



Melissa ISD

Regular

Monday, May 21, 2018 6:00 PM

Agenda of Regular Meeting

Melissa ISD

A Regular Meeting of Melissa ISD will be held May 21, 2018, beginning at 6:00 PM in the Melissa Schools Home Office, 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 silenced.*
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. Action Items
 - A. Administer Oath of Office to Newly Elected Trustees
Russell, Omar & Jason approach Lanza Coe to:
 - 1) Receive Certificate of Election
 - 2) Sign Statement of Officer
 - 3) Recite and sign Oath of Office
 - B. Reorganization (Installation) of Board Officers
(nominations do not require a second)
When there is more than one nominee for an office, candidates are voted on in the order nominated. The chair asks for all in favor of a particular nominee, then for all opposed, before moving on to the next nominee. If the first nominee does not receive a majority of "yes" votes, the second name is announced and the "yes" and "no" votes called for. Voting continues for each nominee until one receives a majority. When one has received a majority, the remaining

nominees need not be announced and voted on.

1. Election of President

To open nominations from the floor, the current president states:

“Nominations are now in order for the office of President.”

“Mr.(Ms.) _____ is nominated for the office of President”

“Are there any further nominations for the office of President?”

The president restates each nomination until it appears there are no more.

To be certain, repeat:

“Are there further nominations for President? Then if not, nominations are closed.”

Vote. Name _____ for # ___ against # ___ abstained # ___

2. Election of Vice President

To open nominations from the floor, the newly elected president states:

“Nominations are now in order for the office of vice-president.”

“Mr.(Mrs.) _____ is nominated for the office of vice-president”

“Are there any further nominations for the office of vice-president?”

The president restates each nomination until it appears there are no more.

To be certain, repeat:

“Are there further nominations for vice-president? Then if not, nominations are closed.”

Vote. Name _____ for # ___ against # ___ abstained # ___

3. Election of Secretary

To open nominations from the floor, the newly elected president states:

“Nominations are now in order for the office of secretary.”

“Mr.(Mrs.) _____ is nominated for the office of secretary”

“Are there any further nominations for the office of secretary?”

The president restates each nomination until it appears there are no more.

To be certain, repeat:

“Are there further nominations for secretary? Then if not, nominations are closed.”

Vote. Name _____ for # ___ against # ___ abstained # ___

5. Recognitions

A. Cardinal Commendations

B. Campus Attendance Awards

6. **BREAK**

7. Consent Agenda

Superintendent Recommendation: Board to approve the consent agenda

- A. Minutes of previous meeting 6
- B. Finance
 - 1. Budget Report 11
 - 2. Budget Amendments 14
 - 3. Quarterly Investment Report 16
- 8. Kenny Deel, Executive Director of Operations
 - A. Construction Update
- 9. Lance Rainey, Executive Director of Administrative Services
 - A. Budget Overview
 - B. Donations
 - 1. McKinney Sports Connection \$754.10, Donation towards Special Olympics Track Meet Medals & Awards
- 10. Kim Boedeker, Executive Director of Academic Leadership
 - A. Executive Update
- 11. Sharon Carroll - Executive Director of Curriculum & Instruction
 - A. Curriculum and Instruction Update
 - B. Overview of Local Policy Updates EHBD (Local) and FDB (Local)
 - C. STAAR Results, 5th and 8th Grades
- 12. Dr. Robert Rich, Deputy Superintendent
 - A. Personnel Update
- 13. Board President Reports
- 14. Superintendent Reports
 - A. MHS Graduation June 2 @ 3 PM, Allen Event Center
 - B. Discuss Cancelling July Board Meeting
 - C. Summer Leadership Institute, June 13th-16th (San Antonio), June 27-June 30 (Fort Worth)
 - D. TASA/TASB Convention, September 28-30, Dallas
- 15. 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.**
- 16. Action Items
 - A. Local District Update, affecting local policies EHBD (Local) and FDB (Local), 17
Second reading
Superintendent Recommendation: Board to approve final reading of local policies EHBD (Local) and FDB (Local)
 - B. Consider approval of first reading for Out-of-State Choir students to take trip to 19
New York for tour and performance, March 14 - 17, 2019.

