

## Regular Meeting

Tuesday, October 18, 2022 5:30 PM

L.F. Raynes Education, 400 West Lewis St., Crandall, TX 75114

### 1. Call to Order and Declaration of Quorum

### 2. Closed Session

#### 2.A. Personnel (Texas Government Code § 551.074)

2.A. Discuss hiring, resignations, terminations, and reassignments.

### 3. Open Session

### 4. Invocation, Presentation of Colors, Pledge of Allegiance and Welcome Visitors

### 5. Public Participation

### 6. Board Recognition

#### 6.A. Principal Appreciation Month

**Presenter:** Chris Moore

#### 6.B. Employee Recognition

**Presenter:** Chris Moore

#### 6.C. Education Foundation Recognition

**Presenter:** Nicole Tudor

### 7. Consent Items

7.A. Consider approval of the minutes of previous meetings.

**Presenter:** Jennifer Johnson

7.B. Budget Amendment #2

**Presenter:** Mike White

7.C. Board Goals

**Presenter:** Dr. Wendy Eldredge

7.D. Board of Trustee Operating Procedures

**Presenter:** Dr. Wendy Eldredge

7.E. UNT at Dallas Clinical Teaching MOU

**Presenter:** Dr. Holly Keown

### 8. Information Items

8.A. Intruder Detection Audit Findings

**Presenter:** Keith Chapman

8.B. Athletic Security Update

**Presenter:** Keith Chapman

8.C. ESL/Bilingual Update

**Presenter:** Kristi Matlock

8.D. Design & Construction Update

**Presenter:** Scott Stewart and Corey Blackburn

8.E. Enrollment Update

**Presenter:** Dr. Anjanette Murry

### 9. Action Items

9.A. Band Trip to Nashville

**Presenter:** John Nutt

9.B. Architectural Service Contract

**Presenter:** Corey Blackburn

10. **Financial Report**

11. **Adjournment**

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Board Secretary



## **Crandall Independent School District Board of Trustees**

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	Principal Appreciation Month
<b>Agenda Section:</b>	Information
<b>Administrator Responsible:</b>	Chris Moore

**Summary/Background Information:** Each October, National Principals Month recognizes the essential role that principals play in making a school great. Principals set the academic tone for their schools. It is their vision, dedication, and determination that provide the mobilizing force for achieving student success.

National Principals Month is a widely recognized celebration of the principalship, but the most important celebrations are those that take place in schools and communities across the country—as we will do tonight.

**Administrative Recommendation:** For your information.



## **Crandall Independent School District Board of Trustees**

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	Employee Recognition
<b>Agenda Section:</b>	Information
<b>Administrator Responsible:</b>	Chris Moore

**Summary/Background Information:** Chase Dunlap, a CISD police officer, was returning home the weekend of October 1 when he saw black smoke billowing from a neighbor's house. Chase entered the house and rescued an elderly neighbor whose car had caught fire in her garage. Chase also called 911 and saved the neighbor's house from what would have likely been a total loss.

Chase will receive a Pirate Pride certificate for his actions

**Administrative Recommendation:** For your information.



## Crandall Independent School District Board of Trustees

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	Education Foundation Recognition
<b>Agenda Section:</b>	Information
<b>Administrator Responsible:</b>	Nicole Tudor

**Summary/Background Information:** This year, the CISD Education Foundation introduced its Ambassador Program at each campus. Nine liaisons were chosen to help promote CEF events, spread awareness of the foundation's mission and answer any CEF questions coworkers may have. Ambassadors will help work foundation events, including the upcoming golf tournament and next spring's gala. The first event CEF Ambassadors are assisting with is the Employee Giving Campaign, which is currently underway.

Ambassadors will receive a Pirate Pride certificate for their support of actions.

**Administrative Recommendation:** For your information.



## **Crandall Independent School District Board of Trustees**

**Board Meeting Date:** October 18, 2022

**Agenda Item:** Minutes from September Board Meetings

**Agenda Section:** Consent

**Administrator Responsible:** Jennifer Johnson

**Summary/Background Information:** Minutes recorded on Monday, September 12th Regular Board Meeting .

**Administrative Recommendation:** Administration recommends approval of minutes listed above.

## **Minutes of Regular Meeting The Board of Trustees Crandall ISD**

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A Regular Meeting of the Board of Trustees of Crandall ISD was held Monday, September 12, 2022, beginning at 5:30 PM in the Board Room, L.F. Raynes Education Center, 400 W. Lewis St., Crandall.

### **CALL TO ORDER AND DECLARATION OF QUORUM**

Board Members Present: Rick Harrell, Jennifer Hiser, Dr. Sharon Long, Stacie Warren, Ryan Eskridge, Amy Barber (Mike Wood was not present.)

### **CLOSED SESSION TIME: 5:30 PM**

Personnel (Texas Government Code Section 551.074)

### **OPEN SESSION: 7:07 PM**

Invocation, Presentation of Colors, Pledge of Allegiance and Welcome Visitors

Staff Members Present: Holly Keown, AJ Murry, Christy Starrett, Carri Eddy, Mike White, Chris Moore, Scott Stewart, Corey Blackburn, Nicole Tudor, Maresa Bailey, Jennifer Johnson

### **PUBLIC PARTICIPATION**

There was no public participation at this meeting.

### **BOARD RECOGNITION**

#### Crandall Education Foundation 50/50 Employee Giving Check Presentation

Cody Frazier reviewed the mission of the Crandall Education Foundation and talked about how CEF is looking to make some changes this year to improve on their mission. \$18,718.12 is the total amount given back to campuses from the Employee Giving Campaign. A picture was taken with principals holding the large check, board members and Superintendent.

#### Top 10 Substitutes

Chris Moore introduced 10 of the top subs based on the number of days worked. A picture was taken of the honored Substitutes, Board of Trustees and Superintendent.

### **CONSENT ITEMS**

The following consent items were reviewed.

#### Minutes of August 8<sup>th</sup> and 29<sup>th</sup>, 2022

Consider approval of the minutes of previous meetings.

#### TAMUC Clinical Teaching and Internship MOU

Administration recommends the approval of the MOU submitted by Dr. Keown.

#### Budget Amendment #1

Administration recommends approval of the budget amendment submitted by Mike White

#### Local Policy Update CH (LOCAL)

Administration recommends approval of the policy update submitted by Christy Starrett.

### Half Day Calendar

Administration recommends approval of the half day calendar submitted by Anjanette Murry.

Motion was made by Ryan Eskridge and seconded by Stacie Warren to approve consent items.  
Motion passed 6-0.

## **ACTION ITEMS**

### Land Acquisition

Presenter: Scott Stewart

Notes: Scott Stewart reviewed the piece of land recommended to purchase. The land is relatively flat, not in a flood plain, has about 250 ft of road frontage and is centrally located in the middle of a growth area for the community. The Board clarified that the land is not currently located within the city limits. The land has city water, but not city sewer. The Board asked what would happen if current surrounding construction plans came to a halt, but it was stated that the land could still be used.

Motion was made by Dr. Sharon Long and seconded by Ryan Eskridge to approve pursuing the acquisition of the land proposed. Motion passed 6-0.

## **INFORMATION ITEMS**

### Construction Update

Presenter: Scott Stewart

Notes: Mr. Stewart presented the monthly update on CISD Construction projects. The construction of elementary #6 has begun. It will be a new layout and design than previously built elementary schools. The addition of a weight room at the Pit has started as well.

### CHS Classroom Addition

Presenter: Corey Blackburn

Notes: The addition of this will bring capacity of the high school to 2,144. It will provide a storm shelter for the entire campus (capacity of 4,130), including any future growth. It will also add student and teacher collaboration spaces. 39,000 square feet addition. Estimated completion would be Fall 2024.

### Health Services Overview

Presenter: Janna Settles

Notes: Ms. Settles reviewed all health services across the district. There are currently 8 RNs on staff. We have introduced a "Medical Advisor" role for CISD, which allows standing emergency clinic order to take place through partnership with a local practice. We have created a nurse and clinic aide evaluation process.

### CHS/FC Acceleration & Credit Recovery Update

Presenter: Maresa Bailey

Notes: Ms. Bailey explains that Credit Recovery is for students who are deficient in credit. They are given the opportunity to recoup the credits. This is an engaging self-paced online experience, or they

can retake a class. Edgenuity is the online platform. This can be accessed at any time the student has internet access, but tests must be taken when students are supervised by someone on campus.

#### Accountability Overview & Districtwide Initiatives to Enhance Student Performance

Presenter: Dr. Anjanette Murry & Dr. Carri Eddy

Notes: Dr. Murry discussed the Accountability rating. Seventy percent of the accountability rating comes from Domain I (Student Achievement) or Domain II (School Progress). The only 30% comes from Domain III (Closing the Gaps). Crandall ISD scored a B rating overall. Crandall High School received 3 designations, which is kind of like the 'Gold Stars' of ratings – ELAR, Social Studies, and Postsecondary Readiness. Walker Elementary received 3 designations in Math, Science, Closing the Gaps.

Dr. Eddy discussed the districtwide initiatives being used to enhance student performance. PLCs are continuing to be developed. We are continuing to focus on Tier 1 instruction and develop Response to Intervention (RtI).

#### Fine Arts Update

Presenter: John Nutt

Notes: Art is now starting to focus on Commercial Art. There is a goal to get more art displayed throughout the campus. More than 300 students signed up for Beginning Band this year, which is a huge number. December 6<sup>th</sup> is the Winter Arts show. The Choir program has about 150 students, but they are hoping to increase that number. High School One Act Play advanced for the first time in 5A, a great accomplishment. Shrek the musical is coming to CISD in November. The Board asked what Mr. Nutt would like to see added. He thinks we need to grow what we currently have. He would be interested in seeing a Mariachi group created.

#### **MONTHLY FINANCIALS**

Presenter: Mike White

Notes: Mike White reviews the following:

- Statement of Revenues, Expenditures, and Changes in Fund Balance
- Tax Collection Report
- Monthly Investment Report

Dr. Long makes a motion to adjourn.

**ADJOURNMENT TIME: 9:08 PM**

Approved as submitted on October 18, 2022.

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Rick Harrell, President

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Jennifer Hiser, Secretary



# Crandall Independent School District Board of Trustees

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	Budget Amendment #2
<b>Agenda Section:</b>	Consent
<b>Administrator Responsible:</b>	Mike White, Chief Financial Officer

**Summary/Background Information:** The amendment and supporting details are attached.

**Administrative Recommendations:** Administration recommends the approval of the attached amendment.

**CRANDALL INDEPENDENT SCHOOL DISTRICT  
BUDGET AMENDMENT #2  
GENERAL FUND  
2022**

		Balance	<u>Proposed Amendments</u>	<u>Balance</u>	
<b>Revenue:</b>					
5700	Local & Intermediate Sources	19,304,000.00	9,000	19,313,000	3
5800	State Program Revenue	37,580,000.00		37,580,000	
5900	Federal Program Revenue	275,000.00		275,000	
	Total Revenues	57,159,000.00	9,000	57,168,000	
<b>Appropriations:</b>					
11	Instruction	32,391,000	(1,259,000)	31,132,000	1
12	Library & Media Services	792,000	106,000	898,000	1
13	Curriculum & Staff Development	759,000		759,000	
21	Instructional Leadership	755,000		755,000	
23	School Leadership	3,897,000	56,000	3,953,000	
31	Guidance, Counseling & Evaluations Serv	1,835,000		1,835,000	
32	Social Services	103,000		103,000	
33	Health Services	774,000		774,000	
34	Student Transportation	2,788,000		2,788,000	
36	Co-Curricular & Extra Curricular Activities	2,234,000	53,000	2,287,000	1
41	General Administration	2,834,000	78,000	2,912,000	2
51	Maintenance & Operation	4,486,000	900,000	5,386,000	1
52	Security & Monitoring Services	1,224,000	38,000	1,262,000	3
53	Data Processing Services	1,993,000		1,993,000	
61	Community Services	24,000		24,000	
71	Debt Service	0		0	
81	Facilities Acquisition & Construction	0	37,000	37,000	4
99	Other Intergovernmental Charges	270,000		270,000	
	Total Appropriations / Expenditures	57,159,000.00	9,000	57,168,000	
<b>Budgetary Fund Balance</b>		0	0	0	

- 1 Budget adjustments due to changes in grant payroll allocations
- 2 Staff position in Business Office for growth
- 3 MOU with City of Crandall for traffic control/new officer needs
- 4 Creation of construction department budget



## **Crandall Independent School District Board of Trustees**

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	Board Goals
<b>Agenda Section:</b>	Consent
<b>Administrator Responsible:</b>	Dr. Wendy Eldredge

**Summary/Background Information:** The local school board is to set comprehensive goals for the school district. This practice helps clarify priorities for the district, focuses staff on improving student success, and drives the district and campus improvement plans.

