



**Melissa ISD**

**Regular**

**Monday, July 21, 2014 6:00 PM**

# Agenda of Regular Meeting

## Melissa ISD

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A Regular Meeting of Melissa ISD will be held July 21, 2014, beginning at 6:00 PM in the Professional Learning Center, 1904 Cooper Street, Melissa.

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

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

*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

1. Call to Order and Establish Quorum - Announcement by President that a quorum is present, that the meeting has been duly called, and that notice of the meeting has been duly posted for time and manner as required by law. *Please make sure your cell phones are on vibrate.*
2. Invocation
3. Pledges of Allegiance  
(U.S.) I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.  
(Texas) Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.
4. Recognitions
5. Consent Agenda  
**Administration recommends approval of the consent agenda**
  - A. Minutes of previous meeting 5
  - B. Finance 9
6. Kenny Deel, Executive Director of Operations
  - A. Construction Update
  - B. Maintenance Overview
7. Shelia Smith, Executive Director of Finance
  - A. Finance Update
8. Dr. Brian Brown, Executive Director of Community Relations, Technology & Grants
  - A. Community Outreach

9. Christy Fiori - Executive Director of Curriculum, Instruction & Federal Programs
  - A. Curriculum and Instruction Update
    1. STAAR Area Comparisons 12
    2. GPA Update
  - B. Professional Development Update
10. Dr. Robert Rich, Deputy Superintendent
  - A. Personnel Update
  - B. Overview of Contracts
11. Open Forum
 

If anyone signs up to speak, please address audience: **Citizens may make comments about existing policy, present commendations, or express areas of concern or need. Topics may not be specific to individual students or school personnel and should be limited to five minutes.**
12. Superintendent Reports
  - A. Back to School Convocation Breakfast, August 18
  - B. Team of Eight Meeting, September 8
  - C. Visioning Group Meeting, October 7
  - D. Superintendent Evaluation Instrument
  - E. SRO Update and Athletic Trainer Update
  - F. SLI Conference Review
    1. TASA/TASB Convention in Dallas, September 26-28
13. Action Items
  - A. Consider Action to Approve District Update, affecting Local Policy EIC, first reading 15  
**Superintendent Recommendation: Board to approve the first reading of District Update, affecting Local Policy EIC.**
  - B. Consider Action to Approve District Update, affecting Local Policy EIE (Local), first reading 19  
**Superintendent Recommendation: Board to approve the first reading of District Update, affecting Local Policy EIE.**
  - C. Consider Action to Approve Resolution of the Board to Suspend Grade Advancement Testing Portions of EIE (LOCAL) for the 2014-15 School Year Only 23  
**Superintendent Recommendation: Board to approve Resolution of the Board to Suspend Grade Advancement Testing Portions of EIE (LOCAL) for the 2014-15 School Year Only**
  - D. Consider Action to Approve Melissa ISD Resolution 072114, Providing for Exemption of Freeport Goods from Taxation 24  
**Superintendent Recommendation: Board to approve Melissa ISD Resolution 072114, Providing for Exemption of Freeport Goods from Taxation**
  - E. Consider Action to Approve Purchase of Second Activity Bus  
**Superintendent Recommendation: Board to approve the Purchase of Second**

**Activity Bus**

- F. Consider Action to Approve Purchase of Second School Suburban  
**Superintendent Recommendation: Board to approve the Purchase of Second School Suburban**
- G. Consider Action to Approve Purchase of Special Education Bus  
**Superintendent Recommendation: Board to approve the Purchase of Special Education Bus**
- H. Consider Board Delegate and Alternate to 2014 TASB Delegate Assembly 31
  
- I. Consideration to endorse candidacy of Debbie Gillespie to TASB Board of Directors 32  
**Superintendent Recommendation: Board to endorse candidacy of Debbie Gillespie to TASB Board of Directors**
- 14. Closed Session
  - A. Section 551.074 Personnel Issues
    - 1. Personnel discussion
    - 2. Personnel recommendations
- 15. Return to Open Session
- 16. Discussion and Possible Action on Matters Discussed in Closed Session
  - A. Consideration and possible action regarding recommendations  
**Motion:**  
**“I move that the Board approve the recommendations of the Superintendent, as presented.”**  
**“Any discussion?”**  
**Vote. How many voted for #      against #      abstained #**
- 17. Adjournment

**DRAFT**  
**MELISSA INDEPENDENT SCHOOL DISTRICT**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**June 16, 2014**

The Board of Trustees of the Melissa Independent School District met in Special Session on June 16, at 5:00 p.m. at Melissa Home Office Board Room, 1904 Cooper Street. Members present: Paul Anderson, Anthony Figueroa, Dr. Bill Gray, George James, Rickie Lafon, Bruce Minchey and Carolyn Spurgin. Also present: Superintendent Keith Murphy, Dr. Robert Rich, and Lanza Coe.

Board President Bruce Minchey called the meeting to order at 5:08 p.m. with a quorum present.

Rickie Lafon gave the invocation.

The Board conducted a budget workshop.

The Board adjourned at 6:08 p.m.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Bruce Minchey, President

\_\_\_\_\_  
Rickie Lafon, Secretary

**DRAFT**  
**MELISSA INDEPENDENT SCHOOL DISTRICT**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**June 16, 2014**

The Board of Trustees of the Melissa Independent School District met in Regular Session on June 16, at 6:00 p.m. at Melissa Home Office Board Room, 1904 Cooper Street. Members present: Paul Anderson, Anthony Figueroa, Dr. Bill Gray, George James, Rickie Lafon, Bruce Minchey, and Carolyn Spurgin. Also present: Superintendent Keith Murphy, Dr. Robert Rich, and Lanza Coe.

Board President Bruce Minchey called the meeting to order at 6:12 p.m. with a quorum present.