Superintendent Recommendation: Board to approve first reading of Out-of-State trip for Choir Students to take a trip to New York for tour and performance, March 14 - 17, 2019.

- C. Consider Approval of Lubbock-Cooper ISD Purchasing Group for 2018-2019 Food Services

Superintendent Recommendation: Board to approve Lubbock-Cooper ISD Purchasing Group for 2018-2019 Food Services

17. Closed Session

A. Texas Government Code Section

1. Section 551.072 Real Property Negotiations
2. Section 551.074 Personnel Issues
 - a. Personnel Recommendations
3. Section 551.076 Security
4. Section 551.082 Student Discipline
5. Section 551.088 Assessment Instruments
6. Section 418.183(f) Emergency Management

18. Return to Open Session

19. 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 #

20. Adjournment

21. Action Items

DRAFT
MELISSA INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
April 16, 2018

The Board of Trustees of the Melissa Independent School District met in Regular Session on April 16, 2018, at Melissa Home Office Board Room, 1904 Cooper Street. Member present: Paul Anderson, Russell Cox, Dr. Bill Gray, George James, Bruce Minchey, Omar Landrum and Jason Granger. Also present: Superintendent Keith Murphy, Dr. Robert Rich, and Lanza Coe.

Board President George James called the meeting to order at 6:00 p.m. with a quorum present.

Jason Granger gave the invocation.

Kirby Cox and Aliana Sheriff led the Pledges of Allegiance.

Walter Perez recognized the following Harry McKillop Elementary students and staff:

- Aiden Bates
- Alyssa Mitchell
- Norah Walker
- Pam Fortner
- Lauren Graue

Michele Austin recognized the following Melissa Ridge Intermediate students and staff:

- Emma McKee
- Nick Wistl
- Madysen Heitter
- Julie Nally
- Christa Elliott
- Lauren Power
- Tammy Brand

Marcus Eckert recognized the following Melissa Middle School students and staff:

- Hayden Maurer
- Austin Bridges
- Elizabeth Becker
- Aaron Dugger

Kenneth Wooten recognized the following Melissa High School students:

- 2018 Yearbook Staff
- Nicole Kasson
- Kathryn Belanger

Superintendent Keith Murphy presented Cardinal Commendations for outstanding student attendance:

- First Grade for Highest Grade Level Attendance at Harry McKillop Elementary
- Fourth Grade for Highest Grade Level Attendance At Melissa Ridge Intermediate
- Sixth Grade for Highest Grade Level Attendance at Melissa Middle School
- Ninth Grade for Highest Grade Level Attendance at Melissa High School
- Melissa Ridge Intermediate Campus for Highest District Attendance

The Board took a short recess.

The Board unanimously approved the consent agenda.

Kenny Deel introduced the following: Tim Lyssy from Stantec Architects and John Westbrook from Corgan Architects provided construction updates on North Creek Elementary and Melissa High School.

Lance Rainey provided a board budget update.

Mr. Rainey provided a Food Service update.

Mr. Rainey provided a Retrofit Lighting update.

Mr. Rainey recognized the following donations:

- Perot Museum \$500 Donation toward STREAM Night on May 17
- Lacore Enterprises, LLC \$1,000 Donation for 2018 Special Olympics Track Meet
- Mudpies & Lullabies, LLC \$1,000 Donation for 2018 Special Olympics Track Meet
- Texas Commission on the Arts \$1,000 Donation for Mexico 2000 Ballet Performance at HME

Kim Boedeker provided a campus update.

Ms. Boedeker discussed the Ignite Program and provided an update on plans for Ignite for this summer.