**Administrative Recommendation:** Administration seeks board approval of the 22-23 Board Goals.

# Crandall ISD



## DISTRICT GOALS 22-23



- Goal 1** Advance student learning, growth, and college and career offerings.
- Goal 2** Retain, recruit, and support highly qualified principals, teachers, and staff.
- Goal 3** Provide a safe and orderly learning environment that benefits the well-being for all Pirates.
- Goal 4** Facilitate engagement and Pirate Pride culture through effective communication.
- Goal 5** Optimize resources to sustain and enhance effective and efficient operations for students and staff.



## Crandall Independent School District Board of Trustees

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	Board of Trustee Operating Procedures
<b>Agenda Section:</b>	Consent
<b>Administrator Responsible:</b>	Dr. Wendy Eldredge

**Summary/Background Information:** In effective school systems, the Superintendent and the Board function as a “Team of Eight.” A structured approach (to developing a District vision and setting goals) is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the District, the Superintendent and staff provide the leadership to implement Board policies.

**Administrative Recommendation:** Administration seeks board approval of the Board of Trustee Operating Procedures.

**Care.**  
*Inspire.*  
**Educate.**



**BOARD OF TRUSTEES  
OPERATING PROCEDURES**



**Care.**  
*Inspire.*  
**Educate.**

Board of Trustees  
Operating Procedures



Crandall Independent School District  
400 West Lewis  
Crandall, Texas 75114

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## OVERVIEW /INTRODUCTION

The CISD Board Operating Procedures serve as a guide in assisting Board Members with the carrying out of their duties as a locally elected official. This document is a supplement/summary to board policy and does not supersede any individual policy. Board Operating Procedures do not serve as a legal document, but rather a guide to best practice. They will be reviewed at least annually.

## VISION & MISSION



### OUR VISION

To empower each student to positively impact the world.

### OUR MISSION

Crandall Independent School District will provide each student an exceptional education, in an inspiring environment, with caring people.

## BELIEF STATEMENTS

In Crandall ISD we believe in the power of working together. All of our stakeholders matter.

### In CISD, We **BELIEVE** our **STUDENTS**

are leaders, thinkers, embrace diversity and seek excellence in all they do.

### **FAMILIES & COMMUNITY**

are partners, have a voice and have high standards.

### **FACULTY & STAFF**

are change-makers that maximize student success with relationships, compassion, growth-mindsets and talent.

### **CAMPUS & DISTRICT LEADERSHIP**

are bold leaders who value diversity, empower others and use intention and collaboration to advance the vision.

### **BOARD OF TRUSTEES**

are strategic leaders who model good governance and inspire others to serve the community.



**Care.**   
*Inspire.*  
**Educate.**

## BOARD BASICS

- The CISD Board of Trustees is comprised of 7 at-large members. Each board position is a 3-year term. Board Legal Status [BA \(LEGAL\)](#)
- Election of Board members shall be by place on the May uniform election date. Eligibility to run for office is located in board policy [BBA \(LEGAL\)](#). Election Policies [BBB \(Legal\)](#)  
[BBBA\(LEGAL\)](#) [BBBB\(LEGAL\)](#)
- After each election, reorganize officers by electing a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of present board members. A minimum of one year board experience is preferred before serving as an officer. [Completion of Leadership TASB \(L-TASB\)](#) preferred prior to serving as president. [BDAA\(LOCAL\)](#)

## COLLECTIVE BOARD RESPONSIBILITIES

- Set the direction of the district including vision, mission and district goals for student educational success and well-being (see following page).
- Set and approve district policies that reflect the educational needs and well-being of all students.
- Hire and annually evaluate the performance of the superintendent.
- Approve the district's budget.
- Levy taxes and oversee collection thereof.
- Order elections, canvass returns, declare results

Board members do not have any authority outside of the board meeting. The board operates as a collective body with a quorum present. This is a brief overview of board duties. [BAA \(LEGAL\)](#) provides a more detailed list of duties.

## INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

- Diligently prepare for and attend all meetings.
- Apply the rules of good governance and understand how governance fits into the overall structure of the district (see following page).
- Familiarize oneself with regulatory statutes such as the Texas Open Meetings Act and the Public Records Act and ensure compliance.
- Act responsibly and efficiently when using District assets, including personnel, time, property, equipment and funds.
- Maintain the highest ethical standards.
- Respect the voice of your appointed or elected peers and the community you serve. Advocate for ALL students and staff at the local and state level.
- Attend school functions and be visible/accessible to the community.

This is a brief overview of board duties. [BAA \(LEGAL\)](#) provides a more detailed list of duties.

## BOARD MEMBER RESPONSIBILITIES BY ROLE

### **President**

[BDAA\(LEGAL\)](#) [BDAA\(LOCAL\)](#)

- Shall preside at all Board meetings.
- May ask volunteers for various committee assignments to be ratified by vote.
- Committees shall contain no more than three Board members.
- Individual Board members may serve on various school, civic and community committees and/or boards. However, School Board members shall not serve in an executive officer position on any boards or committees associated with the district.
- Shall call special meetings.
- Shall sign all legal documents required by law.
- Shall countersign all warrants for District money drawn upon the depository by order of the Board.
- Shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

### **Vice President**

- Shall act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
- Shall automatically become President of the Board if a vacancy in that office occurs until an election occurs to fill the President position.
- Shall perform other duties as directed by the Board.

### **Secretary**

- Shall keep, or cause to be kept, an accurate record of the proceedings of each Board meeting.
- Shall send, or cause to be sent, notices of Board meetings.
- In the absence of the President and Vice President of the Board, shall call the Board meeting to order and serve as the presiding officer.
- Shall sign all legal documents required by law.
- Perform other duties as directed by the Board.

### **Board Members as Parents**

- When communicating with staff, make it clear that you are acting as a parent and not a Board member.
- Individual Board members must not request, expect, or require extraordinary consideration for their children due to their position.

## BOARD MEMBERS' STANDARDS OF CONDUCT/CODE OF ETHICS

Board members shall promote the best interests of the district and shall adhere to the following ethical standards: [BBF\(LOCAL\)](#)

- Be fair and impartial when coming to decisions and consider all who may be impacted. Be aware of personal contact both in the board room and out in the community as they are representatives of the school district.
- Refuse to surrender judgement to any individual or group at the expense of the district.
- Seek continuing education that will enhance and improve his/her service as a trustee. Diligently prepare for and attend all board meetings.
- Support the collective decision of the board, even when personally disagreeing or voting against.
- Communicate all questions and concerns pertaining to your role as a Board Trustee to the Superintendent.
- Any time four or more Board members are gathered to discuss district business, it is considered a meeting, which must comply with the [Texas Open Meetings Act](#).
- The Board President shall present a copy of the Board Operating Procedures to each Board member after each Board election.
- Board members shall share with each other and the Superintendent the information received from training sessions and conferences.
- Each Board member shall sign an annual 'Statement of Disclosure' according to Board Policy.
- The Board President shall communicate with the Board's attorney, as needed, unless otherwise determined by the entire Board. [BDD\(LEGAL\)](#) [BDD\(LOCAL\)](#)

Board members shall NOT:

[BBFB\(LEGAL\)](#)

- Disclose information that is confidential by law (i.e. all matters discussed in closed session) or that will needlessly harm the District disclosed.
- Give direction to any employee other than the Superintendent.
- Make any personal promise or take private action that could compromise his/her responsibilities to the district.

## COMPLIANCE WITH OPERATING PROCEDURES

- Board members are strongly encouraged to follow all board operating procedures to the best of their ability and help hold each other responsible to the collective mission of the board.
- Ideally, individual concerns should be addressed one on one with the board member or taken to the Board President for further guidance.
- While the Superintendent is encouraged by these procedures to report to the Board President, Board Members will not take concerns about fellow Board Members to the Superintendent. All concerns involving Board Members are to be discussed with the President (or Vice President in the event the President is the person of concern).

## PREPARING THE BOARD MEETING AGENDA

- Board draft agendas for Regular meetings are created by the Superintendent and Board President, and presented to the Board in advance of the regularly scheduled Board meeting for discussion and modification.
- Individual Board members may submit agenda items to the Board President prior to the scheduled board meeting.
- The Board President alone can place an item on the agenda. If two Board members request an item for the agenda, the Board President will place the requested item on the agenda.
- Before the official agenda is finalized for any meeting, the Superintendent consults with the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President either shall ensure that any topics the Board or individual Board members have requested to be addressed are on that agenda or scheduled for deliberation at an appropriate time in the near future. The Superintendent shall not have authority to postpone or remove from the agenda a subject requested by a Board member without those Board members' specific authorization.
- In accordance with the [Texas Open Meetings Law](#), no Board member can place an item on the agenda less than 72 hours in advance of the posted meeting, except in an emergency.
- Related Policies [BE\(LEGAL\)](#) [BE\(LOCAL\)](#)

## PREPARING FOR BOARD MEETINGS

- Board members prepare to address agenda items by doing the following:
  - Reading agenda packet materials before each board meeting.
  - Contacting the superintendent with questions about agenda items or background information at least one business day before the scheduled board meeting.
- Receiving answers to the questions in advance does not preclude board members from asking relevant questions about agenda items during board meetings.
- Related Policies [BE\(LEGAL\)](#) [BE\(LOCAL\)](#)

## CONSENT AGENDAS

- Board A consent agenda shall include items of a routine or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member or the Superintendent requests that an item be withdrawn for individual consideration. The remaining items shall be adopted by one collective vote. Examples include:
  - Routine items
  - Annual renewals of Region 10 and TEA items
  - Financial information
  - Minutes of regular and called Board meetings

- Updates of Board Policy
  - Routine personnel items
  - Routine bid considerations
- The Board shall maintain an agenda-planning calendar, which is reviewed annually.
  - Related Policies [BE\(LEGAL\)](#) [BE\(LOCAL\)](#)

## PARTICIPATION AT BOARD MEETINGS

The Board President (or designee) shall be the leader of the meeting, observe parliamentary procedures, and call the meeting to order.

### **Guidelines for Board Member Protocol shall be as follows:**

- Board members shall act and dress professionally.
- Board members shall all interactions with each other, the Superintendent, staff and public with respect.
- Board members shall refrain responding to speakers comments or addressing the audience.
- Discussions shall be addressed to the Board President, and then the entire membership.
- Discussions shall be directed solely to the business currently under deliberation and the Board President shall reserve the right to close discussions that do not apply to the business before the Board.
- The Board President shall preside with fairness and provide Board members with equal time. No Board member shall be permitted to procure substantial time extraordinary of other trustee's participation.
  - Each trustee will have the opportunity to speak one time, then each will have a second opportunity, if needed.
  - One trustee will speak at a time without interruption from team members.
- Board members shall strive to make Board meetings effective, efficient, and professional.
- The Board will consider a recess at natural breaks in the meeting and/or every 60-90 minutes.
- Related Policies public comment [BED\(LEGAL\)](#) [BED\(LOCAL\)](#)

## COMMUNITY, CITIZENS ADDRESSING THE BOARD

Citizens may address the Board on any item during the Citizen/Community Participation (Open Forum) portion of the agenda by completing the audience participation form prior to the start of the meeting. The Board Secretary will be responsible for ensuring that the request card is completed and submitted to the Board President.

- Guidelines for addressing the Board will be adhered to and the President will emphasize the guidelines to the public.
  - Individual comments are limited to five minutes. Total time allotted for comments on the same subject will be 30 minutes. The Board President may modify these times at his/her discretion. The Board Secretary will keep time.
  - The Board will accept communication in written as well as oral formats.
  - Delegations of more than five people addressing the sametopic shall appoint one person to present their views before the Board.
  - The Board will not entertain negative comments on individual personnel in public

session.