Carolyn Spurgin gave the invocation.

Board President Minchey led the Pledges of Allegiance.

Motion was made by Carolyn Spurgin to nominate Bruce Minchey as President. The motion carried for Bruce Minchey as President, seven votes to zero with no abstention.

Motion was made by Paul Anderson to nominate George James as Vice President. Motion was made by Rickie Lafon to nominate Anthony Figueroa as Vice President. The motion carried four votes to three for George James with no abstention.

Motion was made by Carolyn Spurgin to nominate Rickie Lafon as Secretary. The motion carried seven votes to zero with no abstention.

The Board unanimously approved the consent agenda.

Dr. Brian Brown provided an update on technology and community outreach, and talked about changes with the district's social media. Dr. Brown added there will be a technology camp with the principals on how to stay within legal guidelines.

Dr. Brown reported we are looking into website redesign and have met with three companies.

Dr. Brown reported we have been looking into creating a community-oriented policing services.

Dr. Brown also provided an update on the upgrade of our band width and reported we are scheduled for the installation on July 15 and that there will be no months of an unsubsidized bill.

Dr. Robert Rich shared recent administrative discussions regarding staff attendance, consideration to roll over local days, supervisor approval tier for absences, and the elimination of donating days to peers.

Dr. Rich provided a personnel update.

Christy Fiori provided an overview of recent STAAR and EOC test results. It was requested that Ms. Fiori obtain a district comparison with the top 5% in Texas, rather than the average scores. Ms. Fiori reported she will provide final scores at the August Board meeting.

Ms. Fiori discussed the curriculum department structure.

Ms. Fiori reported the district is undergoing a review and evaluation of the GPA practices at MHS. Ms. Fiori added that we are now in the research phase and then will bring a presentation to the Board.

Ms. Fiori reported Melissa ISD will host Connect U on July 31.

Ms. Fiori reported Academy will be held August 18-22 and explained the structure of this year's new teacher orientation days.

Christian Herr with PBK Architects provided a construction update. Paul Anderson requested copies of their schedule. Mr. Herr will provide that documentation to Mr. Deel.

Kenny provided maintenance, real estate, and transportation updates.

Mr. Deel thanked the Board for their approval to purchase additional district vehicles.

Mr. Deel commended Mike Price for his management of the lunch program budget.

George James reported that the additional entrance to Country Ridge will be open soon.

Shelia Smith provided a budget overview of the district.

Superintendent Murphy reported that budget workshop conferences were held this past week.

Superintendent Murphy discussed upcoming important dates:

- TASB Summer Leadership Institute in Fort Worth, June 25-28
- Team of Eight Meeting, September 8
- Visioning Group Meeting, October 7

Anthony Figueroa discussed using a board self-evaluation and offered to bring a sample to the next meeting.

Superintendent Murphy discussed hiring a demographer. It was also suggested that we partner with the City of Melissa on the contractual services of a demographer.

The Board went into closed session at 7:40 p.m.

The Board returned to open session at 8:21 p.m.

On a motion by Anthony Figueroa and seconded by Carolyn Spurgin, the Board adjourned at 8:29 p.m.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Bruce Minchey, President

\_\_\_\_\_  
Rickie Lafon, Secretary

Board Report  
 Recap Comparison of Revenue to Budget  
 Melissa ISD  
 As of June

	EstimatedRevenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
181 / 4 ATHLETIC FUND	.00	-586.13	-41,657.87	-41,657.87	.00%
197 / 4 MEF GRANTS	5,000.00	.00	.00	5,000.00	.00%
198 / 4 ACADEMY/SUMMER CAMP	95,000.00	-9,790.00	-113,059.82	-18,059.82	119.01%
199 / 4 GENERAL FUND	14,086,700.00	-1,023,919.49	-12,491,753.87	1,594,946.13	88.68%
211 / 4 TITLE I PART A	96,577.64	-60,035.74	-60,035.74	36,541.90	62.16%
224 / 4 IDEA B FORMULA (224)	204,467.00	.00	-101,058.98	103,408.02	49.43%
225 / 4 IDEA B PRESCHOOL (225)	7,348.00	.00	.00	7,348.00	.00%
240 / 4 FOOD SERVICE	583,600.00	-23,546.12	-498,796.06	84,803.94	85.47%
255 / 4 TITLE II PART A	15,293.75	.00	-195.00	15,098.75	1.28%
263 / 4 TITLE III PART A: LEP	8,497.00	.00	.00	8,497.00	.00%
404 / 4 ACCELERATED READING	1,542.00	.00	.00	1,542.00	.00%
410 / 4 STATE TEXBOOK FUND	164,347.00	-35,092.62	-166,618.26	-2,271.26	101.38%
461 / 4 CAMPUS ACTIVITY FUND	43,594.48	-7,782.34	-58,327.77	-14,733.29	133.80%
599 / 4 DEBT SERVICE FUND	3,416,295.00	-12,748.61	-2,334,237.05	1,082,057.95	68.33%
693 / 4 18.5 M Bond Sale	.00	.00	-1,195.32	-1,195.32	.00%
753 / 4 WORKMAN COMPENSATION INSURANCE	.00	.00	-13.67	-13.67	.00%
<b>Grand Total Revenues</b>	<b>18,728,261.87</b>	<b>-1,173,501.05</b>	<b>-15,866,949.41</b>	<b>2,861,312.46</b>	<b>84.72%</b>

