity	57	
08	STC Activity	58	
09		59	National Honor Society
10		60	Agriculture
11	Cheerleaders	61	
12	HS Prom Activity	62	Food Science
13	New Teacher Mentor	63	Manufacturing
14	Counselor	64	Special Olympics
15	One Time Pay Stipend	65	Technology
16		66	Cardinal Café
17		67	Debate
18		68	Yearbook
19		69	Student Council
20		70	Dyslexia
21		71	Speech Therapy
22		72	Archery
23		73	Fishing
24		74	
25		75	
26		76	
27		77	
28		78	
29		79	
30	Athletics	80	MS Career & Technology Educ
31	Football Officials	81	
32	Volleyball Officials	82	
33	Basketball Officials	83	
34	Cross County	84	
35	Track Officials	85	
36	Baseball Officials	86	
37	Softball Officials	87	
38	Golf	88	Copier Paper
39	Tennis	89	
40	Powerlifting	90	Postage
41		91	Insurance Costs
42	Football Trainer	92	
43	Contracted Golf Coach	93	
44	Library Activity	94	
45		95	
46	Physical Education	96	
47		97	
48		98	
49	Flags	99	

PISD Capital Outlay Request

Department/Grade Level Team/Teacher: _____ Year: _____ Org: _____

Instructions:

- 1. This cover page must be attached to the front of the campus or department Capital Outlay request and should remain attached throughout the review process. One per department or grade turned into your principal.
- 2. Each item requested must include the following information provided on the request form:
 - a. Expenditure **Budget Code Numbers** – See budget handbook – budget code overview.
 - b. Account/**Object or Sub-Object Numbers** – See budget handbook – budget code overview.
 - c. Priority **Rank** – All items requested must be given a priority rank of 1 (critical), 2 (important), or 3 (desirable).
 - d. Item **and Description** – Name of item and description requested.
 - e. Narrative **Justification** – All Capital Outlay requests must be accompanied by a brief narrative justification.
 - f. Quantity – Quantity of items requested; cost per item; **use no cents – round up to whole dollars.** You will need to use catalog prices including shipping per item to obtain a total cost.
- 3. Requests for **furniture and equipment items, which cost less than \$5,000**, should not be submitted on this form. Such requests should be submitted as supplies and equipment under account 6395 with a brief justification.
- 4. All requests must be in electronic format.
- 5. In order to meet requirements as a **Capital Outlay item** (as opposed to supplies or materials), an item must meet the following criteria:
 - a. The cost of the item is \$5,000 or more.
 - b. The item has an estimated useful life of more than one year.
 - c. The item retains its shape, appearance, and original configuration with use.
 - d. The item is non-expendable; that is, if it is damaged or some of the parts are lost or worn out, it is usually more feasible to repair it than to replace it with a new unit.
 - e. The item does not lose its identity by incorporating with a more complex unit or substance.

Review (Initial where applicable):

CAMPUS REQUESTS

DEPARTMENT REQUESTS

_____ Teacher/Team Leader

_____ Program Dir./Coord.

_____ Principal

_____ Superintendent

**POTTSBORO INDEPENDENT SCHOOL DISTRICT
CAPITAL OUTLAY ---- Budget Request Form**

YEAR _____

CAMPUS _____

ITEM OVER \$5,000

DEPARTMENT/TEAM _____

Signature _____

Fund	Function	Object	Sub-Obj.	Org.	Year	Sub-Obj.	Local
XXX	XX	XXXX	XX	XXX	X	XX	XXX

Priority Code	Item Description	Quantity	Cost (Whole \$)
Justification			
Justification			
Justification			

Travel

Travel entries will appear in several different functions of the budget. Travel includes meals, rooms, registrations, and other travel related expenses. Employee per diem should be budgeted at \$12 for breakfast, \$12 for lunch, \$12 for dinner, or \$36 per day (overnight trips only). If a district vehicle isn't available for trips and approved by the Superintendent, the employee may drive their own vehicle. The employee will be reimbursed at a rate of 57.5 cents per mile. The Budget Planning Grants include travel.

Out-of-District Travel for Teacher: Use only function **11**, object code **6411**; travel for teachers will be budgeted and controlled by each principal within the instructional grant allotment. All trips must be approved by the Assistant Superintendent.

Out-of-District Travel for Librarians: Use only function **12**, object code **6411**; travel for librarians will be budgeted and controlled by each principal through the library grants. All trips must be approved by the Assistant Superintendent.