- The Board will not entertain negative comments on individual students in public session.
- Citizens should use appropriate campus and administration channels before bringing concerns to the attention of the Board.
- Citizens may request that an information item (non-action) be placed on an agenda by submitting a written request to the Superintendent. The Board President will approve the request or refer it to the whole Board at a future Board meeting to determine if it is appropriate for Board discussion.

Related Policies public comment [BED\(LEGAL\)](#) [BED\(LOCAL\)](#)

## BOARD RESPONSE TO CITIZENS ADDRESSING THE BOARD

- Administration team members may present facts or existing policy.
- The Board shall not deliberate, discuss, or make a decision on any subject that is not on the meeting agenda.
- The Board President should direct the Superintendent to have items investigated and report to the Board.
- The Board President will recognize all Board members prior to any Board member asking clarifying questions.

Related Policies public comment [BED\(LEGAL\)](#) [BED\(LOCAL\)](#)

## VOTING AT BOARD MEETINGS

- The Board may observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law.
- The Board President will request a motion, a second, and any discussion on agenda action items. After all discussion, the Board President requests a vote.
- Discussion of motions.
  - All discussions shall be directed solely to the business currently under deliberation.
  - The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
- The Board President shall recognize Board members prior to giving their comments.
- The Board President will vote on all action items.
- Majority vote wins. Any member may abstain from voting. When tie votes occur, the agenda item will return on the next agenda as an action item.
- All Board members are expected to present and conduct themselves in a dignified and professional manner.
- Policies related [BBE\(LEGAL\)](#) [BBE\(LOCAL\)](#)

## EXECUTIVE (CLOSED) SESSION

- Executive Sessions shall include only items allowed by law and policy.
- All personnel issues will be conducted in Executive Session unless otherwise required by law.
- All other issues that violate the right to privacy or specific legal issues will be conducted in Executive Session unless otherwise required by the [Texas Open Meetings Act](#).
- No vote may be taken in Executive Session.
- All information provided and opinions shared in Executive Session shall remain confidential unless otherwise agreed upon by the Board. Non-compliance may result in private and or public censure.
- Policies related [BEC\(LEGAL\)](#)

## BOARD WORKSHOPS/SPECIAL MEETINGS

Workshops conducted by the School Board shall begin at times designated by the Board, the Board President, and Superintendent.

- Workshops/Special meeting topics are determined by the board and aligned with priorities that are established annually in accordance with district goals and will be scheduled monthly or more frequently, as needed.
- The workshop/special meeting location and time will be listed in the meeting notice.
- All open meetings rules, including public comment rules, apply to workshops and special meetings.
- Related Policies [BE\(LEGAL\)](#) [BE\(LOCAL\)](#)

## COMMUNICATION GUIDELINES

Policies related to communication [BBE\(LEGAL\)](#) [BBE\(LOCAL\)](#) [BBF\(LOCAL\)](#)

### **Board Members Request for Information:**

- An individual Board member, acting in the official capacity of a Board member, shall have the right to reasonably seek information pertaining to district fiscal affairs, business transactions, governance, and personnel matters, including information that may be properly withheld from members of the public in accordance with the Public Information Chapter of the Government Code.
- Individual members shall not have access to confidential student records unless the member is acting in the official capacity of a Board member and has a legitimate educational interest in the records in accordance with policies. Individual members shall seek access to records or request copies of records from the Superintendent. When a custodian of records other than the Superintendent provides access to records or copies of records to individual Board members, the provider shall inform the Superintendent of the records provided.

- Individual members shall not direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or custodian of records regarding the preparation of reports shall be by Board action.
- District information provided to the Board shall be used for District purposes only.
- Information requested by a Board member will be provided to all Board members.
- All requests for information from Staff will go through the Superintendent.

### **Citizen Request or Complaint to Individual Board Member**

- The Board member should hear the citizen's problem for full understanding of people involved, date and place.
- The Board member will remind the citizen of due process and encourage the citizen to communicate with the appropriate district officials while reminding the citizen that each Board member must remain impartial.
- The Board member will refer the citizen to the appropriate person and notify the Superintendent. The citizen must go through the chain of command.
- Written requests or complaints will be referred to the Superintendent for appropriate follow-up.

### **Employee Request or Complaint to Individual Board Member**

- The Board member will hear the employee's problem for full understanding of people involved, date and place.
- The Board member will remind the employee of due process and encourage the employee to communicate with the appropriate district officials while reminding the employee that each Board member must remain impartial.
- The Board member will refer the employee to the appropriate person and notify the Superintendent. The employee must go through the chain of command.
- Written requests or complaints will be referred to the Superintendent for appropriate follow-up.

### **Board Member Visit to School Campus**

- All Board members are encouraged to visit schools and attend school events.
- Board members may visit any campus after properly checking with the building Principal. Board members are asked to sign-in at the front reception desk of each campus being visited.
- Board members may visit teachers' classrooms and interact with the teacher as long as there is no disruption to the instructional process and the visit is not intended to evaluate.
- Board members shall not make requests of teachers or school District organizations. Requests of teachers or District organizations shall be made through the Superintendent.

### **Board and Superintendent Communications**

- The Superintendent will communicate with the Board as a whole or as individual Board members.
- The Superintendent will communicate with the Board as soon as possible on emergencies via e-mail, phone, or personal contact. The Superintendent may communicate with the Board President, and the President communicates with the Board.

- The Board will keep the Superintendent and Board President informed.
- The Board will communicate with the community through public hearings, presentations, civic clubs, regular Board meetings, and regular publications.
- Individual Board members cannot speak in an official capacity for the Board outside the boardroom or a called Board meeting.
- The Superintendent and Board president will communicate information in a timely fashion to all Board members.

### **Response to Communication**

The CISD Board of Trustees shall encourage input. However, anonymous communications will not receive Board action, but may be forwarded to the Superintendent for appropriate follow up.

### **Communication with Media**

- The Superintendent or designee shall be the official spokesperson for the District.
- The Board President shall be the official spokesperson for the Board.
- All Board members who receive calls from the media shall direct the calls to the Superintendent or Board President.

### **Communication with Social Media**

- Social media can be a very positive and useful tool for sharing information with the public. Board members are encouraged to share district updates and posts for informational purposes.
- Avoid discussing specific school district business on social media, especially if other board members are on the same page, post or comment thread. This could constitute a “walking quorum” and violate Open Meetings Act.

### **Communication with the Community**

- As elected officials and Trustees acting on behalf of the public, Board Members have a responsibility to be accessible to the public and assist citizens with suggestions, questions, or complaints regarding the schools in the District. Encourage all citizens to follow the chain of command and resolve issues at the lowest level possible.
- Board members must provide service to constituents and should not involve themselves in problem management.
- The Board and individual Board Members shall follow all state laws and regulations regarding the prohibitions of Board involvement in management.

# BOARD REVIEW AND EVALUATION OF THE SUPERINTENDENT

## **Superintendent's Contract**

[BJC\(LEGAL\)](#)

- The Superintendent's contract will be reviewed in each year, unless otherwise determined by the Board.
- The Superintendent's term of contract and salary adjustments will be considered in the review, unless otherwise determined by the Board.

## **Superintendent's Evaluation**

[BJCD\(LEGAL\)](#) [BJDC\(LOCAL\)](#)

- The Superintendent evaluation will be conducted on an annual basis as specified in the Superintendent's contract.
- The Board President shall provide Board members a copy of the Superintendent's evaluation with directions to complete and return to the Board President.
- The evaluation will be conducted in Executive (Closed) Session.
- The Board in Executive Session will present the individual Board member evaluation of the Superintendent and the final Board evaluation of the Superintendent to the Superintendent.

## **Review or Evaluation of the Board**

[BG\(LEGAL\)](#)

- The Board shall perform a self-review or evaluation in Executive(Closed) Session.
- The Board review shall take place annually prior to the August board meeting.

## **Criteria and Process for Selecting Board Officers**

- The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Board Officers shall be elected by majority vote of the members present and voting.
- A vacancy among officers of the Board shall be filled by majority action of the Board.
- A Board member must serve one year before being eligible to serve in any Board officer position. [BDAA\(LOCAL\)](#)

## BOARD OF TRUSTEE NORMS



### Norms for Crandall ISD Board of Trustees

1

The Board will adhere to the highest ethical standards and hold itself accountable to students, staff and community.

2

The Board will adhere to its role of governing through policy and support the management of the district by the Superintendent.

3

The Board will support administration in creating a balanced budget, which supports the district's vision for its students and provides competitive compensation for its employees.

4

The Board will have 100% attendance at all meetings and workshops and be well prepared.

5

Board members will be visible in the schools and in the community.

6

The Board will exceed all minimum standards for training requirements individually and as a Team of 8.

7

The Board will have 100% attendance at the TASB annual convention, or such training as decided by the Board.

8

Board members will follow standard campus visitor management procedures.

## ONGOING TRAINING REQUIREMENTS

School board members must complete continuing education and training required by the State Board of Education (SBOE). Tex. Educ. Code 11.159(b); 19 Tex. Admin. Code 61.1. To the extent possible, entire boards are encouraged to participate in continuing education programs together. 19 Tex. Admin. Code 61.1(i).

Board Members Training and Orientation: [BBD\(LEGAL\)](#) [BBD\(LOCAL\)](#) [BBD\(EXHIBIT\)](#)

<https://tea.texas.gov/texas-schools/school-boards/school-board-member-training>

Required Continuing Education	First Year in Office	Subsequent Years in Office	Eligible Provider(s)
Local District Orientation	Three hours within the first 120 days in office	N/A	Local District
Orientation to the Texas Education Code	Three hours within the first 120 days in office	N/A	Education Service Centers
Update to the Texas Education Code	Following each legislative session and of sufficient length to address major changes		<ul style="list-style-type: none"> <li>• Registered Providers</li> <li>• Authorized Providers</li> <li>• LSG Coaches</li> </ul>
Team-building (Team-of-eight)	Three hours	Three hours every year	<ul style="list-style-type: none"> <li>• Registered Providers</li> <li>• Authorized Providers</li> <li>• LSG Coaches</li> </ul>
Additional Education based on Framework for School Board Development	Ten hours	Five hours every year	<ul style="list-style-type: none"> <li>• Registered Providers</li> <li>• Authorized Providers</li> <li>• LSG Coaches</li> </ul>
Evaluating and Improving Student Outcomes	Three hours within the first 120 days in office	Three hours every two years	<ul style="list-style-type: none"> <li>• Authorized Providers</li> <li>• LSG Coaches</li> </ul>
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children	One hour within the first 120 days in office	One hour every two years	<ul style="list-style-type: none"> <li>• Registered Providers</li> <li>• Authorized Providers</li> <li>• LSG Coaches</li> </ul>
Open Meetings Act (OMA)	One hour within the first 90 days in office	N/A	Attorney General of Texas
Public Information Act (PIA)	One hour within the first 90 days in office	N/A	Attorney General of Texas
Cybersecurity	Varies by provider	Every year	Department of Information Resources
School Safety	Two hours within the first 120 days in office	Every two years	<ul style="list-style-type: none"> <li>• TEA Learn</li> <li>• Technical Support</li> </ul>

## ROLE OF THE SCHOOL BOARD IN THE DISTRICT

# 3 ROLES

WHERE DOES THE SCHOOL BOARD FIT IN THE STRUCTURE OF THE DISTRICT?

### SUPERINTENDENT

### ADMINISTRATORS

#### STRATEGIC ROLE:

##### BOARD OF TRUSTEES & SUPERINTENDENT

- Big picture - 50,000 foot view
- Oversight of entire system and how parts relate to the whole
- Focuses on representing the communities needs and interests
- Long-term look: 3-5 years or more
- Provides overall structure for district goals
- They decide the "What"

#### TACTICAL ROLE:

##### SUPERINTENDENT & LEADERSHIP TEAM

- The wide picture - 10,000 foot view
- Coordinates components of district
- Works directly with internal/external customers
- Creates/deploys plans for improvement
- Overlooks schools/departments
- Looks out 1-2 years
- Provides structure at campus/dept. level
- They decide the "How"

#### OPERATIONAL ROLE:

##### CAMPUS/DEPT. LEADERS & FRONT-LINE STAFF

- Ground level picture - Daily operations
- Provides structure at classroom level
- Refines and adjusts plans for improvements
- Coordinates a specific part of the district (i.e. classroom, department, teaching team)
- Looks out days/weeks/one year ahead
- Interacts mostly with the students and parents
- They enact the "How." The Do-ers"

Adapted from: The School Board Fieldbook: Leading with Vision (2008).