**Board Report**  
**Recap Comparison of Expenditures and Encumbrances to Budget**  
**Melissa ISD**  
**As of June**

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
181 / 4 ATHLETIC FUND	-603,827.00	47,040.85	409,140.15	33,093.20	-147,646.00	67.76%
197 / 4 MEF GRANTS	-5,000.00	.00	5,000.00	.00	.00	100.00%
198 / 4 ACADEMY/SUMMER CAMP	-95,000.00	.00	76,286.43	13,629.09	-18,713.57	80.30%
199 / 4 GENERAL FUND	-13,470,236.00	135,111.22	11,418,491.65	1,027,622.70	-1,916,633.13	84.77%
211 / 4 TITLE I PART A	-96,577.64	.00	82,331.36	7,289.22	-14,246.28	85.25%
224 / 4 IDEA B FORMULA (224)	-205,401.00	.00	190,355.59	35,624.60	-15,045.41	92.68%
225 / 4 IDEA B PRESCHOOL (225)	-7,348.00	.00	3,786.13	250.00	-3,561.87	51.53%
240 / 4 FOOD SERVICE	-572,017.00	.00	487,307.00	44,225.39	-84,710.00	85.19%
255 / 4 TITLE II PART A	-15,293.75	.00	15,096.11	2,228.00	-197.64	98.71%
263 / 4 TITLE III PART A: LEP	-8,497.00	5,790.00	639.83	.00	-2,067.17	7.53%
404 / 4 ACCELERATED READING	-1,542.00	.00	351.00	.00	-1,191.00	22.76%
410 / 4 STATE TEXBOOK FUND	-164,347.00	32,758.01	131,588.99	.00	.00	80.07%
461 / 4 CAMPUS ACTIVITY FUND	-76,003.38	1,644.55	35,036.04	3,722.81	-39,322.79	46.10%
599 / 4 DEBT SERVICE FUND	-3,416,295.00	.00	1,000.00	.00	-3,415,295.00	.03%
693 / 4 18.5 M Bond Sale	-17,451,946.17	999,674.71	9,085,005.47	168,969.15	-7,367,265.99	52.06%
753 / 4 WORKMAN COMPENSATION INSURANCE	.00	.00	44,560.00	.00	44,560.00	.00%
<b>Grand Total Expenditures</b>	<b>-36,189,330.94</b>	<b>1,222,019.34</b>	<b>21,985,975.75</b>	<b>1,336,654.16</b>	<b>-12,981,335.85</b>	<b>60.75%</b>

End of Report

**Melissa Independent School District**  
**Monthly Investment Position As Of**  
**November 2012**  
(Unaudited)

<i>Investment Accounts Description</i>	<i>Cusip Securities</i>	<i>Yield At Maturity</i>	<i>3/31/2014 Book Value</i>	<i>Principal Additions/Purchases</i>	<i>Principal Withdrawals/Sells</i>	<i>Book Value 3/31/2014</i>	<i>Market Value 6/30/2014</i>	<i>Accrued Interest</i>	<i>Interest Earned</i>	<i>6/30/2014 Ending Balance</i>
Fund 199	TexPool	0.0318	\$ 1,677,704.38	\$ 2,158,045.52	\$ 950,000.00	\$ 2,885,749.90	\$ 2,885,749.90	-	\$ 169.18	\$ 2,885,919.08
Fund 199	TexStar	0.0357	\$ 3,394,270.12	\$ 119,992.22	\$ 2,000,000.00	\$ 1,514,262.34	\$ 1,514,262.34	-	\$ 189.42	\$ 1,514,451.76
Fund 461	TexPool	0.0318	\$ 13,591.33	\$ -	\$ -	\$ 13,591.33	\$ 13,590.07	-	\$ 0.91	\$ 13,592.24
<b>General Fund</b>										<b>\$ 4,413,963.08</b>
Fund 599	TexPool	0.0318	\$ 240,453.07	\$ -	\$ -	\$ 240,453.07	\$ 240,453.07	-	\$ 17.20	\$ 240,470.27
Fund 599	TexStar	0.0357	\$ 1,958,454.94	\$ 13,226.96	\$ -	\$ 1,971,681.90	\$ 1,971,681.90	-	\$ 52.08	\$ 1,971,733.98
<b>Debt Service Fund</b>										<b>\$ 2,212,204.25</b>
Fund 753	TexPool	0.0318	\$ 65,873.61	\$ -	\$ -	\$ 65,873.61	\$ 65,873.61	-	\$ 4.71	\$ 65,878.32
<b>Worker Compensation Fund</b>										<b>\$ 65,878.32</b>
Fund 603	TexStar	0.0357	\$ 12,784,640.06	\$ -	\$ 3,825,423.80	\$ 8,959,216.26	\$ 8,959,216.26	\$ 860.33	\$	\$ 8,960,076.59
Fund 801	TexPool	0.0318	\$ 0.26	\$ -	\$ -	\$ 0.26	\$ 0.26	-	\$ -	\$ 0.26
<b>Melissa Education Foundation</b>										<b>\$ 0.26</b>
Fund 865	TexPool	0.0318	\$ 25,973.82	\$ -	\$ -	\$ 25,973.82	\$ 25,973.82	-	\$ 1.91	\$ 25,975.73
<b>Agency Fund</b>										<b>\$ 25,975.73</b>
<b>Total Investments</b>									\$ 1,295.74	<b>\$ 6,718,021.64</b>
<b>90 Day - T-Bill</b>		<b>0.0900</b>								

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# 2014 Area School Comparisons