Ms. Boedeker provided an update on the Wall of Honor program.

Sharon Carroll provided an overview of Policy Updates EHBD (Local) and FDB (Local).

Ms. Carroll provided an overview of Policy Update 110.

Dr. Rich presented a personnel update.

Board President George James presented the hours of training the Board has had during this 2017-18 School Year.

President George James reported the following: Board Members Paul Anderson, Russell Cox, Dr. Bill Gray, Jason Granger, George James, Omar Landrum and Bruce Minchey have completed the required Tier 1 Education Code update.

- Board Member Omar Landrum has met the required Local Orientation hours for New Board Members.
- Board Members Paul Anderson, Russell Cox, Dr. Bill Gray, Jason Granger, George James, and Bruce Minchey, as well as Superintendent Keith Murphy, have met the required continuing education hours for Tier 2 Team-building Session/Roles and Responsibilities.
- Board Members Paul Anderson, Russell Cox, Dr. Bill Gray, Jason Granger, and George James have exceeded, and Bruce Minchey has met, the required hours for board member continuing education for Tier 3 Additional Continuing Education, based on assessed needs and the Framework for Governance Leadership.
- Because newly appointed Omar Landrum was sworn in December 18, 2017 meeting, Mr. Landrum is deficient in the required number of hours for Tiers 2 and 3 board member continuing education.”

Board President George James reminded the Board members of upcoming conferences:

- EISO Board Training and Team of Eight in May
- TASB Summer Leadership Institute in June
- TASA/TASB Conference in September

On a motion by Bruce Minchey and seconded by Jason Granger, the Board unanimously approved the second and final reading of Policy Update 110, affecting Local Policy BBB.

On a motion by Bruce Minchey and seconded by Russell Cox, the Board unanimously approved Local District Update, affecting local polices EHBD (Local) and FDB (local), first reading.

On a motion by Bruce Minchey and seconded by Omar Landrum, the Board unanimously approved District Administration to enter into a contract with a food service management company for the 2018-19 school year.

On a motion by Bruce Minchey and seconded by Jason Granger, the Board unanimously approved to enter into a contract with Aquila Environmental for the Lighting Retrofit as recommended by District Administration.

The Board went into closed session at 7:45 p.m. Also present, Kim Boedeker and Dr. Robert Rich.

The Board returned to open session at 8:14 p.m.

On a motion by Bruce Minchey and seconded by Jason Granger, the Board unanimously approved the endorsement of Marcus Eckert as Acting Principal at Melissa Middle School.

On a motion by Bruce Minchey and seconded by Omar Landrum, the Board unanimously approved personnel as recommended by the Superintendent.

On a motion by Bruce Minchey and seconded by Dr. Bill Gray, the Board adjourned at 8:22 p.m.

Date Approved

George James, President

Paul Anderson, Secretary

**DRAFT
MELISSA INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES SPECIAL CANVASS MEETING
MAY 16, 2018**

The Board of Trustees of the Melissa Independent School District met in Special Session to Canvass Election results on May 16, 2018, at 10:00 a.m. Members present: George James and Bruce Minchey. Also present: Superintendent Keith Murphy and Lanza Coe.

Board President George James called the meeting to order at 10:05 a.m. with a quorum present.

Bruce Minchey gave the Invocation.

Board President James read the official canvass results of the May 5, 2018 Regular Election as follows: Jason Granger was elected for Place 3, Russell Cox was elected for Place 4, and Omar Landrum was elected for Place 5. Mr. Cox and Mr. Landrum were elected due to running opposed.

On a motion by Bruce Minchey and seconded by George James, the Board accepted the Board Election results as stated.

The Board adjourned at 10:07 a.m.