This is a brief overview of board duties. [BAA \(LEGAL\)](#) provides a more detailed list of duties.



## **Crandall Independent School District Board of Trustees**

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	UNT at Dallas Clinical Teaching MOU
<b>Agenda Section:</b>	Consent
<b>Administrator Responsible:</b>	Dr. Holly Keown

**Summary/Background Information:** We would like to partner with University of North Texas at Dallas (UNT) for Clinical Teachers in the Spring. UNT provides a Director of Clinical Practice who coordinates with School District Administrators, cooperating/mentor teachers, UNT faculty, and UNT field supervisors to secure clinical practice placements in Crandall ISD

**Administrative Recommendation:** Administration seeks approval of the attached MOU.

**MEMORANDUM OF AGREEMENT**  
**by and between**  
**UNIVERSITY OF NORTH TEXAS AT DALLAS**  
**and**  
**CRANDALL INDEPENDENT SCHOOL DISTRICT**

This Field Placement Agreement ("Agreement") is entered into this 18 day of October, by and between the University of North Texas at Dallas ("UNTD"), on behalf of its College of Education, and CRANDALL ISD ("School District") (collectively, "Parties") for the purpose of establishing or continuing a clinical practice school site.

WHEREAS, the Parties to this Agreement are part of a collaboration between UNTD and affiliated school districts committed to advancing the learning of EC-12 students, teacher candidates, and practicing educators, and to improving public education through collaborative research and development;

WHEREAS, the Parties to this Agreement believe that school districts and universities benefit when expertise and resources are shared in collaborative partnership to advance both shared missions and unique characteristics in service of continuous improvement of educator preparation; and

WHEREAS, this Agreement is intended and shall be interpreted to meet the statutory requirements for educator preparation programs adopted by the State Board of Education Certification.

THEREFORE, the Parties mutually agree on the following:

**I. Term and Termination**

1. The term of this Agreement is three (3) years, beginning upon execution of this Agreement.
2. This Agreement may be terminated upon thirty (30) days written notice.
3. Termination of this Agreement shall not interfere with the continuance of any clinical practice placement initiated prior to the notice of termination. In such event, clinical practice placement will proceed in accordance with the terms and conditions of this Agreement until completed.
4. This Agreement may be amended by either parties upon notice to the other, which must be reduced to writing and signed by both parties.

## **II. UNTD Obligations**

UNTD will:

1. Provide Clinical Teaching Handbook(s) (“Handbook”) for each semester of the clinical practice that explains the program for teacher candidates, expectations of UNTD and School District personnel who work with candidates, and UNTD contact information.
2. Provide a Director of Clinical Practice (“Director”) who provides oversight and coordination of all required clinical practice experiences associated with teacher education courses. Director responsibilities include coordination with School District administrators, cooperating/mentor teachers, UNTD faculty, and UNTD field supervisors to secure clinical practice placements, develop clinical practice materials and assessments, and train UNTD supervisors and cooperating/mentor teachers.
3. Provide an orientation for UNTD faculty, staff, field supervisors and cadre coordinators who serve in supervisory positions. The orientation will provide an overview of the clinical practice programs and the responsibilities of participants.
4. Designate cadre coordinators for students who are placed in cadres. Cadre coordinators serve as intermediaries between the Director and UNTD field supervisors. Their duties may include assisting with placements and conducting seminars for teacher candidates, UNTD field supervisors, and cooperating/mentor teachers. This designation will occur in advance of the start of the cadre, if possible.
5. Identify representatives from UNTD and the School District to serve on the Educator Preparation Advisory Council (“EPAC”). The EPAC will meet annually to review policies and Handbook(s) and will provide recommendations for any changes. The EPAC will meet annually to review the terms of this Agreement and make recommendations for changes.
6. Provide clear expectations in a timely manner regarding schedules, assignments, and assessments.
7. Assign UNTD faculty and staff who will support teacher candidates and cooperating/mentor teachers throughout the course of the clinical practice placement.
8. Work to ensure that practices and policies increase the capacity of teacher candidates to work effectively with diverse learners and their families.

The terms of this Agreement do not prohibit UNTD from supervising a Clinical Teacher from another university.

## **III. School District:**

School District will:

1. Provide placement opportunities in ethnically, linguistically, and socio-economically diverse communities and populations.
2. Designate adequate space for facilitating clinical practice including meeting space as administratively possible, for on-site PDS 1 methods course delivery and/or seminars.
3. Not recruit Clinical Teachers away from the program as teachers of record prior to their completion of the full teacher education program.
4. Limit use of teacher candidates as substitute teachers to no more than ONE time during the clinical practice experience.
5. Designate cooperating/mentor teachers who are qualified and willing to mentor student teachers. Cooperating/mentor teachers will be in compliance with all applicable national and state accreditation requirements.
6. Collaborate with UNTD in providing annual orientation activities for teacher candidates and UNTD personnel.
7. Provide information about clinical practice placements in school or district-wide communications, including newsletters, list-serves, and meetings.
8. The School District will assist UNTD in the assessment and feedback of the clinical practice program by completing assessment forms provided by UNTD in a timely manner.

A public school campus may accept a teacher candidate from a university other than UNTD. Notwithstanding the preceding sentence, School District must adhere to the terms of this Agreement, regardless of the presence of another university's teacher candidate on a campus.

#### **IV. Miscellaneous**

1. UNTD teacher candidates are held to the Code of Ethics and Standard Practices for Texas Educators as printed in the Handbook. Teacher Candidates shall comply with state regulations, written local school board policies, and other applicable state and federal laws.
2. The School District will promptly notify UNTD in writing of any teacher candidate conduct that may violate the policies of UNTD, the School District or the Code of Ethics and Standard Practices for Texas Educators. In the event a teacher candidate is to be suspended or dismissed from any placement, the School District will follow the Procedures for Suspension and Termination in the Handbook and consult with UNTD before finalizing such action, unless

immediate removal is required by law or to protect the health and safety of minors.

3. Nothing herein shall be deemed to create any association, partnership, joint venture, joint enterprise, or agency relationship between the Parties. In providing the foregoing services, the parties shall act as independent contractors.
4. The failure of either party to enforce any provision, to exercise any available remedy, or to demand the prompt performance of any obligation under this Agreement shall not be construed as a waiver or limitation of any right or remedy.
5. This Agreement and the rights and duties hereunder shall not be assigned by either party without the express written consent of the other party.
6. Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving goods, services and certain types of projects. If Chapter 2260 applies to this Agreement, then the statutory dispute resolution process must be used in order to resolve any claim for breach of contract against UNTD.
7. This writing constitutes the entire Agreement by the Parties. No later modification of this Agreement shall have force or effect unless set forth in writing and executed by authorized representatives of both Parties.
8. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. This Agreement is entered into in Denton County and venue for any legal proceeding regarding this Agreement shall be in Dallas County.

*SIGNATURE PAGE TO FOLLOW*

**IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this Agreement to be effective upon signature by both Parties.**

UNIVERSITY OF NORTH TEXAS AT DALLAS

By: \_\_\_\_\_

Provost

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

CRANDALL ISD

By: \_\_\_\_\_

Title \_\_\_\_\_

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



## Crandall Independent School District Board of Trustees

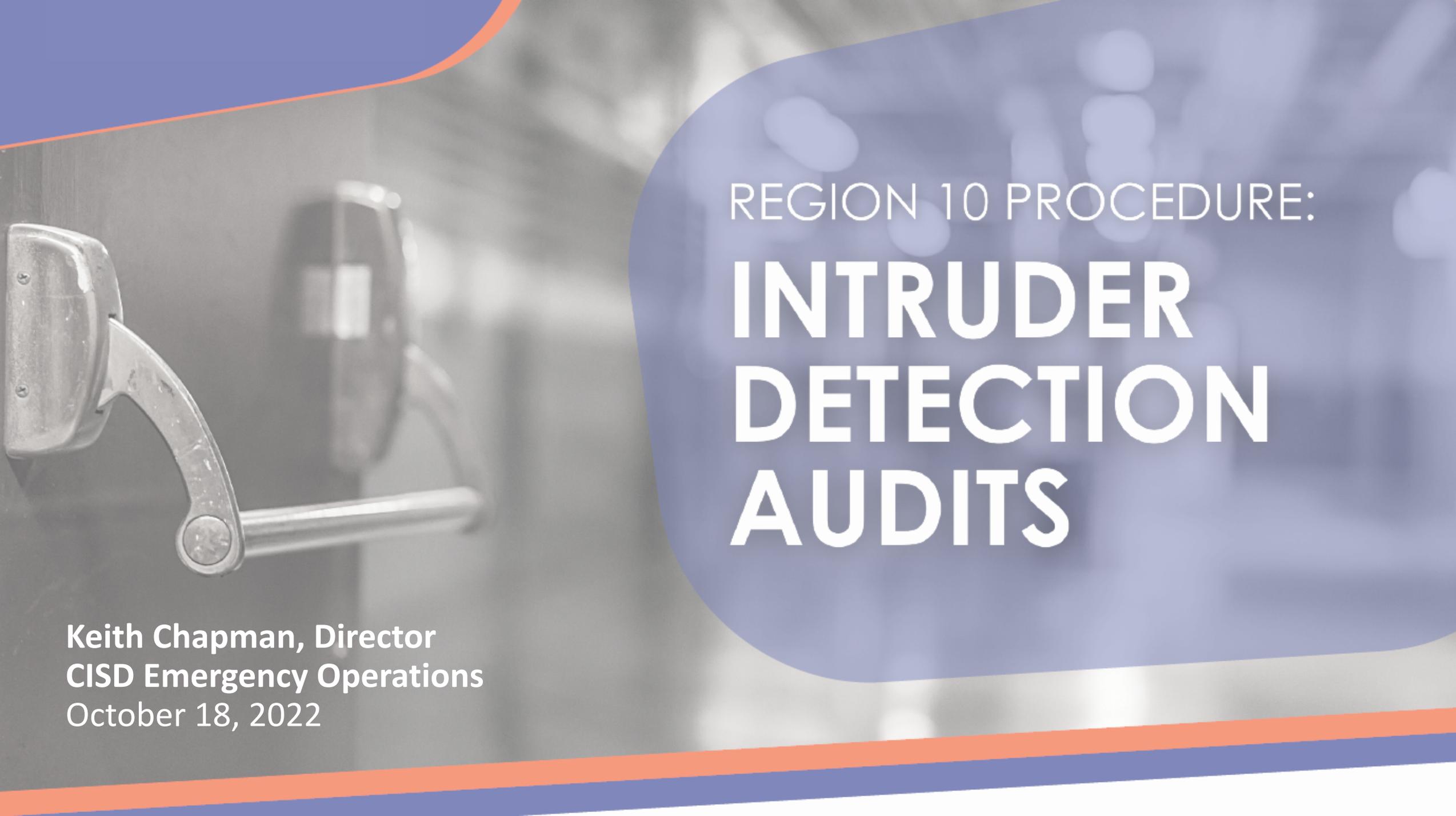
<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	Intruder Detection Audit Findings
<b>Agenda Section:</b>	Information
<b>Administrator Responsible:</b>	Keith Chapman

**Summary/Background Information:** Last month, the Texas School Safety Center (TSSC) began random inspections—statewide—at public schools to detect weak access points. TSSC officials explained their goal is to inspect 100 percent of school districts and 75 percent of campuses across the state by the end of the 2022-23 school year.

The new “random intruder detection audits” are part of a directive handed down by Gov. Greg Abbott to ensure school buildings are properly secured in the wake of the school shooting in Uvalde in May that left 21 people dead and 17 injured.

To date, CISD has undergone two audits with no corrective actions cited by TSSC.