Out-of-District Travel for School Administrators: Use only function **23**, object code **6411**; all conferences and workshops should be budgeted. All trips must be approved by the Assistant Superintendent.

Out-of-District Travel for Counselors: Use only function **31**, object code **6411**; travel for counselors will be budgeted and controlled by each secondary and elementary principal through the counselor grants. All trips must be approved by the Assistant Superintendent.

Out-of-District Travel for Health Nurse: Use function **33**, account **6411**; travel for nurses will be budgeted and controlled by each principal. All trips must be approved by the Assistant Superintendent.

Field Trips: Field trips are for **instructional related activities** that will enhance the student's learning of the curriculum. Since state law limits the number of times a student may miss another class for any type of activity, PISD requires that each field trip be requested on the budget request form in detail with destination, justification, and costs; use **function 11, account 6412**; each campus principal will control the total budget allotment guide of **\$2 per estimated students**. All trips must be approved by the Assistant Superintendent. **The charge for field trip buses is \$1.00 per mile.** Field trip expenses beyond the total budgeted amount will need to be paid by the students or the campus activity account.

Pottsboro Independent School District Purchasing Procedure

All purchases for the Pottsboro Independent School District shall be made through the central administration office.

An electronic purchase order request may originate with an employee by submitting a completed purchase order request form to his/her immediate supervisor through the computer requisition system.

All purchases must have approval of the principal or program director before they are submitted to the business office through the computer purchase requisition system.

All purchase orders must be authorized by the Superintendent, Assistant Superintendent, or Business Director through the computer purchase requisition system. **The employee requesting the purchase shall not place the order until an approved purchase order has been returned to them with a purchase order number.**

Purchases made without properly approved purchase orders shall not be made in the name of the Pottsboro Independent School District and will become the responsibility of the person making the purchase. **The school district will not assume the responsibility of paying invoices of unauthorized purchases.**

APPENDIXES

ANNUAL OPERATING BUDGET

CE
(LEGAL)

AUTHORIZED
EXPENDITURES

A district shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation. *Tex. Const. Art. III, Sec. 52; Brazoria County v. Perry, 537 S.W.2d 89 (Tex. Civ. App.—Houston [1st Dist.] 1976, no writ)*

A district shall not grant any extra compensation, fee, or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered into and performed in whole or in part. Nor shall a district pay or authorize the payment of any claim against the district under any agreement or contract made without authority of law. *Tex. Const. Art. III, Sec. 53; Harlingen Indep. Sch. Dist. v. C.H. Page and Bro., 48 S.W.2d 983 (Comm. App. 1932)*

The state and county available funds may be used only for the payment of teachers' and superintendents' salaries and interest on money borrowed on short time to pay those salaries that become due before school funds for the current year become available. Loans for the purpose of payment of teachers may not be paid out of funds other than those for the current year. *Education Code 45.105(b)*

Local funds from district taxes, tuition fees, other local sources, and state funds not designated for a specific purpose may be used for purposes listed above for state and county available funds and for purchasing appliances and supplies; paying insurance premiums; paying janitors and other employees; buying school sites; buying, building, repairing, and renting school buildings, including acquiring school buildings and sites by leasing through annual payments with an ultimate option to purchase [see CHG]; and for other purposes necessary in the conduct of the public schools determined by the board. *Education Code 45.105(c)*

Public funds of a district may not be spent in any manner other than as provided for in the budget adopted by the board, but the board may amend a budget or adopt a supplementary emergency budget to cover necessary unforeseen expenses. *Education Code 44.006(a)*

FISCAL YEAR

The fiscal year of a district begins on July 1 or September 1 of each year, as determined by the board. *Education Code 44.0011*

BUDGET
PREPARATION

On or before the date set by the State Board of Education (SBOE), a superintendent shall prepare, or cause to be prepared, a proposed budget covering all estimated revenue and proposed expenditures of a district for the following fiscal year. The budget must be prepared according to generally accepted accounting principles, rules adopted by the SBOE, and adopted policies of the board of trustees. *Education Code 44.002; 19 TAC 109.1(a), .41*

FUNDS FOR
ACCELERATED
INSTRUCTION

A district that is required to provide accelerated instruction under Education Code 29.081(b-1) [see EHBC] shall separately budget sufficient funds, including funds under Education Code 48.104, for that purpose. *Education Code 29.081(b-2)*

ITEMIZATION OF CERTAIN EXPENDITURES

The proposed budget of a district must include, in a manner allowing for as clear a comparison as practicable between those expenditures in the proposed budget and actual expenditures for the same purpose in the preceding year, a line item indicating expenditures for:

1. Notices required by law to be published in a newspaper by the district or a representative of the district; and
2. Directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action, as those terms are defined in Government Code 305.002.