Date Approved

George James, President

Paul Anderson, Secretary

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

	EstimatedRevenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
000					
183 / 8 UIL DISTRICT CHAIR	.00	.00	.00	.00	.00%
198 / 8 ACADEMY/SUMMER CAMP	210,250.00	-26,693.13	-228,822.86	-18,572.86	108.83%
199 / 8 GENERAL FUND	24,795,070.00	-1,122,598.67	-19,857,569.13	4,937,500.87	80.09%
211 / 8 TITLE I PART A	102,040.00	-38,317.63	-41,141.63	60,898.37	40.32%
224 / 8 IDEA B FORMULA (224)	357,537.00	-19,575.85	-140,106.71	217,430.29	39.19%
225 / 8 IDEA B PRESCHOOL (225)	6,800.00	.00	.00	6,800.00	.00%
240 / 8 FOOD SERVICE	645,230.00	-87,075.47	-498,550.99	146,679.01	77.27%
244 / 8 CARL PERKINS	.00	.00	.00	.00	.00%
255 / 8 TITLE II PART A	11,960.00	.00	-9,739.17	2,220.83	81.43%
263 / 8 TITLE III PART A: LEP	5,729.00	.00	-6,779.14	-1,050.14	118.33%
289 / 8 FED FUNDED SPECIAL REVENUE	.00	.00	.00	.00	.00%
385 / 8 SSVI	.00	.00	.00	.00	.00%
410 / 8 STATE TEXBOOK FUND	662,303.19	-38,144.55	-107,467.37	554,835.82	16.23%
415 / 8 PRE K GRANT	.00	.00	.00	.00	.00%
429 / 8 PRE K GRANT	.00	.00	.00	.00	.00%
461 / 8 CAMPUS ACTIVITY FUND	.00	.00	.00	.00	.00%
599 / 8 DEBT SERVICE FUND	5,386,000.00	-27,001.85	-5,580,040.79	-194,040.79	103.60%
694 / 8 40 M BOND SALE	38,385,235.86	-6,276.21	-91,100.90	38,294,134.96	.24%
695 / 8 24 M BOND SALE 2016-B	63,763.36	-3,923.32	-46,877.14	16,886.22	73.52%
753 / 8 WORKMAN COMPENSATION INSURANCE	99,303.00	.00	.00	99,303.00	.00%
865 / 8 STUDENT ACTIVITY FUND	.00	.00	.00	.00	.00%
Totals for 000	70,731,221.41	-1,369,606.68	-26,608,195.83	44,123,025.58	37.62%
Total 5000 Revenues	70,731,221.41	-1,369,606.68	-26,608,195.83	44,123,025.58	37.62%
Total 7000 Revenues	.00	.00	.00	.00	.00%
Total Revenues	70,731,221.41	-1,369,606.68	-26,608,195.83	44,123,025.58	37.62%