**Administrative Recommendation:** For your information.



REGION 10 PROCEDURE:

# **INTRUDER DETECTION AUDITS**

**Keith Chapman, Director**  
**CISD Emergency Operations**  
October 18, 2022



- 1 The R10 Field Agent will call the superintendent at the end of each month if they have campuses on our list for the following month. (ex. We will call at the end of August for September notifications)
- 2 The R10 Field Agent will ask for the Primary Law Enforcement Contact(s).
- 3 The R10 Field Agent will contact the Law Enforcement Contact(s).
- 4 The R10 Field Agent will direct the superintendent to notify their Marshals and Guardians if applicable
- 5 The R10 Field Agent will inform Campus Administration of needs once on campus to communicate with staff (ie. weekly sweep documentation, needed escort with access card/keys)





- 6 The R10 Field Agent will complete their inspections (for Instructional Facilities)
- Includes looking for initial access on 3 doors outside
  - Will enter the office to identify themselves and request an escort for access to complete exterior door audit
  - Will ask about any policy around locked interior doors
  - Will check all exterior doors and several classroom doors if this applies
  - Will look over the weekly door sweep documentation
  - Will provide a final sheet to the administrator to make a copy and give to the superintendent
  - Follow-up will come from the Safety Center within 5 days





## CISD Intruder Detection Audit Findings

Two audits have been conducted in CISD through October 13

- Dietz Elementary
- Walker Elementary

Phase 1: Intruder Detection Audit  
No corrective actions

Phase 3: Classroom Door Audit  
No corrective actions

Phase 2: Exterior Door Audit  
No corrective actions

Weekly Exterior Door Sweeps Audit  
No corrective actions





### **What does “No corrective actions” mean?**

- Auditors could not gain entrance to the building
- Auditors walked halls with administrator and found no exterior door unsecured
- Auditors walked halls with administrator and found no interior door unsecured
- Administrator had all weekly door audits as required

Our campuses are keeping CISD students, staff and visitors safe.





**Questions?**





# Crandall Independent School District Board of Trustees

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	Athletic Security Update
<b>Agenda Section:</b>	Information
<b>Administrator Responsible:</b>	Keith Chapman

**Summary/Background Information:** This year, CISD Athletics, CISD Emergency Operations and the CISD Police Department worked with Crandall High School staff to bolster the security plan for Friday night football games. The plan focused on an increased presence of security personnel, police officers and workers throughout the stadium and at gates. Stadium rules were rewritten, admission onto the field was restricted, credentials and parking passes were redeveloped, and a Game Day web presence was created to help spread awareness.

This is a summary of key points and review of the process, six games into the season.

**Administrative Recommendation:** For your information.



## Crandall Independent School District Board of Trustees

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	ESL/Bilingual Update
<b>Agenda Section:</b>	Information
<b>Administrator Responsible:</b>	Kristi Matlock

**Summary/Background Information:** Districts are required to present an annual Bilingual & English Language Learners Program Update to the board of trustees before November 1 of each school year in accordance with ESSA Title III, TEC 29.062, TAC 89.1265, and Bilingual/ESL Waiver requirements. The evaluation collects a full range of data to determine program effectiveness to ensure student academic success.

**Administrative Recommendation:** For your information.



**Crandall Independent School District**  
**Board of Trustees**

**Board Meeting Date:** October 18, 2022

**Agenda Item:** Design & Construction Update

**Agenda Section:** Information

**Administrator Responsible:** Scott Stewart and Corey Blackburn

**Summary/Background Information:** Monthly project update on CISD construction projects.

**Administrative Recommendation:** For your information.



# Crandall ISD Design & Construction

## Monthly Update

Location: October School Board Meeting

Date: October 18, 2022

Time: 7:00 pm

### HS Addition – Design Update

- Bus Loop Added
- Input from Life Skills staff incorporated
- 29 classrooms
- 640 student capacity

### Multipurpose Addition – Construction Update

- Site grading excess soil haul-off continues
- Grade beam excavation and forming is well underway

### Elementary #6 – Construction Update

- Site sanitary sewer is complete
- Site domestic water is underway
- ICF forms on site
- Area A
  - Crawlspace area drain complete
  - Grade beam & elevator pit forming underway
- Area B
  - Grade beam & pier cap forming underway
- Area C
  - Grade beam excavation ongoing
  - Underground electrical ongoing
- Area D
  - Grade beam backfilling largely complete
  - Plumbing void installation underway





## **Crandall Independent School District Board of Trustees**

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	Enrollment Report
<b>Agenda Section:</b>	Information
<b>Administrator Responsible:</b>	Dr. Murry, Asst. Supt. Data & Information

**Summary/Background Information:** Crandall ISD has experienced a rapid growth spurt over the last few years. Dr. Murry will provide an overview of enrollment numbers for the 2022-2023 school year.

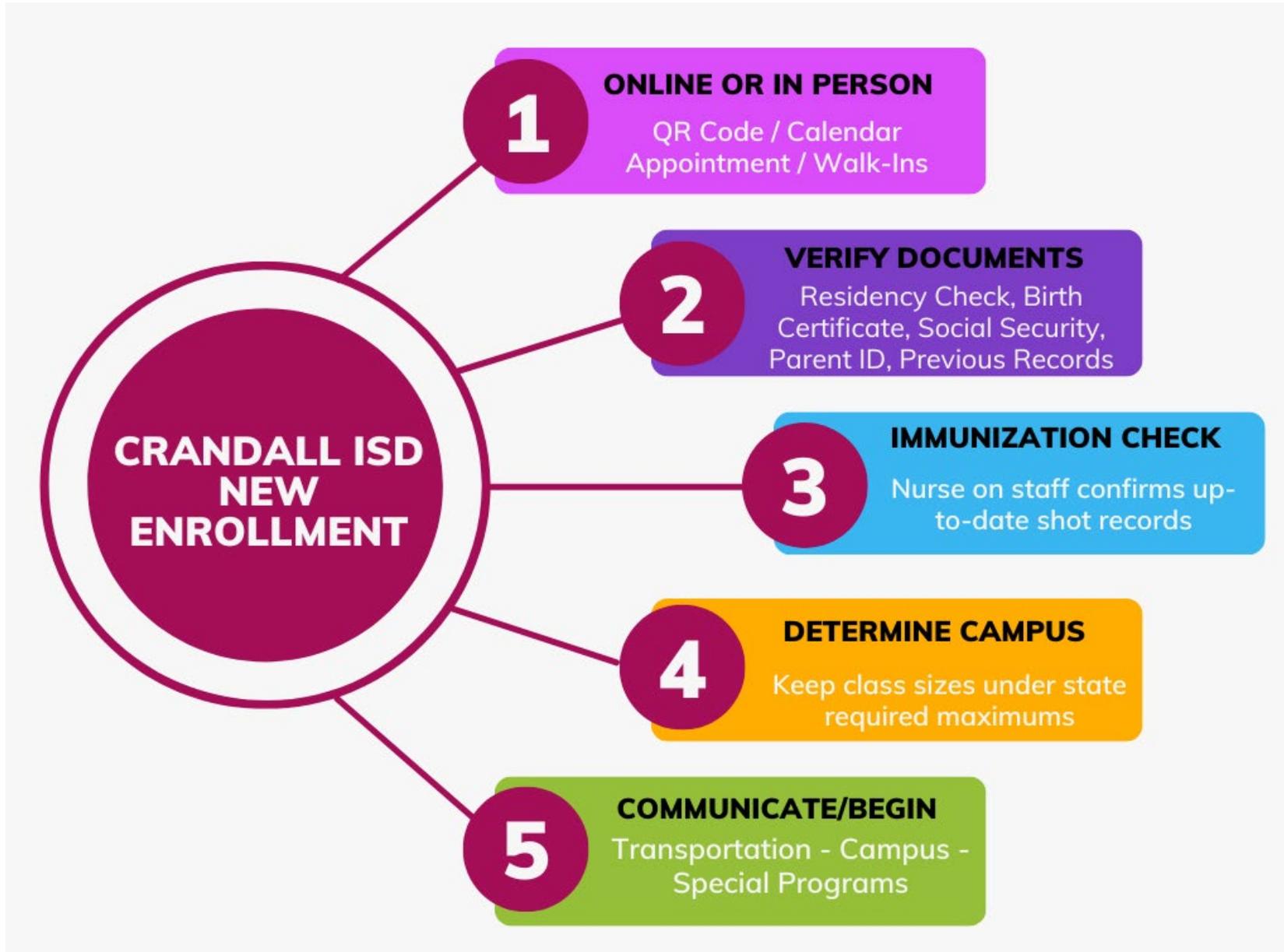
**Administrative Recommendation:** For your information.