Local Gov't Code 140.0045

PUBLIC MEETING ON BUDGET AND PROPOSED TAX RATE

When the budget has been prepared, the board president shall call a board meeting for the purpose of adopting a budget for the succeeding fiscal year. Any taxpayer of a district may be present and participate in the meeting. *Education Code 44.004(a), (f)* [See CCG for provisions governing tax rate adoption.]

The meeting must comply with the notice requirements of the Open Meetings Act. *Gov't Code 551.041, .043* [See BE]

PUBLISHED NOTICE

The board president shall provide for publication of notice of the budget and proposed tax rate meeting in accordance with Education Code 44.004. [For specific requirements regarding the form, contents, and publication of the notice, see CCG(LEGAL).]

PUBLICATION OF PROPOSED BUDGET SUMMARY

Concurrently with the publication of notice of the budget under Education Code 44.004, a district shall post a summary of the proposed budget on the school district's internet website or, if the district has no internet website, in the district's central administrative office.

The budget summary must include a comparison to the previous year's actual spending and information relating to per student and aggregate spending on:

1. Instruction;
2. Instructional support;
3. Central administration;
4. District operations;
5. Debt service; and
6. Any other category designated by the commissioner.

Education Code 44.0041

BUDGET ADOPTION

The board, at the meeting called for that purpose, shall adopt a budget to cover all expenditures for the succeeding fiscal year. The budget must be adopted before the adoption of the tax rate for the tax year in which the fiscal year covered by the budget begins. *Education Code 44.004(f)-(g)*

DISTRICTS WITH JULY 1 FISCAL YEAR

A district with a fiscal year beginning July 1 may use the certified estimate of the taxable value of district property [see CCG(LEGAL)] in preparing the required notice if the district does not receive the certified appraisal roll on or before June 7. A district that uses a certified estimate may adopt a budget at the public meeting

designated in the published notice prepared using the estimate, but the district may not adopt a tax rate before the district receives the certified appraisal roll for the district. *Education Code 44.004(h)–(i)*

BUDGET ADOPTION
AFTER TAX RATE
ADOPTION

Notwithstanding Education Code 44.004(g), (h), and (i), above, a district may adopt a budget after the district adopts a tax rate for the tax year in which the fiscal year covered by the budget begins if the district elects to adopt a tax rate before receiving the certified appraisal roll for the district. If a district elects to adopt a tax rate before adopting a budget, the district must publish notice and hold a meeting for the purpose of discussing the proposed tax rate. Following adoption of the tax rate [see CCG], the district must publish notice and hold another public meeting before the district may adopt a budget. The comptroller shall prescribe the language and format to be used in the notices. The district may use the certified estimate of taxable value in preparing a notice under this provision. *Education Code 44.004(j)*

PUBLICATION OF
ADOPTED BUDGET

On final approval of the budget by the board, the district shall post on the district's internet website a copy of the budget adopted by the board. The district's website must prominently display the electronic link to the adopted budget. A district shall maintain the adopted budget on the district's website until the third anniversary of the date the budget was adopted. *Education Code 44.0051*

On or before a date set by the SBOE, the budget must be filed with the Texas Education Agency according to rules established by the SBOE. *Education Code 44.005*

INTERNET POSTING
OF TAX RATE AND
BUDGET
INFORMATION

Each district shall maintain an internet website or have access to a generally accessible internet website that may be used for the purposes of these provisions. Each district shall post or cause to be posted on the internet website the following information in a format prescribed by the comptroller:

1. The name of each member of the board;
2. The mailing address, email address, and telephone number of the district;
3. The official contact information for each member of the board, if that information is different from the information described by item 2;
4. The district's budget for the preceding two years;
5. The district's proposed or adopted budget for the current year;
6. The change in the amount of the district's budget from the preceding year to the current year, by dollar amount and percentage;
7. The tax rate for maintenance and operations adopted by the district for the preceding two years;
8. The interest and sinking fund tax rate adopted by the district for the preceding two years;
9. The tax rate for maintenance and operations proposed by the district for the current year;
10. The interest and sinking fund tax rate proposed by the district for the current year; and
11. The most recent financial audit of the district.