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

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
000						
385 / 8 SSVI	.00	.00	.00	.00	.00	.00%
Totals for 000	.00	.00	.00	.00	.00	.00%
001 - Melissa High School						
199 / 8 GENERAL FUND	-6,198,202.32	51,103.25	4,432,206.45	562,310.92	-1,714,892.62	71.51%
224 / 8 IDEA B FORMULA (224)	-244,860.00	.00	181,957.40	24,776.34	-62,902.60	74.31%
240 / 8 FOOD SERVICE	-67,750.00	3,081.02	60,985.50	7,189.19	-3,683.48	90.02%
244 / 8 CARL PERKINS	.00	.00	.00	.00	.00	.00%
Totals for 001 - Melissa High School	-6,510,812.32	54,184.27	4,675,149.35	594,276.45	-1,781,478.70	71.81%
101 - Melissa Middle School						
199 / 8 GENERAL FUND	-3,687,689.00	19,328.65	2,518,503.62	356,540.29	-1,149,856.73	68.29%
240 / 8 FOOD SERVICE	-100,150.00	3,817.40	102,341.04	16,197.20	6,008.44	102.19%
Totals for 101 - Melissa Middle School	-3,787,839.00	23,146.05	2,620,844.66	372,737.49	-1,143,848.29	69.19%
102 - Harry McKillop Elementary						
198 / 8 ACADEMY/SUMMER CAMP	-127,856.00	844.90	81,478.73	11,103.93	-45,532.37	63.73%
199 / 8 GENERAL FUND	-4,062,833.00	7,547.95	3,116,992.79	427,510.05	-938,292.26	76.72%
225 / 8 IDEA B PRESCHOOL (225)	-6,800.00	4,262.44	2,464.60	2,464.60	-72.96	36.24%
240 / 8 FOOD SERVICE	-69,000.00	2,752.86	45,004.46	4,860.08	-21,242.68	65.22%
415 / 8 PRE K GRANT	.00	.00	.00	.00	.00	.00%
429 / 8 PRE K GRANT	.00	.00	.00	.00	.00	.00%
Totals for 102 - Harry McKillop Elementary	-4,266,489.00	15,408.15	3,245,940.58	445,938.66	-1,005,140.27	76.08%
103 - Collin Co JJAEP						
199 / 8 GENERAL FUND	-27,800.00	.00	.00	.00	-27,800.00	-.00%
Totals for 103 - Collin Co JJAEP	-27,800.00	.00	.00	.00	-27,800.00	-.00%
105 - Melissa Ridge Intermediate						
198 / 8 ACADEMY/SUMMER CAMP	-82,394.00	.00	.00	.00	-82,394.00	-.00%
199 / 8 GENERAL FUND	-2,520,777.00	11,065.06	1,907,050.52	256,793.79	-602,661.42	75.65%
Totals for 105 - Melissa Ridge Intermediate	-2,603,171.00	11,065.06	1,907,050.52	256,793.79	-685,055.42	73.26%
701 - SUPERINTENDENT						
199 / 8 GENERAL FUND	-303,451.05	2,806.26	208,280.61	31,212.54	-92,364.18	68.64%
Totals for 701 - SUPERINTENDENT	-303,451.05	2,806.26	208,280.61	31,212.54	-92,364.18	68.64%
702 - BOARD OF TRUSTEES						
199 / 8 GENERAL FUND	-44,000.00	5,969.61	15,332.36	363.55	-22,698.03	34.85%
Totals for 702 - BOARD OF TRUSTEES	-44,000.00	5,969.61	15,332.36	363.55	-22,698.03	34.85%
703						
199 / 8 GENERAL FUND	-110,000.00	.00	74,883.50	.00	-35,116.50	68.08%
Totals for 703	-110,000.00	.00	74,883.50	.00	-35,116.50	68.08%
750 - BUSINESS SERVICES						
199 / 8 GENERAL FUND	-730,369.00	2,796.97	490,828.42	51,351.25	-236,743.61	67.20%