# Enrollment Report

Board of Trustees

October 18, 2022

# Enrollment Process





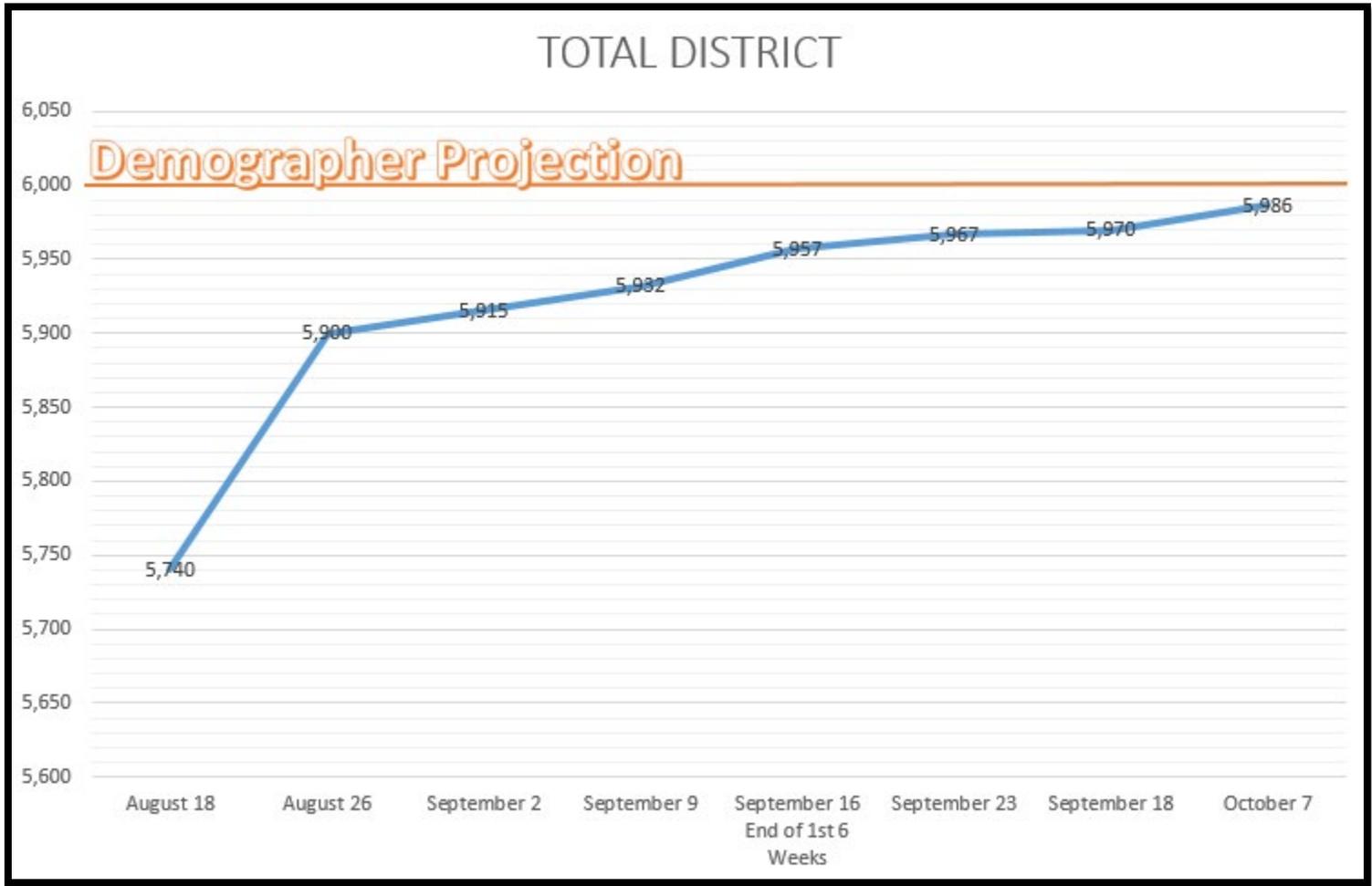
SNAPSHOT DAY  
OCTOBER 28, 2022



# Total District Enrollment

Current Enrollment: 5986  
Demographer Projection: 6004

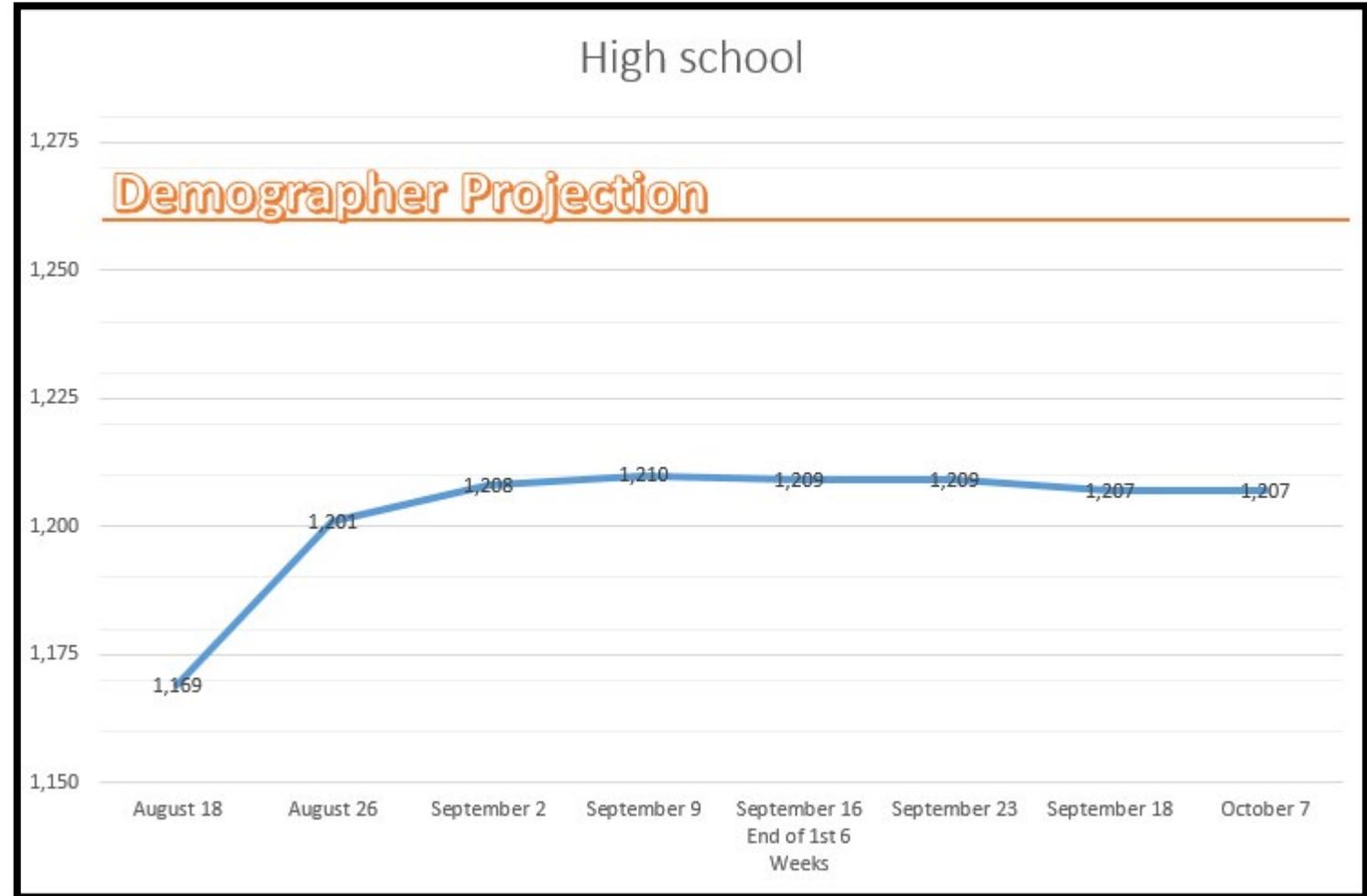
Difference: -18



# High School 10-12 Enrollment

Current Enrollment: 1250  
Demographer Projection:  
1207

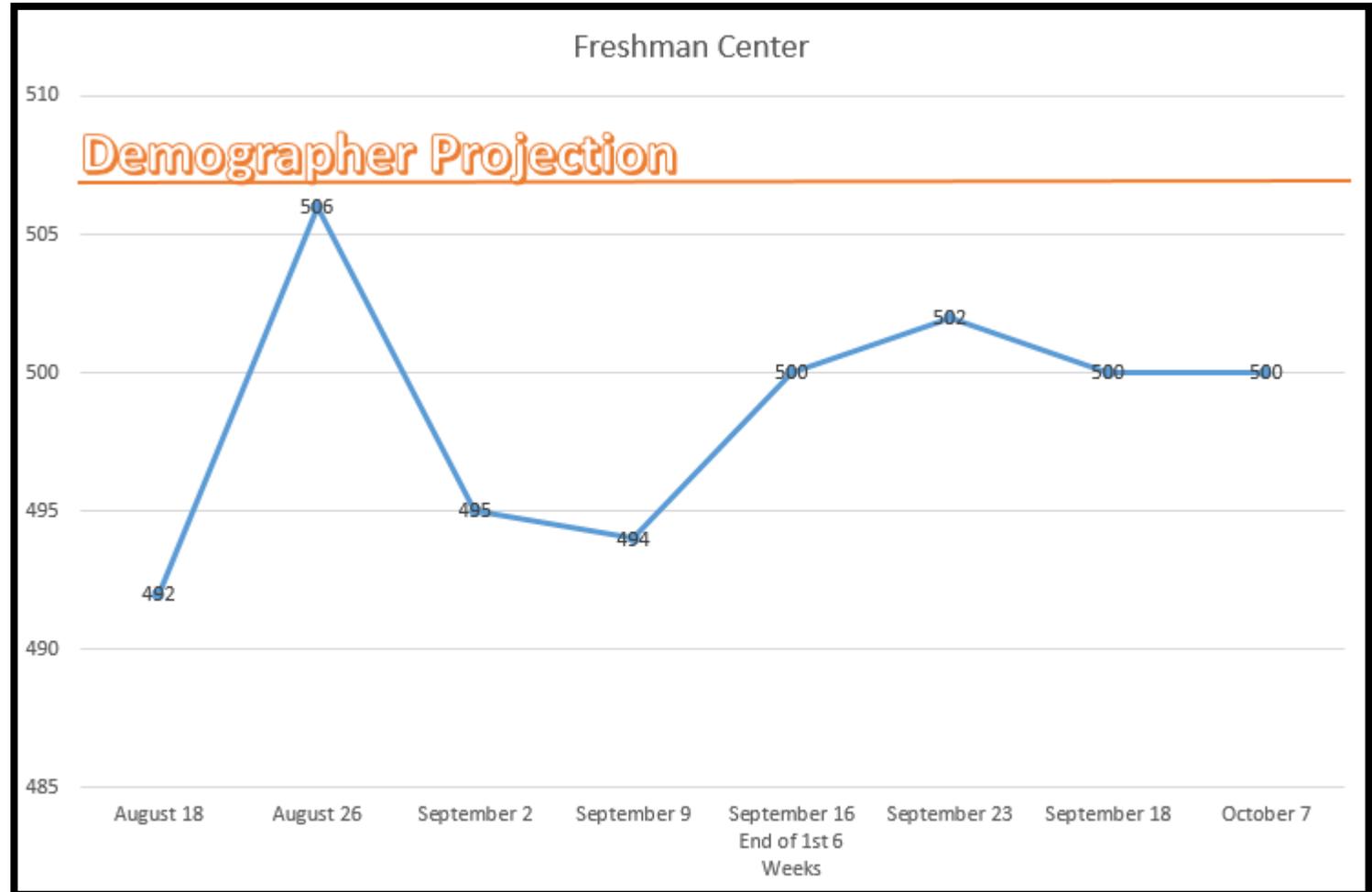
Difference: -43



# Freshman Center 9 Enrollment

Current Enrollment: 500  
Demographer Projection: 507

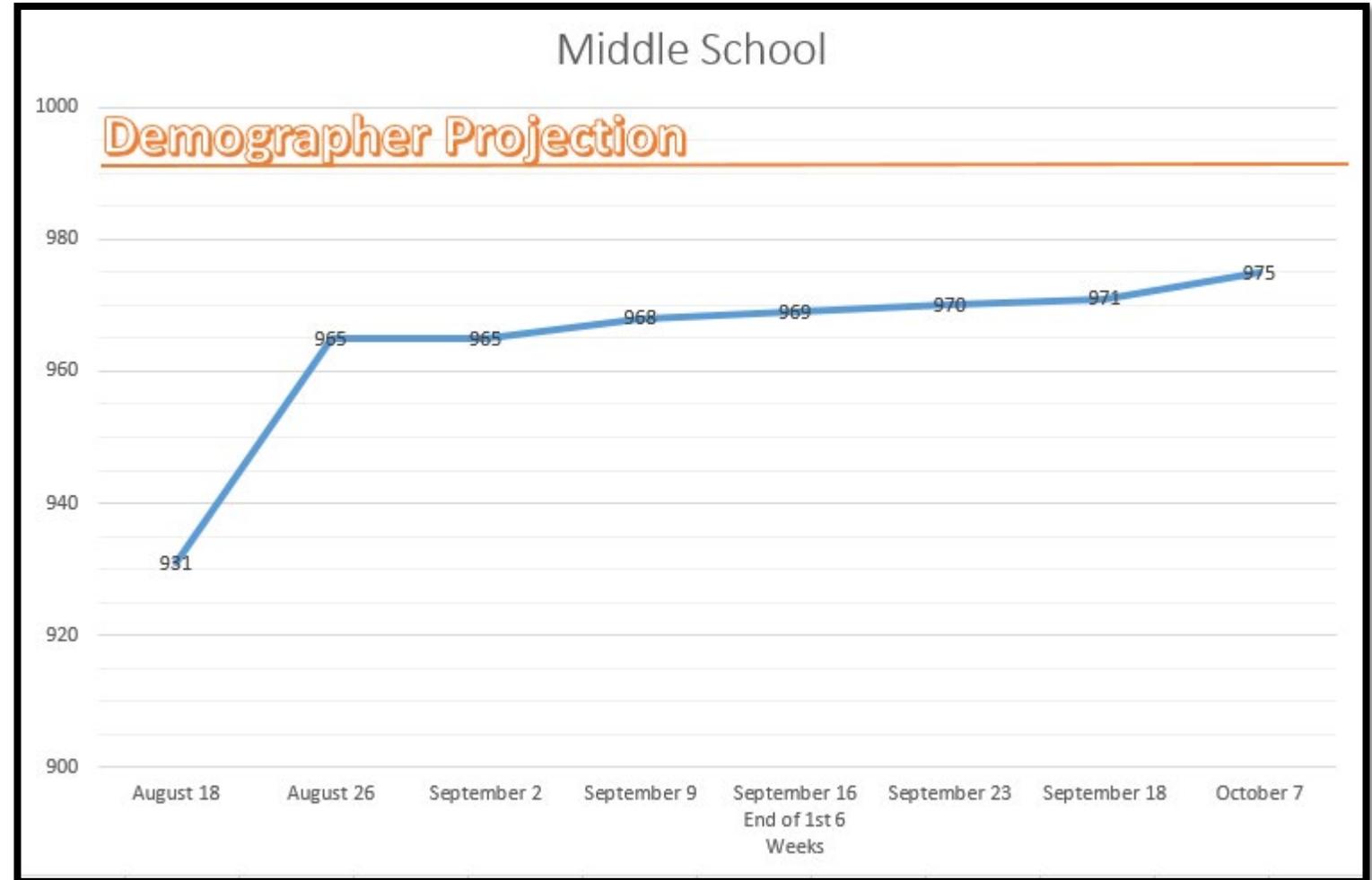
Difference: -7



# Middle School 7-8 Enrollment

Current Enrollment: 975  
Demographer Projection: 991

Difference: -16





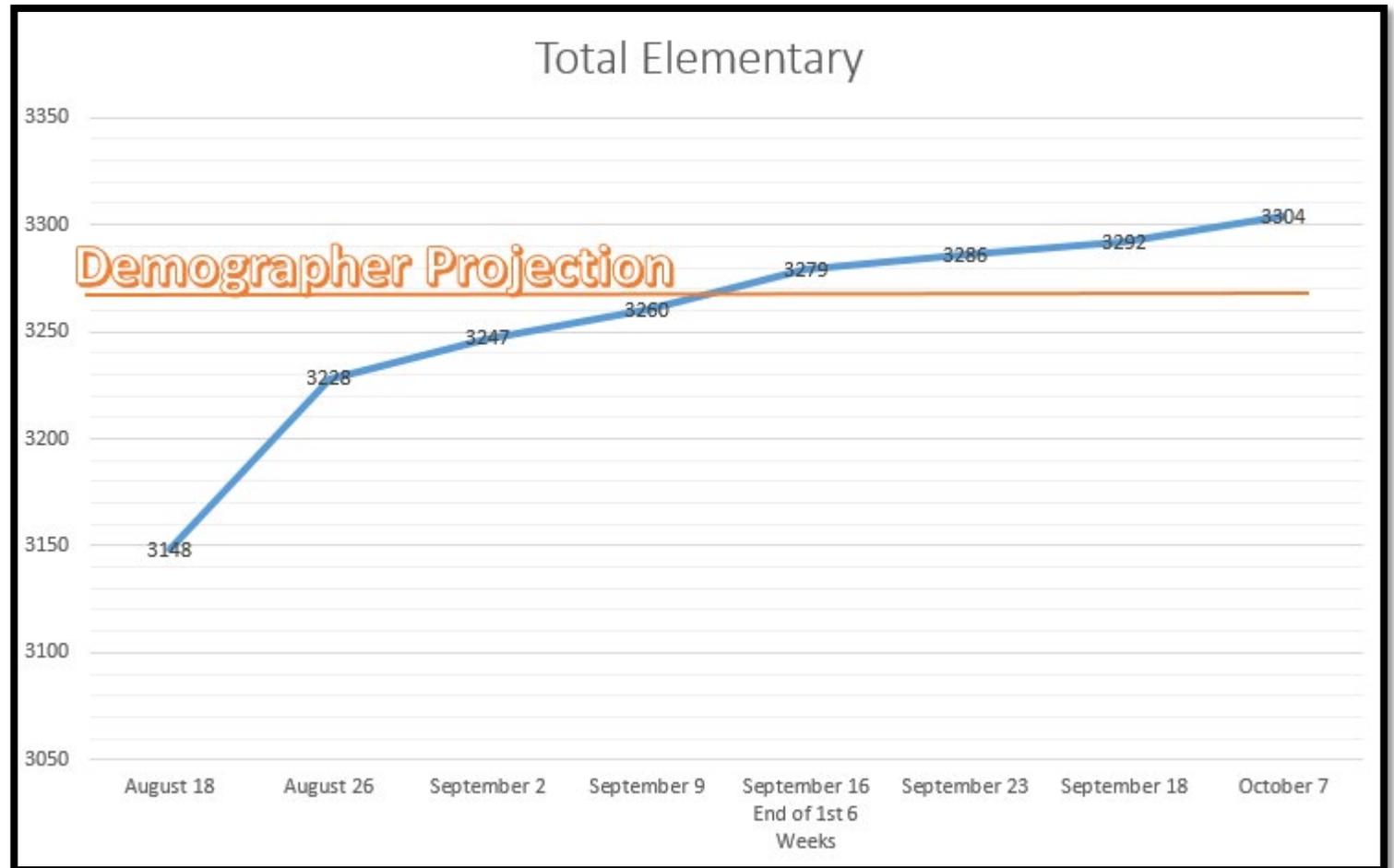
# Total Elementary PK-6 Enrollment

Current Enrollment: 3304

Demographer Projection: 3255

Difference: +46

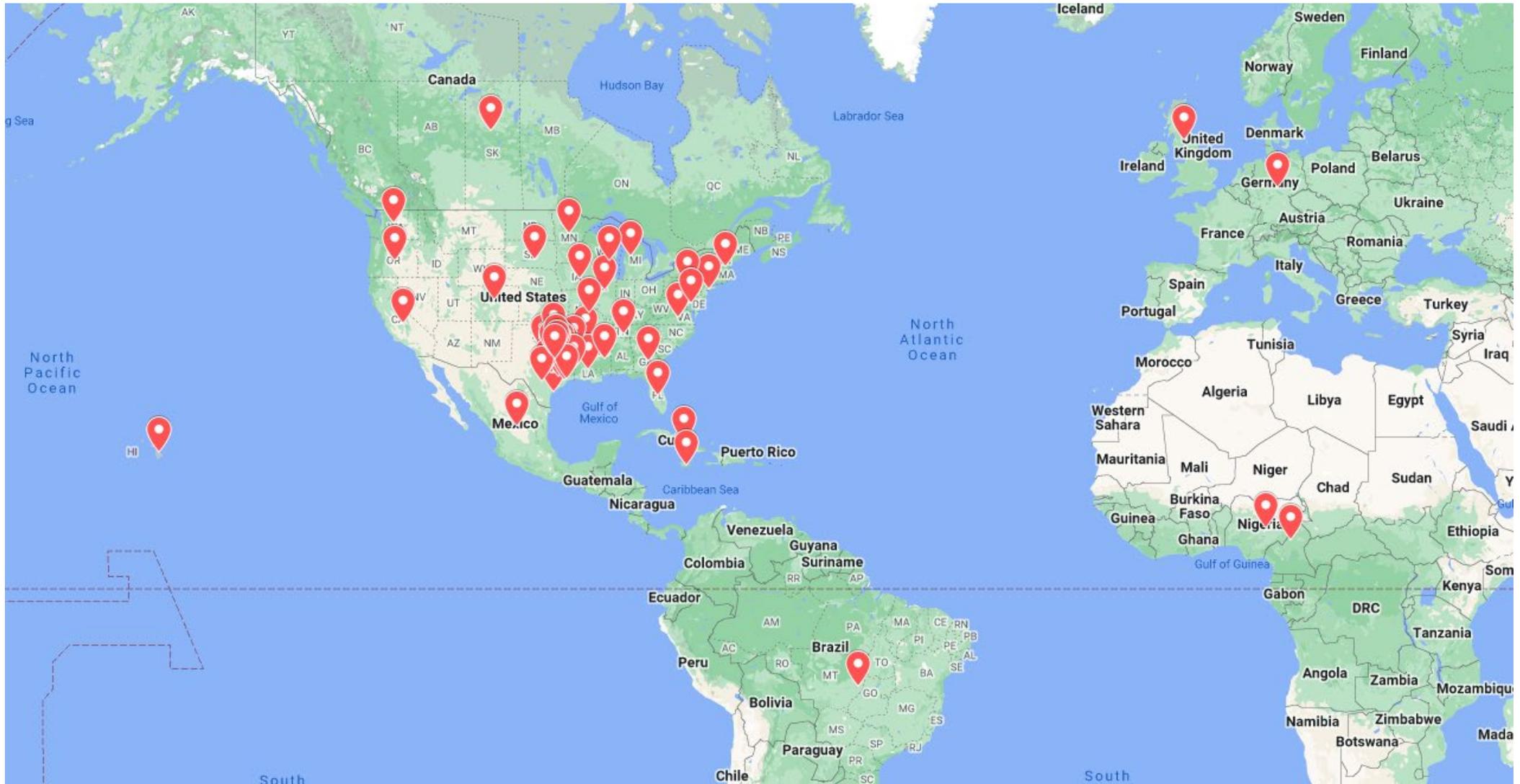
	Martin	Wilson	Walker	Dietz	Noble Reed
Current	634	595	662	817	596
Projection	657	568	573	915	542
Difference	-23	27	89	-98	54



# New Enrollees

- 1392 new applications
  - 219 Denied
  - 60 Currently In Process
- 1113 new students to Crandall ISD
  - 18.5% of all students are new

# Where In The World?



# 1113 New Enrollees

- 7 Different Countries
- 23 Different States
- 93 Different Texas Districts
- 19 Different Private/Charter
- 8 Different Home Schools
- Dallas ISD – 105 Students
- Mesquite – 68 Students
- Forney – 44 Students
- Garland – 28 Students
- Irving – 11 Students
- Mexico – 15 Students
- California – 9 Students

Feedback

Learned/Changes we will make



## Crandall Independent School District Board of Trustees

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	Band Trip to Nashville
<b>Agenda Section:</b>	Action
<b>Administrator Responsible:</b>	John Nutt

**Summary/Background Information:** The band is seeking approval for an out of state trip to Nashville. The purpose of this trip is to allow for performance, touring, and concert experiences that reflect blues, jazz, and country music elements of American music.

**Administrative Recommendation:** Administration seeks board approval for the band to travel to Nashville in May 2023.

## PROPOSAL FOR TRAVEL TO MEMPHIS AND NASHVILLE TENNESSEE, MAY 25-28, 2022 - Crandall Band

### BACKGROUND

**PURPOSE:** The purpose of this trip is to allow for performance, touring, and concert experiences that reflect the blues, jazz, and country music elements of American music.

**COST:** The cost of this trip is \$1,149.00 - \$1,319.00 per student (depending on occupancy selections and our group size). Payments are made to “Unique Travel and Tours” Included in the cost are charter buses, accommodations, admissions, and food. The only items not included are souvenirs, and any cancellation insurance the student or parents choose to include.

**FUNDRAISING:** There is the possibility of fundraising to help offset some travel costs through our band boosters.

**TOUR GUIDE:** Unique Travels and Tours will provide a tour guide for the trip as well as \$5,000.00 of medical accident insurance per traveler with no deductible.

**CHAPERONES:** Unique Travel and Tours recommends a 12:1 student to chaperone ratio and will provide a complimentary package for every 12 paying participants. Our chaperones will be district employees whose number one priority is the safety and welfare of students. John Nutt, Director of Fine Arts for the district, will serve as the administrator for the trip. The majority of our chaperones will be fine art teachers who will be focused on the educational environment of the trip.