Tax Code 26.18

AMENDMENT OF APPROVED BUDGET

The board may amend a budget or adopt a supplementary emergency budget to cover necessary unforeseen expenses. Any amendment or supplementary budget must be prepared and filed in accordance with SBOE rules. *Education Code 44.006*

FAILURE TO COMPLY WITH BUDGET REQUIREMENTS

A board member who votes to approve any expenditure of school funds in excess of the item or items appropriated in the adopted budget or a supplementary or amended budget commits a misdemeanor offense. *Education Code 44.052(c)*

CERTAIN DONATIONS

A district may donate funds or other property or service to the adjutant general's department, the Texas National Guard, or the Texas State Guard. *Gov't Code 437.111(b), .252, .304(a)*

COMMITMENT OF CURRENT REVENUE

A contract for the acquisition, including lease, of real or personal property is a commitment of a district's current revenue only, provided the contract contains either or both of the following provisions:

1. Retains to a board the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.
2. Is conditioned on a best-efforts attempt by the board to obtain and appropriate funds for payment of the contract.

Local Gov't Code 271.903

PROHIBITED USES OF RESOURCES

Except as provided below or by Education Code 45.109(a-1), (a-2), or (a-3) [see CX], the board may not enter into an agreement authorizing the use of school district employees, property, or resources for the provision of materials or labor for the design, construction, or renovation of improvements to real property not owned or leased by the district.

IMPROVEMENTS TO REAL PROPERTY

This provision does not prohibit the board from entering into an agreement for the design, construction, or renovation of improvements to real property not owned or leased by the district if the improvements benefit real property owned or leased by the district. Benefits to real property owned or leased by the district include the design, construction, or renovation of highways, roads, streets, sidewalks, crosswalks, utilities, and drainage improvements that serve or benefit the real property owned or leased by the district.

Education Code 11.168

HOTELS

The board may not impose taxes; issue bonds; use or authorize the use of district employees; use or authorize the use of district property, money, or other resources; or acquire property for the design, construction, renovation, or operation of a hotel. The board may not enter into a lease, contract, or other agreement that obligates the board to engage in an activity prohibited by this provision or obligates the use of district employees or resources in a manner prohibited by this provision.

"Hotel" means a building in which members of the public obtain sleeping accommodations for consideration. The term includes a motel.

Education Code 11.178

ELECTIONEERING

For restrictions on using district funds for electioneering, see BBBD.

ANNUAL OPERATING BUDGET

CE
(LOCAL)

FISCAL YEAR	The District shall operate on a fiscal year beginning September 1 and ending August 31.
BUDGET PLANNING	Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District- and campus-level planning and decision-making committees. Budget planning and evaluation are continuous processes and shall be a part of each month's activities.
BUDGET MEETING	<p>The annual public meeting to discuss the proposed budget and tax rate shall be conducted as follows:</p> <ol style="list-style-type: none">1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget and/or tax rate sign up on the sheet provided.2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget and/or the tax rate.4. No officer or employee of the District shall be required to respond to questions from speakers at the meeting.
AUTHORIZED EXPENDITURES	The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District's approved purchasing procedures. The expenditure of funds shall be under the direction of the Superintendent or designee who shall ensure that funds are expended in accordance with the adopted budget.
BUDGET AMENDMENTS	The Board shall amend the budget when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources.

**RESOLUTION CALLING FOR A BOARD OF TRUSTEE
ELECTION ON MAY 2, 2020**

1. There will be three full-term (three-year) seats open for election on Saturday, May 2, 2020, (the first Saturday in May). It is required that the school board order a resolution calling for a Board of Trustee election on May 2, 2020, naming the location of the election, the time and dates for early voting and the appointment of early voting clerk. Information is as follows:
 - Election to be Saturday, May 2, 2020, for (3) three seats on the Board, at Pottsboro ISD, Board/Conference Room located at 105 Cardinal Lane, Pottsboro, TX 75076, www.pottsboroisd.org. (903) 771-0083 ext. 1.
 - Early voting to be held in the Pottsboro ISD Administration Office, please see attached Exhibit “A”, Monday through Tuesday, April 20, 2020 through April 28, 2020.
 - Appoint Deana Patterson, Grayson County Elections Administrator, 115 W. Houston Sherman, TX, 75090, www.co.grayson.tx.us/page/elec.home, (903) 893-8683 as the Early Voting Clerk.