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

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
753 / 8 WORKMAN COMPENSATION INSURANCE	-99,303.00	.00	57,435.44	1,904.69	-41,867.56	57.84%
Totals for 750 - BUSINESS SERVICES	-829,672.00	2,796.97	548,263.86	53,255.94	-278,611.17	66.08%
938 - FOOD SERVICE						
240 / 8 FOOD SERVICE	-9,000.00	.00	3,270.00	.00	-5,730.00	36.33%
Totals for 938 - FOOD SERVICE	-9,000.00	.00	3,270.00	.00	-5,730.00	36.33%
999 - DISTRICT WIDE						
183 / 8 UIL DISTRICT CHAIR	.00	.00	583.08	583.08	583.08	.00%
199 / 7 PRIOR YEAR GENERAL OPERATING	.00	.00	-23.02	.00	-23.02	.00%
199 / 8 GENERAL FUND	-7,109,948.63	105,310.46	4,496,669.15	477,881.85	-2,507,969.02	63.24%
211 / 8 TITLE I PART A	-102,040.00	.00	93,734.92	47,938.12	-8,305.08	91.86%
224 / 8 IDEA B FORMULA (224)	-112,677.00	2,380.00	27,692.50	27,692.50	-82,604.50	24.58%
240 / 8 FOOD SERVICE	-399,330.00	.00	281,151.78	36,795.68	-118,178.22	70.41%
244 / 8 CARL PERKINS	.00	.00	.00	.00	.00	.00%
255 / 8 TITLE II PART A	-11,960.00	.00	7,330.75	.00	-4,629.25	61.29%
263 / 8 TITLE III PART A: LEP	-5,729.00	.00	250.25	.00	-5,478.75	4.37%
410 / 8 STATE TEXBOOK FUND	-662,303.19	391.42	134,079.08	64,240.45	-527,832.69	20.24%
461 / 8 CAMPUS ACTIVITY FUND	.00	.00	.00	.00	.00	.00%
599 / 8 DEBT SERVICE FUND	-6,027,281.26	.00	2,264,640.64	.00	-3,762,640.62	37.57%
694 / 8 40 M BOND SALE	-28,790,691.01	.00	20,075,115.27	1,520,091.65	-8,715,575.74	69.73%
695 / 8 24 M BOND SALE 2016-B	-23,026,413.62	1,861,916.24	11,933,833.47	1,794,127.32	-9,230,663.91	51.83%
Totals for 999 - DISTRICT WIDE	-66,248,373.71	1,969,998.12	39,315,057.87	3,969,350.65	-24,963,317.72	59.34%
Total 6000 Expenditures	-84,740,608.08	2,085,374.49	52,614,073.31	5,723,929.07	-30,041,160.28	62.09%
Total 8000 Expenditures	.00	.00	.00	.00	.00	.00%
Total Expenditures	-84,740,608.08	2,085,374.49	52,614,073.31	5,723,929.07	-30,041,160.28	62.09%

End of Report

MELISSA ISD
2018 Q1 INVESTMENTS REPORT

04/30/2018

GENERAL FUND (199)	ACCOUNT BALANCE	INTEREST EARNED
JANUARY	\$ 13,523,262.00	\$ 3,397.66
FEBRUARY	\$ 12,989,053.86	\$ 3,031.00
MARCH	\$ 11,583,957.14	\$ 3,129.53
TOTAL		<u>\$ 9,558.19</u>

DEBT SERVICE (599)	ACCOUNT BALANCE	INTEREST EARNED
JANUARY	\$ 2,970,309.42	\$ 1,202.58
FEBRUARY	\$ 3,479,315.28	\$ 773.65
MARCH	\$ 3,566,180.22	\$ 900.12
TOTAL		<u>\$ 2,876.35</u>

40 M BOND (694)	ACCOUNT BALANCE	INTEREST EARNED
JANUARY	\$ 15,143,139.21	\$ 10,774.91
FEBRUARY	\$ 13,168,721.59	\$ 8,155.02
MARCH	\$ 10,416,984.30	\$ 7,474.45
TOTAL		<u>\$ 26,404.38</u>

24 M BOND (695)	ACCOUNT BALANCE	INTEREST EARNED
JANUARY	\$ 16,090,669.12	\$ 5,927.78
FEBRUARY	\$ 14,658,704.23	\$ 4,628.29
MARCH	\$ 13,017,868.99	\$ 4,691.13
TOTAL		<u>\$ 15,247.20</u>

TOTAL INTEREST EARNED Q3 \$ 54,086.12

TOTAL INVESTMENTS Q4 \$ 38,584,990.65

* ACCOUNT BALANCE DENOTES BALANCE AT END OF MONTH ACCORDING TO BANK STATEMENTS

PROPOSED REVISIONS

A student shall be assigned to a school in the attendance area in which he or she resides.

Class Changes

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another **on that campus.**

Transfers Between Schools

The Superintendent shall be authorized to investigate and approve transfers between schools in accordance with administrative guidelines that shall be posted on the District's website.

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.