MISD Board Meeting  
July 21, 2014

## STAAR 2014 Results - Area Schools (Level II - Percent Passing)

	3 Read	3 Math	4 Read	4 Math	4 Wri	5 Read	5 Math	5 Sci	6 Read	6 Math	7 Read	7 Math	7 Wri	8 Read	8 Math	8 SS	8 Sci
Argyle	93%	82%	94%	95%	90%	95%	95%	98%	94%	90%	96%	86%	92%	99%	98%	79%	93%
Lovejoy	99%	98%	96%	97%	96%	100%	100%	98%	99%	99%	98%	*N/A	98%	99%	98%	89%	92%
Prosper	92%	83%	92%	84%	91%	99%	98%	91%	96%	98%	93%	86%	90%	98%	98%	84%	91%
Gunter	100%	98%	86%	88%	88%	98%	98%	90%	98%	96%	89%	84%	93%	97%	98%	74%	89%
Van Alstyne	91%	81%	78%	83%	83%	97%	95%	92%	86%	79%	89%	92%	83%	98%	100%	71%	97%
Pottsboro	93%	86%	82%	78%	88%	91%	86%	73%	85%	75%	85%	87%	91%	95%	95%	62%	74%
Anna	85%	85%	74%	71%	75%	89%	90%	69%	85%	83%	81%	85%	79%	94%	91%	81%	77%
Celina	87%	79%	88%	81%	81%	97%	98%	96%	89%	92%	83%	86%	88%	99%	88%	73%	86%
Melissa	92%	80%	84%	77%	76%	95%	92%	89%	88%	92%	88%	86%	91%	95%	94%	73%	73%

Highest Percent Passing

Higher Percentage Passing than MISD

Lowest Percentage Passing

\* All 7th graders took the 8th grade STAAR test.

## EOC (First-Time Testers Only)

	Alg 1	Eng 1	Eng 2	US Hist	Bio
Argyle	97%	91%	94%	99%	99%
Lovejoy	98%	97%	98%	99%	100%
Prosper	98%	91%	93%	99%	99%
Gunter	95%	94%	90%	88%	100%
Van Alstyne	98%	91%	90%	97%	100%
Pottsboro	97%	82%	94%	98%	98%
Anna	87%	80%	70%	95%	91%
Celina	95%	81%	89%	93%	96%
Melissa	91%	84%	79%	90%	97%

Highest Percent Passing

Higher Percentage Passing than MISD

Lowest Percentage Passing

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

A student's class rank shall be determined according to the following:

1. Rank shall be determined after all grades are recorded each semester.
2. Grades earned throughout the four years of high school shall be computed.
3. Final senior ranking shall be determined after the third nine-week grading period of the student's senior year.

Determination of class rank shall include all courses except the following: aide positions, peer tutoring, SAT prep classes, high school credits earned in middle school, driver's education, concurrent enrollment courses, summer school courses, credit by examination courses, correspondence school courses, courses repeated for local credit and summer school programs abroad.

TRANSFER STUDENTS

Students transferring into the District shall receive the numerical grade that was earned in courses at another school. Letter grades shall be recorded as follows:

Conversion Scale

A+	98
A	95
A-	92
B+	88
B	85
B-	82
C+	78
C	75
C-	72

D, if transferring district awarded credit 70

D, if transferring district did not award credit 69

F 65

VALEDICTORIAN AND  
SALUTATORIAN

The valedictorian and the salutatorian shall be the two students with the highest weighted grade point average who have been enrolled in the District continuously, commencing with enrollment before the first day of the third nine-week grading period of the student's junior year until graduation.

GRADUATION  
HONORS

Honors at graduation shall be governed by the following:

1. Honors shall be determined at the end of the third nine-week grading period of the senior year.

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

2. All courses taken in grades 9 through the third nine-week grading period of grade 12 shall be included.

GRADE POINTS

To determine grade point average for graduation, grade points shall be assigned to courses in grades 9–12 according to the level of the course. The levels of courses shall be honors (including Pre-AP, AP, IB & dual credit) , academic, and basic.

Advanced Placement (AP) and International Baccalaureate (IB) courses are nationally/internationally recognized for their advanced level of curriculum. Students may have the potential to earn college credit for these courses.

Pre-AP and Pre-IB/Honors courses are those courses in which the Texas Essential Knowledge and Skills are extended and enriched, resulting in an academically rigorous curriculum.

Dual credit courses are college or university courses in which a student receives simultaneous academic credit for the course from both the college and the high school.

Academic courses are those courses that provide a challenging curriculum in a variety of offerings based on the Texas Essential Knowledge and Skills.

~~Basic courses are those courses in which a student has modifications made to the Texas Essential Knowledge and Skills. This designation denotes a special education grade. A student may receive modifications in a course through an individual education plan that is developed through deliberations of the ARD committee.~~

BEGINNING WITH THE  
CLASS OF 2011  
(FRESHMAN  
ENTERING FALL OF  
2007)

Grade points shall be assigned according to the chart below:

GRADE POINT  
SYSTEM

Numerical Grade	Honors	Academic	<del>Basic</del>
97 and above	5.0	4.0	<del>3.0</del>
93–96	4.8	3.8	<del>2.8</del>
90–92	4.6	3.6	<del>2.6</del>
87–89	4.4	3.4	<del>2.4</del>
83–86	4.2	3.2	<del>2.2</del>
80–82	4.0	3.0	<del>2.0</del>
77–79	3.8	2.8	<del>1.8</del>

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

73–76	3.6	2.6	<del>1.6</del>
71–72	3.4	2.4	<del>1.4</del>
70	3.0	2.0	<del>1.0</del>
Below 70	0	0	<del>0</del>

BEGINNING WITH THE  
CLASS OF 2018  
(FRESHMAN  
ENTERING FALL OF  
2014)

Grade points shall be assigned according to the chart below:

	Numerical Grade	Honors	Academic	Basic
GRADE POINT SYSTEM	100	5.0	4.0	<del>3.0</del>
	99	4.9	3.9	<del>3.0</del>
	98	4.8	3.8	<del>2.9</del>
	97	4.7	3.7	<del>2.9</del>
	96	4.6	3.6	<del>2.8</del>
	95	4.5	3.5	<del>2.8</del>
	94	4.4	3.4	<del>2.7</del>
	93	4.3	3.3	<del>2.7</del>
	92	4.2	3.2	<del>2.6</del>
	91	4.1	3.1	<del>2.6</del>
	90	4.0	3.0	<del>2.5</del>
	89	3.9	2.9	<del>2.4</del>
	88	3.8	2.8	<del>2.3</del>
	87	3.7	2.7	<del>2.2</del>
	86	3.6	2.6	<del>2.1</del>
	85	3.5	2.5	<del>2.0</del>
	84	3.4	2.4	<del>1.9</del>
	83	3.3	2.3	<del>1.8</del>
	82	3.2	2.2	<del>1.7</del>
	81	3.1	2.1	<del>1.6</del>
	80	3.0	2.0	<del>1.5</del>
	79	2.9	1.9	<del>1.4</del>
	78	2.8	1.8	<del>1.4</del>
	77	2.7	1.7	<del>1.3</del>
	76	2.6	1.6	<del>1.3</del>
	75	2.5	1.5	<del>1.2</del>
	74	2.4	1.4	<del>1.2</del>
	73	2.3	1.3	<del>1.1</del>
	72	2.2	1.2	<del>1.1</del>
	71	2.1	1.1	<del>1.0</del>
	70	2.0	1.0	<del>1.0</del>
	69	0	0	<del>0</del>

Melissa ISD  
043908

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

DATE ISSUED: 9/5/2005  
LDU-36-05  
EIC(LOCAL)-X

ADOPTED:

4 of 4

ACADEMIC ACHIEVEMENT  
RETENTION AND PROMOTION

EIE  
(LOCAL)

CURRICULUM  
MASTERY

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC] The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.

STUDENTS  
RECEIVING  
SPECIAL  
EDUCATION  
SERVICES

Students exhibiting sufficient progress to enable achievement of the goals within the time frame specified on the individualized education program shall be promoted to the next grade level. Retention considerations in the current grade shall be addressed by the admission, review, and dismissal (ARD) committee.

STANDARDS FOR  
MASTERY

In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

GRADES 1–5

In grades 1–5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.

GRADES 6–8

In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, science, and social studies.

GRADES 9–12

Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]

CLASSIFICATION

~~To be promoted:~~

- ~~1. From grade 9, a student shall have acquired 6 credits.~~
- ~~2. From grade 10, a student shall have acquired 12 credits.~~
- ~~3. From grade 11, a student shall have acquired 18 credits.~~

ACADEMIC ACHIEVEMENT  
RETENTION AND PROMOTION

EIE  
(LOCAL)

ACCELERATED  
INSTRUCTION

If a student fails to demonstrate proficiency on a state-mandated assessment, the student shall be provided accelerated instruction in accordance with state law. Additionally, students in grades 5 and 8 shall be subject to all provisions of GRADE ADVANCEMENT TESTING, below.

GRADE  
ADVANCEMENT  
TESTING

Except when a student will be assessed in reading or mathematics above his or her enrolled grade level, students in grades 5 and 8 must meet the passing standard on the applicable state-mandated assessments in reading and mathematics to be promoted to the next grade level, in addition to the District's local standards for mastery and promotion.

DEFINITION OF  
'PARENT'

For purposes of this policy and decisions related to grade advancement requirements, a student's "parent" shall be defined to include either of the student's parents or guardians; a person designated by the parent, by means of a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code, to have responsibility for the student in all school-related matters [see FD]; a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]

NO ALTERNATE  
ASSESSMENT  
INSTRUMENT

The District shall use only the statewide assessment instrument for the third testing opportunity.

STANDARDS FOR  
PROMOTION UPON  
APPEAL

If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law.

The student shall not be promoted unless:

1. All members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year in accordance with the educational plan developed by the GPC; and
2. The student has completed required accelerated instruction in the subject area for which the student failed to demonstrate proficiency.

Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for in-

	<p>terim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The principal or designee shall monitor the student's progress during the following school year to ensure that he or she is progressing in accordance with the plan.</p>
TRANSFER STUDENTS	<p>When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.</p> <p>If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.</p>
ASSIGNMENT OF RETAINED STUDENTS	<p>A student not promoted to the next grade level shall remain at the same campus or shall be assigned to a similar campus setting.</p>
REDUCING STUDENT RETENTION	<p>The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]</p>
EXIT PROVISION	<p>A committee shall monitor the progress of at-risk students to assess their readiness to be instructed in the regular program without accelerated/compensatory strategies.</p>
PLACEMENT CRITERIA	<p>One or more of the following criteria shall be used in determining placement of a student in grades 9–12 in accelerated/compensatory classes:</p> <ol style="list-style-type: none"><li>1. The student has scored one or more years below grade level on a standardized achievement test administered by the District.</li><li>2. The student has failed to demonstrate mastery on one or more areas of the state-mandated assessment instrument.</li><li>3. The student has been recommended for the course, based on prior performance in academic courses, by the teacher, principal, or counselor.</li></ol> <p>The principal shall ensure that a student meets one or more of these criteria before permitting the student to enroll in one of the courses. A student in grade 6, 7, or 8 who is not promoted shall be</p>

placed in the courses determined by the principal as most appropriate for the student.

**RESOLUTION OF THE BOARD TO SUSPEND PORTIONS OF EIE(LOCAL)  
FOR THE 2014–15 SCHOOL YEAR ONLY**

WHEREAS, Title 19, Chapter 101 of the Texas Administrative Code and section 28.0211(a) of the Texas Education Code require students in grades 5 and 8 to meet the passing standards on the reading and mathematics state-mandated assessment instruments for those grade levels to be promoted to the next grade.

WHEREAS, the Melissa ISD EIE(LOCAL) policy requires students in grades 5 and 8 to satisfy the above stated promotion standards in addition to local standards of promotion to be promoted to the next grade.