**STUDENTS:** Our total number for band trips has varied from the 80 - 110 students over the years. Participants in this trip will be high school students including seniors from the class of 2023. This has been the standard for our group travel and many of these same seniors are going to State UIL on May 29, 2022 representing our school in solo and ensemble competition. Although discipline has not been a problem with graduated seniors

in years past, students and their guardians are aware that any behavior problems caused by graduated students will result in expulsion from the trip and /or law enforcement involvement if the situation deems necessary.

**DEPARTURE TIME:** We will be departing on the last day of school. If possible we will try to leave before noon that day if it works with the exam schedule of students signed up for the trip. We will work with Mr. Eihusen to ensure this works with the school schedule.

**SECURITY:** Night security guards are provided by Unique Travel and Tours. The hallways in the hotels will be monitored all night each night of the student's stay. Any floor on which students are housed will be provided with security.

#### **TOURS:**

- Historical Mississippi River Cruise and Dinner
- Excursion to Graceland, Car Museum, and Private Plane of Elvis
- Crandall Performance at Graceland
- Beach Boys Concert with the Nashville Symphony
- Show at the Grand Ole Opry
- Excursion to The Country Music Hall of Fame
- Excursion to RCA Studios
- Excursion to the Parthanon
- Excursion to Nashville's Fifth & Broadway
- Excursion to the Ryman Auditorium

## TEKS that are Covered with Enhanced Experiences:

§117.60. Music, Level I, 117.61. Music, Level II, 117.62. Music, Level III, 117.63. Music, Level IV

(a) General requirements. Students may fulfill fine arts and elective requirements for graduation by successfully completing one or more of the following music courses: Band I, Choir I, Orchestra I, Jazz Band I, Instrumental Ensemble I, Vocal Ensemble I, Music History I, Music Theory I, Applied Music I (one credit per course).

(b) Introduction.

(1) Four basic strands--perception, creative expression/performance, historical and cultural heritage, and critical evaluation-- provide broad, unifying structures for organizing the knowledge and skills students are expected to acquire. In music, students develop their intellect and refine their emotions, understanding the cultural and creative nature of musical artistry and making connections among music, the other arts, technology, and other aspects of social life. Through creative performance, students apply the expressive technical skills of music and critical-thinking skills to evaluate multiple forms of problem solving.

(2) By reflecting on musical periods and styles, students understand music's role in history and are able to participate successfully in a diverse society. Students analyze and evaluate music, developing criteria for making critical judgments and informed choices.

(c) Knowledge and skills.

(1) Perception. The student describes and analyzes musical sound and demonstrates musical artistry. The student is expected to:

(A) identify melodic and harmonic parts when listening to and/or performing music;

(B) define concepts of intervals, music notation, chord structure, rhythm/meter, and musical performances using standard terminology; and

(C) compare and contrast elements of music through literature selected for performance and/or listening.