PROPOSED REVISIONS

As required by law in order to receive Title I, Part A funds, the District shall provide to TEA written assurance regarding comparability of services across the District in teachers, administrators, and other staff, as well as in the provision of curriculum materials and instructional supplies.

For information on the District salary schedule, see DEA(LOCAL).

Comparability of Services

As reflected in District records and as submitted to TEA, the District shall document compliance by using one of the following methods:

1. Comparison of state and local expenditures per student;
2. Comparison of per-student expenditures for state and local base salaries; or
3. Ratio of students to full-time equivalent instructional staff whose salaries are not federally funded.

In special programs, such as special education, bilingual education, or English as a second language, a lower ratio may be maintained and more money may be spent per individual campus as necessary to fulfill other legal requirements. These costs shall be excluded from the comparability of services calculations.

2018-2019 Choir New York Trip Proposal

Requirements

Participation in the Choir Trip to New York requires School Board approval because of the local policy requiring approval for out-of-state travel.

We will be using American Classic Tours and Music Festivals to plan our trip. Members of this company are former music educators and understand exactly what needs to anticipate.

Overview

We would like to provide students the opportunity to travel and perform in one of the most musical cities in America. We would fly in to La Guardia Airport and stay at the Hampton Inn, Manhattan/Times Square. The trip will be open to any high school student who is currently enrolled in high school choir, passing all classes, and exhibits positive and trustworthy behavior. At this time, we are estimating that each student will have to pay \$1579 to cover airfare, lodging, food, and tourist attractions. A sample itinerary is attached and the date at this time is tentative to accommodate for testing and other extracurriculars.

Student Expense Breakdown

Total Rate: \$1579.00

-Airfare and ground transportation: \$595.00

-Lodging: \$389.00

-Meals, Admission Tickets, Excursions and Local Guide: \$595.00

Student Requirements

Students must be an active participant in the Melissa High School Choir, academically eligible, and in good standing at Melissa High School.

Travel Schedule

(See attached tour proposal)

TOUR PROPOSAL

Tour ID:34342

TOUR PRICING:

	QUAD	TRIPLE	DOUBLE	SINGLE
Student:	\$1579	\$1679	\$1879	\$2479
Adult:	\$1595	\$1695	\$1895	\$2495

Ask about our



Cancellation Protection (CP) guarantees every participant trip payment protection in case they have to cancel their trip. Protect all your participants by including CP in your tour costs and receive a discount off the standard program price.

TOUR FEATURES:

Participants: Tour cost is based on 32 paying participants. A change in this number will affect the tour cost.

Tour Guide: Tour escorted by 1 professional Tour Guide for 4 days. Gratuity for Tour Guide(s) included. Ask us for details.

Chaperones: 3 free chaperones roomed as follows:
1 in single, 2 in double, 0 in triple, 0 in quad

Hotel: 3 nights; Hampton Inn Manhattan/Times Square Central - New York, NY

Transportation: 1 - 48 passenger coach included for airport-only transfers
Round-trip air transportation is included.
Optional gratuity for Bus Driver(s) not included but may be added. Ask us for details.

Meals: 3 Breakfasts, 0 Lunch, 3 Dinners

Hotel Security: Nighttime security is not included but may be added for an additional cost. Ask us for details.

Admissions: American Museum of Natural History, Broadway Show, Circle Line Semi-Circle Cruise (2 hours), Empire State Building, Metro Card - Weekly, NBC Studios Tour, Radio City Music Hall, Theatre Workshop - Broadway Inbound (General)

Tour Inclusions: American Classic Tours baggage tags to help keep track of luggage.
24 hr access to American Classic Tours in case you need us.
"On-Tour" mobile app included for each participant! Access all your trip information in one place.
Drawstring Backpack for every participant!
Name Tags with Emergency Contact info for all participants!
Medical Insurance for all participants! Primary coverage for Accident (\$5,000), Illness (\$1,000) or Dental Injury (\$500) - terms apply.
All restaurant gratuities and hotel taxes are included.