WHEREAS, the essential knowledge and skills for mathematics in grades kindergarten through grade 8 found in Title 19, Chapter 111 of the Texas Administrative Code have been revised and will be implemented in the 2014–15 school year.

WHEREAS, state passing standards for the STAAR grades 5 and 8 mathematics examinations will not be established for the 2014–15 school year and only raw score data will be available.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Melissa ISD shall suspend for the 2014–15 school year only the portions of EIE(LOCAL) that require students in grades 5 and 8 to meet the passing standards on the mathematics state-mandated assessment instruments for those grade levels to be promoted to the next grade.

Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the Board of Trustees.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**MELISSA INDEPENDENT SCHOOL DISTRICT  
RESOLUTION NO. 072114**

**A RESOLUTION PROVIDING FOR THE EXPEMPTION OF FREEPORT  
GOODS FROM TAXATION**

**WHEREAS**, Article VIII, Section 1-j, Subsection (a) of the Texas Constitution and Section 11.251 of the Texas Tax Code exempts from taxation certain tangible personal property referred to as “Freeport goods” at the discretion of the taxing authority; and

**WHEREAS**, the Board of Trustees of the Melissa Independent School District, Melissa, Texas, for the purpose of promoting economic development and diversity, increasing employment, reducing unemployment and underemployment, expanding commerce and stimulation business and commercial activity within the boundaries of the Melissa Independent School District, desires to offer certain economic incentives to businesses and industries; and

**WHEREAS**, the Board of Trustees of the Melissa Independent School District has determined it would be advantageous and beneficial to the constituents of the Melissa Independent School District to exempt “Freeport goods” from taxation.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
TRUSTEES OF THE MELISSA INDEPENDENT SCHOOL DISTRICT THAT:**

1. Definition: “Freeport goods” means property that under Article VIII, Section 1-j, of the Texas Constitution is not taxable.
2. Exemption: All qualifying entities, located within the taxing authority of the Melissa Independent School District are entitled to an exemption from taxation of the appraised value of that portion of the person or entity’s inventory or property consisting of Freeport goods. The exemption provided in this section is subtracted from the market value of the inventory or property determined under the Texas Tax Code to determine the taxable value of the inventory or property.
3. Qualification: Qualification and implementation of the Freeport goods tax exemption shall be in accordance with the Texas Tax Code as it exists or may be amended.
4. Severability Clause: It is the intention of the Board of Trustees that this Resolution, and every provision thereof, shall be considered severable and the invalidity of any section, clause or provision or part or portion of any section, clause, or provision of this Resolution shall not affect the validity of any other portion of this Resolution.

5. Repealing and Savings Clauses: All Resolutions in conflict herewith are repealed to the extent they are in conflict. Any remaining portions of conflicting resolutions shall remain in full force and effect.
6. Effective Date: The Resolution shall become effective from and after its adoption.

**DULY PASSED AND APPROVED BY THE BOARD OF TRUSTEES OF THE MELISSA INDEPENDENT SCHOOL DISTRICT, MELISSA, TEXAS, on this \_\_\_\_\_ day of \_\_\_\_\_, 2014.**

\_\_\_\_\_  
**President, Melissa Independent School District  
Board of Trustees**

ATTESTED AND CORRECTLY  
RECORDED

\_\_\_\_\_  
Secretary, Melissa Independent School District  
Board of Trustees



**City of Melissa**

Melissa City Hall  
3411 Barker Avenue  
Melissa, TX 75454

Ph: 972-837-1268  
Fax: 972-837-4524  
www.cityofmelissa.com

July 17, 2014

Melissa ISD Board of Trustees  
1904 Cooper Street  
Melissa, TX 75454

City of Melissa City Council  
3411 Barker Avenue  
Melissa, TX 75454

RE: Consideration of Adoption of Freeport Exemption by  
MISD and City

Dear Elected Officials of the Melissa Community:

In December 2013, the Melissa City Council reappointed an independent group of citizens to serve on the Melissa Industrial and Economic Development Corporation (“MIEDC”). Since that time, the MIEDC has spent much of its time together developing a plan to move forward with bringing jobs and increasing property values and sales tax to the Melissa community. A priority focus of the MIEDC is to attract those businesses that bring significant jobs to the community, while at the same time, minimizing the services required by the Melissa Independent School District (“MISD”) or the City of Melissa (“City”) to serve the businesses. Thus, one focus will be to develop a plan to attract warehousing and/or light industrial to Melissa.

At the June 9, 2014 MIEDC meeting, the Board expressed an interest in gaining more information about the Freeport Exemption and whether or not a partnership between the City and the MSD could be explored to request both entities consider adopting the Freeport Exemption. The MIEDC believes this exemption opportunity will increase the marketability of Melissa in the area of warehousing and light industrial development in order to bring jobs to Melissa and bolster our community’s tax base. In summary, the bullets below are the basics of the Freeport Exemption:

- The exemption applies to goods, wares, ores, and merchandise other than oil, gas, and petroleum products (defined as liquid and gaseous materials immediately derived from refining petroleum or natural gas) and to aircraft or repair parts used by a certificated air carrier.
- The freeport goods qualify if they leave Texas within 175 days from the date they are brought into or acquired in the state.
- Goods must be in Texas for assembling, storing, manufacturing, repair, maintenance, processing or fabricating purposes.

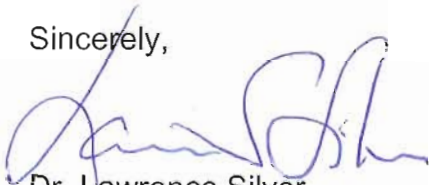
On June 19, 2014, the MISD Superintendent of Schools Keith Murphy and City Manager Jason Little met with Brad Richards and Robert Waldrup of the Collin Central Appraisal District (“CCAD”) in order to glean the facts about the Freeport Exemption and the impact the exemption would have on both entities today. The attached summary outlines the Freeport Exemption and compares it to the Goods in Transit Exemption.