2. Although it is noted in the election law procedures that the Secretary of the Board of Trustees accept applications for school board candidates, the state has ruled that this is a delegable job. It is recommended that Cindy Bunch, Board Secretary, name June Hendrickson as her agent for accepting applications for a place on the ballot for any school board candidates. This position will fulfill any requirements for providing and receiving any paperwork pertinent to the school board election. Candidates may pick up paperwork beginning January 15, 2020 at the Pottsboro ISD Central Office; applications can be turned in at the Central Office during regular work hours Monday through Friday until the application deadline. The deadline for receiving applications for a place on the ballot is February 14, 2020. Last date for a write-in candidate is February 18, 2020.

3. It is requested that the Grayson County Election Administrator appoint the election judge(s) for the May 2020 school board election and the alternate judge(s).

4. It is recommended that 8:00 a.m., February 19, 2020, be set as the date for the drawing for the places on the ballot.

Signed this _____ day of _____, 2019

Board President

Attest:

Board Secretary

**City of Pottsboro and Pottsboro Independent School District
and
Grayson County Election Administration**

CONTRACT FOR ELECTION SERVICES-May 2, 2020 Election

BY THE TERMS OF THIS CONTRACT made and entered into by and between the **CITY OF POTTSBORO** (the "City") and **POTTSBORO INDEPENDENT SCHOOL DISTRICT** (the "School") and the **ELECTIONS ADMINISTRATOR OF GRAYSON COUNTY** (the "EA"), pursuant to the authority in Subchapter D, Section 31.091, of Chapter 31, of the Texas Election Code, agree to the following terms in regard to administration of the City/School Election to be held on May 2, 2020. The City and School named above will enter into a Joint Election Agreement under the authority of Section 271 of the Texas Election Code.

THIS AGREEMENT is entered into in consideration of the mutual covenants and promises hereinafter set out. IT IS AGREED AS FOLLOWS:

I. PRINCIPAL DUTIES AND SERVICES OF THE EA. The EA shall be responsible for performing the following duties and shall furnish the following services and equipment:

The EA shall arrange for appointment, notification, training and compensation of all presiding judges, clerks, judge of Central Count and judge of the Early Voting Ballot Board.

1. The EA shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge of his or her appointment. Mail ballots will be processed as per applicable election code by a Ballot Board appointed by the EA.
2. Training will be provided for any workers that have no previous elections experience. The training will be held in standard procedures as set forth by the Secretary of State and will include training on the ES&S Ivotronic voting machines and Votesafe electronic pollbooks.
3. Each election judge shall receive \$12.00 per hour for services rendered. Each alternate judge shall receive \$11.00 per hour and clerks shall receive \$10.00 per hour for services rendered. Members of the ballot board shall receive \$12.00 per hour for services rendered.

The EA shall procure, prepare, and distribute all election equipment and supplies.

1. The EA shall provide all lists of registered voters required for use on election day and for the early voting period required by law. The list of registered voters will be programmed on electronic pollbooks.
2. The EA shall prepare and arrange for the distribution of all election equipment and supplies required to hold an election.
3. The EA shall arrange for the use of all early voting and election day polling places.

The EA shall be appointed as the Early Voting Clerk by the entities.

1. The EA shall supervise and conduct early voting by mail and in person and shall secure personnel to serve as Early Voting Deputies.
2. Early Voting by personal appearance for the election shall be conducted during the time period and at the locations listed in Exhibit A attached and incorporated by reference into this contract.
3. All applications for an Early Voting mail ballot shall be received and processed by the Grayson County Elections Administrator's office located at 115 W. Houston St., Sherman, Texas 75090 or by email at votegrayson@co.grayson.tx.us or by fax to 903-891-4370. Applications for mail ballots received by the City or School shall immediately be faxed to the EA for timely processing. The original application shall then be forwarded to the EA for proper retention.

The EA shall be responsible for establishing and operating Central Count to tabulate election results.

1. The EA shall prepare, test and run the County's Tabulation System in accordance with the statutory requirements.
2. The Public Logic and Accuracy Test of the electronic voting system shall be conducted by the EA and notice of the date shall be posted in a local newspaper.
3. Election night reports will be available to each entity after tabulation is completed. Early voting results will be released to each entity after 7 pm on Election Day if requested. Provisional ballots will be tabulated after election night in accordance with the law.
4. The EA shall prepare the unofficial canvass report after all results have been counted, and will provide a copy of the unofficial canvass to each entity as soon as possible after all returns have been tallied.
5. The EA shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a report to the Secretary of State in a timely manner, unless waived by the Secretary of State.
6. The EA shall be the custodian of the voted ballots and shall retain all election materials for a period of 22 months pursuant to applicable election codes.