(2) Creative expression/performance. The student sings or plays an instrument, individually and in groups, performing a varied repertoire of music. The student is expected to:

(A) demonstrate independently and in ensembles accurate intonation and rhythm, fundamental skills, and basic performance techniques while performing moderately easy to moderately difficult literature;

(B) perform expressively, from memory and notation, a varied repertoire of music representing styles from diverse cultures; and

(C) exhibit and explain appropriate small- and large-ensemble performance techniques for formal and informal concerts.

(3) Creative expression/performance. The student reads and writes music notation. The student is expected to:

(4) Creative expression/performance. The student creates and arranges music within specified guidelines. The student is expected to:

(A) create a variety of musical phrases; and (B) arrange a variety of musical phrases.

(5) Historical/cultural heritage. The student relates music to history, to society, and to culture. The student is expected to:

(A) listen to and classify music by style and/or by historical period;

(B) identify and describe the uses of music in society and culture;

(C) identify music-related vocations and avocations within the community; and

(D) define the relationships between the content, the concepts, and the processes of the other fine arts, other subjects, and those of music.

(6) Response/evaluation. The student responds to and evaluates music and musical performance. The student is expected to:

(A) design and apply criteria for making informed judgments regarding the quality and effectiveness of musical performances;

(B) evaluate musical performances by comparing them to exemplary models; and

(C) practice informed concert behavior during live performances in a variety of settings.

Source: The provisions of this §117.60 adopted to be effective September 1, 1998, 22 TexReg 4943.



# Crandall Independent School District Board of Trustees

<b>Board Meeting Date:</b>	October 18, 2022
<b>Agenda Item:</b>	Architectural Service Contract
<b>Agenda Section:</b>	Action
<b>Administrator Responsible:</b>	Corey Blackburn

**Summary/Background Information:**

This proposal was issued on June 2, 2022. Twenty (20) companies were notified of this proposal. An optional pre-proposal site visit was held on June 27, 2022 with six (6) companies in attendance. Responses were received from twelve (12) companies. An Evaluation Committee composed of staff from the Crandall ISD Superintendent, Communications, School Planning and the Business Office Departments was convened. The company selected by the Evaluation Committee for recommendation is the best qualified for the District. Upon award by the Board of Trustees; the Business Office will begin contract negotiations with the awarded company. For any reason a mutually agreeable contract cannot be negotiated Crandall ISD will formally cease negotiations with the awarded company and begin contract negotiations with the next most qualified company until such time. This purchase is being brought for approval in accordance with the District's CH (local) policy.

**Administrative Recommendation:**

It is recommended that RFP #2207-02 Architect Services be awarded to DLR Group.



# Crandall Independent School District Board of Trustees

**Board Meeting Date:** October 18, 2022  
**Agenda Item:** Monthly Financial Reports  
**Agenda Section:** N/A  
**Administrator Responsible:** Mike White, Chief Financial Officer

**Summary/Background Information:**

Statement of Revenues, Expenditures, & Changes in Fund Balance  
Tax Collection Report  
Monthly Investment Report

**Administrative Recommendations:**

No recommendation is necessary.

**STATEMENT OF REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCE  
GENERAL FUND  
MONTH ENDING SEPTEMBER 30, 2022**

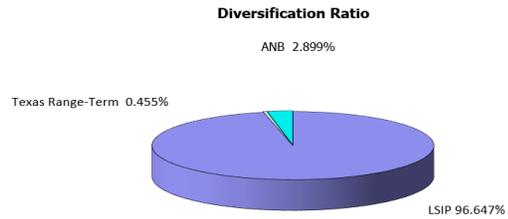
	<u>Amended Budget</u>	<u>YTD Rev / Exp</u>	<u>Percent Rev / Exp</u>
<b>Revenue:</b>			
5700 Local & Intermediate Sources	19,307,050.00	126,498	0.7%
5800 State Program Revenue	37,580,000.00	6,806,819	18.1%
5900 Federal Program Revenue	275,000.00	3,221	1.2%
Total Revenues	57,162,050.00	6,936,538	12.1%
<b>Appropriations:</b>			
11 Instruction	32,505,880	2,329,075	7.2%
12 Library & Media Services	792,000	60,908	7.7%
13 Curriculum & Staff Development	760,000	50,398	6.6%
21 Instructional Leadership	755,000	56,985	7.5%
23 School Leadership	3,897,000	290,835	7.5%
31 Guidance, Counseling & Evaluations Serv	1,841,000	127,487	6.9%
32 Social Services	103,000	8,144	7.9%
33 Health Services	777,100	58,046	7.5%
34 Student Transportation	2,778,470	261,217	9.4%
36 Co-Curricular & Extra Curricular Activities	2,234,000	166,596	7.5%
41 General Administration	2,834,200	277,634	9.8%
51 Maintenance & Operation	4,486,000	402,186	9.0%
52 Security & Monitoring Services	1,224,000	78,051	6.4%
53 Data Processing Services	1,993,000	226,316	11.4%
61 Community Services	24,000	189	0.8%
71 Debt Service	0	0	0.0%
81 Facilities Acquisition & Construction	0	0	0.0%
99 Other Intergovernmental Charges	270,000	265,000	98.1%
Total Appropriations/Expenditures	57,274,650	4,659,067	8.1%
<b>Net Change in Fund Balance</b>	(112,600)	2,277,471	
<b>Fund Balance - September 1 (Beginning)</b>	14,071,626	10,888,932	
<b>Fund Balance - August 31 (Ending)</b>	13,959,026	13,166,403	

**CRANDALL ISD**  
**856406.76**  
**FOOD SERVICE FUND 240**  
**MONTH ENDING SEPTEMBER 30, 2022**

		<u>Amended</u>	<u>YTD</u>	<u>Percent</u>
		<u>Budget</u>	<u>Rev / Exp</u>	<u>Rev / Exp</u>
<b>Revenue:</b>				
5700	Local & Intermediate Sources	745,000	137,468	18.5%
5800	State Program Revenue	51,000	-	0.0%
5900	Federal Program Revenue	2,069,000	141,902	6.9%
	Total Revenues	<u>2,865,000</u>	<u>279,370</u>	<u>9.8%</u>
<b>Appropriations:</b>				
35	Food Services	2,850,000	236,971	8.3%
51	Maintenances	15,000	-	0.0%
	Total Appropriations/Expenditures	<u>2,865,000</u>	<u>236,971</u>	<u>8.3%</u>
<b>Net Change in Fund Balance</b>		<u>-</u>	<u>42,398</u>	

**CRANDALL INDEPENDENT SCHOOL DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCE  
INTEREST & SINKING  
MONTH ENDING SEPTEMBER 30, 2022**

	<u>Amended Budget</u>	<u>YTD Rev / Exp</u>	<u>Percent Rec / Exp</u>
<b>Revenue:</b>			
5700 Local & Intermediate Sources	11,770,000	31,564	0.3%
5800 State Program Revenue	260,000	-	0.0%
Total Revenues	12,030,000	31,564	0.3%
 <b>Appropriations:</b>			
71 Debt Services	13,170,000	1,000	0.0%
Total Appropriations/Expenditures	13,170,000	1,000	0.0%
 <b>Net Change in Fund Balance</b>	(1,140,000)	30,564	



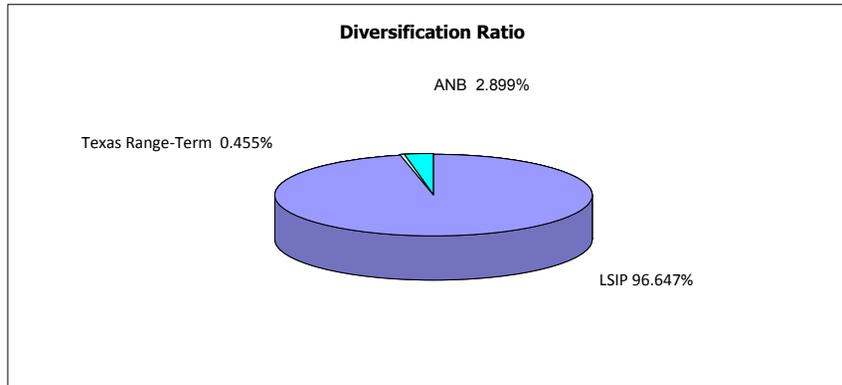
**Tax Collection Report  
Month Ending September 30, 2022**

<b>MAINTENANCE AND OPERATIONS</b>																	
	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>YTD</u>	<u>BUDGET</u>	<u>PERC</u>		
CURRENT	\$ 23,453.13												\$ 23,453.13	\$ 17,758,000.00	0.13%		
PRIOR YR	\$ 1,776.67												\$ 1,776.67	\$ 425,000.00	0.42%		
PEN & INT	\$ 7,177.00												\$ 7,177.00	\$ 100,000.00	7.18%		
<b>TOTAL</b>	<b>\$ 32,406.80</b>	<b>\$ -</b>	<b>\$ 32,406.80</b>	<b>\$ 18,283,000.00</b>	<b>0.18%</b>												

<b>INTEREST AND SINKING</b>																	
	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>YTD</u>	<u>BUDGET</u>	<u>PERC</u>		
CURRENT	\$ 13,447.89												\$ 13,447.89	\$ 11,320,000.00	0.12%		
PRIOR YR	\$ 907.45												\$ 907.45	\$ 300,000.00	0.30%		
PEN & INT	\$ 4,045.86												\$ 4,045.86	\$ 50,000.00	8.09%		
<b>TOTAL</b>	<b>\$ 18,401.20</b>	<b>\$ -</b>	<b>\$ 18,401.20</b>	<b>\$ 11,670,000.00</b>	<b>0.16%</b>												

**MONTHLY INVESTMENT REPORT**  
09/30/2022

		September 1, 2022		September 30, 2022				
	Interest Rate	Diversification Ratio	Beginning Balance	Increases to Cash	Decreases to Cash	Interest	Ending Balance	
<b>Lone Star Investment Pool</b>	General Operating		9,083,126.54	5,734,406.02	(5,981,784.77)	16,283.25	8,852,031.04	
	Debt Service	1.715%	5,981,372.83	18,401.20		13,162.82	6,012,936.85	
	Construction		93,347,025.36		(2,085,500.00)	202,250.29	91,463,775.65	
	<b>% Funds invested in LSIP</b>		96.647%	108,411,524.73				106,328,743.54
<b>Texas Range-Term</b>	General Operating - Texas Range		499,081.38	997.26			500,078.64	
	General Operating - CD Program	1.000%	-				0.00	
	<b>% Funds invested in Texas Range</b>		0.455%	499,081.38			500,078.64	
<b>American National Bank</b>	General Operating		608,819.67	13,235,622.22	(12,010,775.50)	165.12	1,833,831.51	
	Payroll Clearing		932,240.81	3,935,167.48	(4,055,823.24)	55.73	811,640.78	
	Debt Service		2,406.76		(1,000.00)	0.15	1,406.91	
	Black and Gold		-				0.00	
	Student Activity	0.120%	206,914.53	26778.63	(22,469.88)	20.34	211,243.62	
	Construction		484,673.30	2,085,500.00	(2,239,456.66)	81.26	330,797.90	
	Workers Comp		1.00	27.00	(27.00)		1.00	
	<b>% Funds invested in ANB of Texas</b>		2.899%	2,235,056.07				3,188,921.72
<b>Fund Totals</b>	General Operating		10,191,027.59	18,971,025.50	(17,992,560.27)	16,448.37	11,185,941.19	
	Activity		206,914.53	26,778.63	(22,469.88)	20.34	211,243.62	
	Workers Comp		1.00	27.00	(27.00)	-	1.00	
	Debt Service		5,983,779.59	18,401.20	(2,086,500.00)	13,162.97	6,014,343.76	
	Construction		93,831,698.66	2,085,500.00	(4,324,956.66)	202,331.55	91,794,573.55	
	Payroll Clearing		932,240.81	3,935,167.48	(4,055,823.24)	55.73	811,640.78	
	<b>GRAND TOTAL</b>		100.000%	111,145,662.18	25,036,899.81	(28,482,337.05)	232,018.96	110,017,743.90



**Note to Board of Trustees:**

**All investments for month end for 09/30/2022 have been made in compliance with board policy and the Public Funds Investment Act.**

**Mike White**  
CFO