According to the data from the CCAD, the Freeport Exemption would have no impact today in Melissa for either MISD or the City, as there are no active applications for the exemption. Therefore, it would be an ideal time for both the City and MISD to consider the exemption since it appears it can only help our collective efforts for business attraction in this focus area.

Also attached is a summary of entities in Collin County that have adopted the Freeport Exemption. As you will notice, those entities that Melissa is mostly likely to compete with along the US 75 corridor all have the Freeport Exemption from both the ISD and City, and thus when combined with the already adopted Freeport Exemption through Collin County, these communities offer a "Triple Freeport Exemption." With the general appreciation of land value throughout Collin County and the available parcel sizes in Melissa, having the Triple Freeport Exemption could only help Melissa in attracting this sector of commercial development.

In summary, the MIEDC thanks you for your service to the Melissa community and encourages you to strongly consider the adoption of this exemption. If the MIEDC can be of any service, please do not hesitate to contact me.

Sincerely,



Dr. Lawrence Silver  
MIEDC Chair

## A COMPARISON OF THE 'FREEPORT' AND 'GOODS IN TRANSIT' EXEMPTIONS

Requirements, Actions, and Deadlines	Freeport	Goods In Transit
The property claimed as exempt must be owned by the applicant on January 1st of the tax year.	Yes	Yes
The property must have been acquired within or imported into Texas for assembling, storing, manufacturing, processing, or fabricating purposes.	Yes	Yes
The property is to be forwarded to a final destination: a) <i>outside</i> of Texas. b) <i>inside</i> of Texas.	Yes	Yes
	No	Yes
The property must be detained at a location in Texas that is neither directly nor indirectly owned by the owner of the inventory.	No	Yes
The property is to be transported not later than 175 days after the date the owner acquired it or imported it into Texas.	Yes	Yes
The property meets the requirements of this exemption whether it's the January 1st owner or another party that transports the property within 175 days.	Yes	Yes
Application must be made annually.	Yes	Yes
The completed exemption application form must be filed before May 1st.	Yes	Yes
An application may be filed after the deadline for filing it has passed if it is filed before the date the appraisal review board approves the appraisal records.	Yes	No
Official action to tax the goods exempted must be taken before January 1st of the first tax year in which the governing body proposes to tax the exempted goods.	Yes	Yes
Once the governing body has acted to tax the goods exempted, they may later act to exempt the now taxable property for a subsequent tax year.	Yes	Yes
The governing body may act to rescind their previous action to exempt the taxable property.	No	???

Note: Property which receives an exemption from taxation as "Goods In Transit" is not eligible to also receive an exemption from taxation as "Freeport" goods.



# Collin Central Appraisal District

## *Entities Granting "Freeport Goods" Exemption*

<u>Entity Code</u>	<u>Entity Name</u>
CAL	Allen City
SAL	Allen ISD
CAN	Anna City
CCR	Carrollton City
JCN	Collin College
GCN	Collin County
CDA	Dallas City
CFC	Farmersville City
CFR	Frisco City
SFR	Frisco ISD
CGA	Garland City
CJO	Josephine City
CLC	Lowry Crossing City
CMC	McKinney City
SMC	McKinney ISD
CMR	Murphy City
CNV	Nevada City
CNH	New Hope Town
CPK	Parker City
CPL	Plano City
SPL	Plano ISD
CPN	Princeton City
SPN	Princeton ISD
SPR	Prosper ISD
SRW	Rockwall ISD
SRY	Royse City ISD
CSP	St. Paul Town
CVA	Van Alstyne City
SVA	Van Alstyne ISD
CWS	Weston City
SWY	Wylie ISD



# Collin Central Appraisal District

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## *Entities Granting "Goods-In-Transit" Exemption*

<u>Entity Code</u>	<u>Entity Name</u>
JCN	Collin College
CFC	Farmersville City
CJO	Josephine City
CLA	Lavon City
CMC	McKinney City
CMR	Murphy City
CNV	Nevada City
CNH	New Hope Town
CPK	Parker City
SPN	Princeton ISD
SPR	Prosper ISD
WSE	Seis Lagos Utility Dist
CSP	St. Paul Town
SVA	Van Alstyne ISD
CWS	Weston City

# Official Delegate Designation Form

**Please note:**

- Only board members of TASB Active Members (public schools and ESCs) may serve as delegates or alternates.
- T A S B Directors and the four Legislative Advisory Council (LAC) members serving on the TASB Legislative Committee are delegates by virtue of their positions. If one of your board members is also a TASB Director or one of the four LAC representatives, do not designate this member; he or she will already be participating as a voting delegate in the Assembly.
- If you are designating an individual newly elected to your board, please update your district's membership information in myTASB. The update form is available under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>). If you have any questions about updating your membership information, contact Anisa Pope (contact information located at bottom of page).
- Y O u also may submit your designation online. The online form is available in myTASB under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>).

**Delegate:** \_\_\_\_\_

Board position: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing address (if NOT the district address) for Delegate Assembly materials:  
\_\_\_\_\_

**Alternate:** \_\_\_\_\_

Board position: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing address (if NOT the district address) for Delegate Assembly materials:  
\_\_\_\_\_

**Name of school district:** \_\_\_\_\_

**County-district number:** \_\_\_\_\_ **TASB (ESC) region number:** \_\_\_\_\_

I hereby certify that the above persons were chosen by our board as our official voting delegate and alternate to the 2014 TASB Delegate Assembly in Dallas, Texas, on September 27, 2014 (as provided by the TASB Bylaws).