II. PRINCIPAL DUTIES AND SERVICES OF THE CITY AND THE SCHOOL. The City and the School shall assume the following responsibilities:

- A. Prepare the election orders, resolutions, notices, official canvass and other pertinent documents for adoption by the appropriate office or body. They shall arrange for publication of their respective notices as required by law.
- B. If requested, shall provide the EA with an updated map and street index of its jurisdictions in an electronic or printed format.
- C. Provide the EA with the ballot layout and Spanish interpretation in an electronic format that can be transmitted via e-mail. Word format works best for programming purposes.
 1. Deliver to the EA as soon as possible, but no later than March 2, 2020, the official ballot wording for the May 2, 2020 Election.
 2. Approve the ballot format prior to the final printing and programming.
- D. Compensate the EA for any additional verified cost incurred in the process of running this election or for a manual count of this election, if required.
- E. Reimburse Grayson County for the entities portion of the printing costs and programming of any and all related materials for ballots, early voting, election day voting, election kits, and for the Ivotronic voting machines. Agree to pay an administrative fee not to exceed ten percent (10%) of the City and School's portion of the total cost of the election.
- F. The EA will submit invoices to the City and School not later than 45 days after the election and the entities will submit payment within 45 days of receipt of the invoice. A cost estimate is set forth in Exhibit B attached and incorporated into this contract.
- G. In the event of a contested election, agree to provide competent legal counsel and representation for the EA and staff, covering any and all legal fees and costs as a result of this elections process.
- H. In the event of a recount, agrees to reimburse any expenses incurred by the EA's office not covered by the charges assessed to the person requesting the recount. This would include, but not be limited to the compensation costs of any Grayson County Election personnel required to work beyond regular office hours in order to conduct said recount of this election. The recount shall take place at the EA's office and the EA's office shall assist the Recount Supervisor and/or Recount Coordinator in the completion of the recount.
- I. If required by law, prepare and submit to the U.S. Department of Justice under the Federal Voting Rights Act of 1965, any required submissions on voting changes. (Submission to the Dept. of Justice is not required by law as of the signing of this contract.)

III. GENERAL PROVISIONS.

- A. The City and School agree to save and hold harmless the EA from any and all claims arising out of the failure or omission of the City or School to perform its obligations under this contract.
- B. The EA agrees to save and hold harmless the City and School from any and all claims arising out of the failure or omission of the County and the EA to perform their obligations under this contract.
- C. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the May 2, 2020 Election is to be filed or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.
- D. Upon request, the EA shall provide copies of all invoices, cost reports and other charges incurred in the process of administering said election for the City and School.
- E. The EA shall file copies of this contract with the County Auditor and the County Treasurer of Grayson County, Texas.
- F. If either entity cancels their election pursuant to Section 2.05 of the Texas Election Code, they will not be liable for any further costs incurred by the EA in conducting the May 2, 2020 Election.

EXECUTED THIS _____ DAY OF _____, 2020.

Pottsboro ISD

City of Pottsboro

Deana Patterson
Grayson County Elections Administrator

Exhibit "A"

EARLY VOTING

POLLING PLACE	ADDRESS	CITY
Pottsboro ISD Administration Bldg.	105 Cardinal Lane	Pottsboro
DATE	DAY	TIME
April 20-24	Monday-Friday	8:00 am-5:00 pm
April 27-28	Monday-Tuesday	7:00 am-7:00 pm

ELECTION DAY

POLLING PLACE	ADDRESS	CITY
Pottsboro ISD Administration Bldg.	105 Cardinal Lane	Pottsboro
DATE	DAY	TIME
May 2	Saturday	7:00 am-7:00 pm

Ballot by mail applications may be submitted by mail to:

Grayson County Early Voting Clerk
115 W. Houston
Sherman, TX 75090

Or by e-mail: votegrayson@co.grayson.tx.us (If submitted by e-mail; original must be received by the office within 4 business days.)

Or by fax: 903-891-4370 (If submitted by e-mail; original must be received by the office within 4 business days.)

Last day to submit an application for ballot by mail: Tuesday, April 20, 2020.