Tour costs and itinerary items are accurate at this time and subject to availability and revision without notice, when owing to circumstances beyond the control of American Classic Tours & Festivals, LLC

Why American Classic Tours?
Trip Planning Tools

- * Customized materials to promote your trip to students and parents.
- * Online features to make managing your trip as easy as possible.
- * A knowledgeable team that is dedicated to making your travel experience the best it can be!

The Highest Standards

As an accredited and charter member of The Student and Youth Travel Association and recognized members of these leading travel associations, we promise you that we adhere to a strict set of ethical, financial and professional standards; a promise that we keep in everything we do.


Protection for Peace of Mind

We maintain a \$5 Million Comprehensive Tour Operators Professional Liability Insurance Policy.

Fundraising Ideas

Students who raise funds for their own trip are rewarded with a sense of pride from earning their tour themselves! Visit <http://amclass.com/> for some of our favorite ideas.



**American
Classic**

TOURS & MUSIC FESTIVALS

Melissa High School

Four Day New York City Tour

March 14-17, 2019

TENTATIVE ITINERARY

Tour ID:34342

First Day

Thursday March 14, 2019

Arrival at a New York City Airport.

Join your Tour Guide and meet your airport transfer.

Transfer to your hotel to drop luggage.

An unlimited Metro Card will be provided for transportation in New York City throughout your stay.

Time for lunch at your expense.

2:00 pm

Backstage tour of Radio City Music Hall.

Visit Rockefeller Center and St. Patrick's Cathedral. Walk and window shop along Fifth Avenue, one of the most popular shopping streets in the world, and visit such icons as Saks Fifth Avenue, Trump Tower, Tiffany & Co., Gucci and the Apple Store.

4:30 pm

Check into your hotel:
Hampton Inn Manhattan/Times Square Central

6:00 pm

Dinner at Ellen's Stardust Diner.

8:00 pm

Admission to the Empire State Building Observatory.

Second Day

Friday March 15, 2019

8:00 am

Breakfast at your hotel.

10:00 am

Enjoy a two-hour cruise around Manhattan offering a stunning panoramic of the famed New York skyline and a close-up view of Lady Liberty.

Time for lunch at your expense.

2:00 pm

View the 9/11 Memorial.

Tour of the Wall Street Area. Some of the sights you will see: Bowling Green, Trinity Church and Graveyard, Federal Hall National Monument, Federal Reserve Bank and the Old Custom's House.

5:30 pm

Dinner at La Nonna Italian Restaurant.

Shopping and browsing through Chinatown and Little Italy.



TOURS & MUSIC FESTIVALS

Melissa High School

Four Day New York City Tour

March 14-17, 2019

TENTATIVE ITINERARY

Third Day

8:00 am

10:00 am

2:00 pm

4:00 pm

6:00 pm

8:00 pm

Saturday March 16, 2019

Breakfast at your hotel.

Tour of N.B.C. Studios (subject to availability).

Visit the world famous Grand Central Station, one of New York City's greatest architectural gems with time for shopping, browsing and lunch at your expense.

Participate in a hands-on, interactive workshop- choose from one of our exciting workshops.

Choral Performance (location to be determined).

Dinner at The Playwright Tavern.

Attend a performance of a Broadway Show (tickets are subject to availability).

Fourth Day

7:00 am

9:00 am

1:00 pm

3:30 pm

4:00 pm

Sunday March 17, 2019

Breakfast at your hotel and check out.

Visit and tour the Theatre District including Broadway.

Admission to the American Museum of Natural History.

Return to your hotel to pick up your luggage and meet your airport transfer.

Depart for New York City Airport.

Tour of Central Park including Strawberry Fields, Bethesda Fountain and the Alice in Wonderland sculpture with time for lunch at your expense.

This itinerary is designed to remain flexible to compensate for traffic, crowds and weather conditions.