Board president's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your board's designations online or to the address below by *September 19, 2014*, to receive Delegate Assembly packets by mail. Delegates submitted after the deadline will need to be certified on site by the Credentials Committee and receive their packets at that time.

Texas Association of School Boards  
Attn: Anisa Pope  
P.O. Box 400  
Austin, Texas 78767-0400  
Fax: 512.467.3554



Questions? Contact Anisa Pope at 800.580.8272 or [anisa.pope@tasb.org](mailto:anisa.pope@tasb.org).

TEXAS ASSOCIATION OF SCHOOL BOARDS (TASB)  
**Biographical Sketch**

Today's Date: June 18, 2014\_



Name: Debbie Gillespie\_\_\_\_\_

Address: 6236 Chamberlyne Dr\_\_\_\_\_

City: Frisco\_\_\_\_\_

Zip: 75034\_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: 972-567-0980\_\_\_\_\_

Residence Phone: 972-335-7894\_\_\_\_\_

Fax Number (if applicable): \_\_\_\_\_

We communicate with our Board members primarily via e-mail and the internet.  
 Please list your preferred active email address.

E-mail: debbieg6236@tx.rr.com\_\_\_\_\_

School District: Frisco ISD\_\_\_\_\_

Local Term Expires: 6/2018 Years on Board: 3 years\_\_\_\_  
 Month/Year

Upon expiration of current term on your local board, will you seek re-election:  
 Yes  No

Board positions held/dates: Secretary\_\_\_\_\_

Occupation: Community Volunteer\_\_\_\_\_

Employers: Dell Corp Dates: 1991-1996\_\_\_\_\_

Spouse's Name: Dane Gillespie Children (Names and Ages): Caitlin 20 and Connor 18\_\_\_\_

Birthdate: April 27, 1968 Birthplace: Kerrville, TX\_\_\_\_\_

Education-High School: 1986 Graduate Anderson HS, Austin, TX

College: 1991 Graduate Southwest Texas State University

Other Education: \_\_\_\_\_ Degrees: \_\_\_\_\_

Hobbies/Special Interests: Reading, exercise, volunteering

Business/Professional/Civic Group memberships; offices held and dates:

*PTA Board Officer 2001-2009; PTO Board Member and Board Officer 2005-2007; PTO Board President 2007-2010; National Charity League 2005-2012: NCL Board Officer 2008-2012; Young Men's Service League 2010-2014; YMSL Board Officer 2011-2013; Frisco Family Services Center Volunteer and 2 year Board Member; Frisco High School Band Booster Officer 2007-2013; Neighborhood Association Village Representative 13yrs. Frisco ISD Council of PTA's Legislative Chair 2012-2014:*

*Various other volunteer positions around our community*

*Leadership TASB Graduate 2014; Member of LTASB Alumni Association*

**Additional Comments:** (Use reverse side if additional space is required.)

**ENDORSEMENT FORM**

Date \_\_\_\_\_

Viola Garcia, Chair  
TASB Nominations Committee  
P. O. Box 400  
Austin, Texas 78767-0400

This form to be used to endorse a nominated individual from a BOARD within your TASB Region who has completed the June 30, 2014 requirements.  
**Endorsements will only be accepted if acted on from JULY 3 to AUGUST 29. Must be received in the TASB Austin office on or before AUGUST 29, 2014**

Dear Mrs. Garcia:

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

**CANDIDATE INFORMATION**

NAME: Debbie Gillespie

SCHOOL DISTRICT: Frisco ISD

MAILING ADDRESS: 6236 Chamberlyne Dr

CITY: Frisco, TEXAS ZIP 75034

This endorsement was approved by our school district's board of trustees at a duly called meeting on \_\_\_\_\_.  
(Date)

Sincerely,

\_\_\_\_\_  
(BOARD PRESIDENT)

NAME: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, TEXAS ZIP \_\_\_\_\_

**Must be received in the TASB Austin office on or before August 29, 2014**

**RETURN TO:  
TASB  
Attn: Management Services  
P.O. Box 400  
Austin, Texas 78767-0400  
or FAX (512) 467-3554**

*Debbie Gillespie  
Frisco ISD Board of Trustees, Secretary  
6236 Chamberlyne Dr.  
Frisco, Texas 75034*

June 18, 2014

Keith Murphy, Superintendent  
Melissa ISD  
1904 Cooper Street  
Melissa, Texas 75454

Dear Mr. Murphy,

My name is Debbie Gillespie and I would like to ask for your district's support and endorsement for Texas Association of School Board of Directors, Region 10, Position A.

I am a native Texan, born in Kerrville and raised in Austin. My husband and I moved to Frisco with our two children 19 years ago. Caitlin is now 20 years old and a junior at UT Austin and Connor is 18 and will be in the Corps of Cadets at Texas A&M in College Station this fall.

Both of our children began kindergarten in Frisco and although rezoned a few times, they were in Frisco schools their entire K-12 education. I began volunteering in the community as soon as we moved to Frisco and in the schools as soon as our daughter began kindergarten.

My passion for our students and schools has grown stronger and more passionate over my years of volunteering in our schools and community. After many years of PTA, PTO, Booster Clubs and two School Bond Committees, I ran for and was first elected to the Frisco ISD Board of Trustees in 2011 and I am now excited to be serving my 2<sup>nd</sup> term as a trustee and as the current Board secretary.

Attached you will find my nomination form biography that tells you a little more about me and I would be happy to answer any further questions you may have.

The endorsement form is also attached and will need to be mailed or faxed and must be received by August 29, 2014.

I appreciate your consideration in allowing me to grow as a board member and the opportunity to serve every child in Texas!

Sincerely,  
Debbie Gillespie  
Frisco ISD Board of Trustee, Secretary  
Leadership TASB 2014, Master Trustee